PRE-SUBMISSION:

**Why does UC San Diego Moores Cancer Center offer intramural grants?**
As an NCI-designated comprehensive cancer center and an Organized Research Unit of the University of California, it is our mandate to: 1) stimulate and encourage cancer research at UC San Diego; 2) foster translational cancer research collaborations between the basic, clinical, and prevention disciplines, and 3) nurture young scientists who may be embarking on a career in the cancer field.

**Can anyone at UC San Diego apply for an intramural grant from Moores Cancer Center?**
It varies. Intramural grants are generally reserved for salaried or non-salaried UC San Diego faculty and, in some cases, the postgraduate researchers they support. One or more grant cycles may be open to all UC faculty if the submitted project is relevant to cancer. Others are limited just to active members of Moores Cancer Center. Members who are affiliated with other institutions may apply for all advertised grants, provided other eligibility criteria are satisfied. Eligibility is specified in each RFP.

**What comprises the ideal proposal?**
- relevance of the project to cancer
- hypothesis-driven or a clear purpose is stated
- translating bench-to-bed and/or bed-to-bench
- incorporates the collaboration of two or more cancer researchers
- evidence of statistical review and input expertise is incorporated
- the project will likely lead to extramural support, preferably from the NIH/NCI
- the project can begin immediately, avoiding hiring or regulatory delays

**How many awards are made in each cycle?**
This depends upon the cycle and the availability of funds. Much of our intramural grants program is supported philanthropically, and the number of projects will vary from year to year, cycle to cycle.

**How long does the funding last?**
All intramural grants of Moores Cancer Center are issued for one year.

**My extramural funding has diminished. Can I seek bridge support through this mechanism?**
Unfortunately, no.

**Are indirect costs involved?**
No. Funds awarded through Moores Cancer Center intramural program are specifically intended to directly support costs associated with the proposed research. Allowable expenses are advertised with each cycle.
What expenses are generally not allowed?
• Unless advertised, salary of the PI is not generally supported
• Purchase of single items of equipment that exceed $2,500
• Foreign travel
• Domestic travel expenses in excess of 5% of the proposed budget

Are there any special requirements involved PRIOR to award?
Yes. Prior to implementation, institutional approval must be in place for proposals that involve the use of human or animal subjects. If an approved protocol is not in place, the PI has up to 90 days from the time of the award in which to obtain the necessary approvals. Additionally, the PI is required to complete the Human Subjects Research Protections Program online tutorial (http://irb.ucsd.edu/webtraining/), and to provide a copy of the certification to Moores Cancer Center.

Can I submit more than one project per intramural cycle?
Unfortunately, no.

Can I obtain more than one intramural grant?
Yes, but no more than one award is issued to the same PI within any 12-month period.

Can I resubmit a proposal?
Yes. If Moores Cancer Center is running concurrent cycles, it will accept the resubmission to only one funding cycle. A resubmitted proposal must be identified on the Face Page (identifying the earlier cycle), and must incorporate earlier concerns in text and the steps taken to address them.

How many resubmissions are allowed?
One.

What is WebGAAS?
WebGAAS – Website Grants-in-Aid Administrative System – is a Moores Cancer Center intranet-based grants submission and approval mechanism for all proposals. Because grants are also reviewed electronically, hard copies of grants are neither required nor accepted.

Is a UC San Diego Request for Extramural Support (RES) Form required?
No, but endorsements are required from the PI’s academic department. WebGAAS will automatically generate this alert when the application is submitted.

SUBMISSION PROCESS:

Where can I obtain a Forms Package?
After a secured account is set up on the Moores Cancer Center intranet, forms can be downloaded at http://cancer.ucsd.edu/AboutUs/AdminServices/grants-in-aid.asp. The Forms Package includes a Face Page, a Continuation Page, and pages for Budget Justification and Biosketch. The Budget is provided as a separate Excel document.

Are there page limitations?
Yes. Generally, this limit is five pages for the Research Plan, inclusive of graphics. References, support letters, and other ancillary documents are acceptable additions.

What time is the proposal due on the deadline date?
Midnight on the advertised deadline date.
I am working with a collaborator, yet when I upload a second Biosketch, mine disappears. What happened?
You have overwritten the first document. To submit more than one, paste information from all Biosketches after your own into one document, then upload it. You can also use the Supporting Documents section for this purpose.

What about other attachments?
It is recommended to string all of your documents together into one package. However, you can use the Supporting Documents section for this purpose.

Is a Biosketch required from the postdoctoral fellow or other technician assigned to this project?
No, only the PI (and any co-PIs) must submit an NIH-type biosketch.

What is the font size and margin parameters?
Font should be Arial 11. Margins can be a minimum of ½ inch.

The 100-word abstract section is a large space on the Face Page. Can I begin the text of my proposal here instead of starting on the continuation page?
Yes, absolutely. Your abstract is still required before leading into your proposal.

Will MacIntosh computers work with WebGAAS?
Yes, however MAC users sometimes run into problems when uploading documents. Others encounter no difficulty, and we have not determined why this occurs. What should I do if I cannot upload my documents?
If you are not a MAC user, please contact Deborah Davis at Ext. 21240 or Richard DeTeresa at Ext. 27640 for assistance. If you are a MAC user, we ask that you copy and cut the on-screen error message you receive, and paste it into an email to rdeteres@ucsd.edu. Make sure to attach all documents required for the intramural cycle.

POST AWARD:

How does the review process work?
Moores Cancer Center follows a review and score procedure similar to that utilized by the National Institutes of Health. Each application is assigned a primary and secondary reviewer. When possible, reviewers will have expertise directly related to the proposal. All reviewers submit written comments, and these are provided to the applicant to assist greater funding success on: 1) an intramural resubmission to Moores Cancer Center, or 2) extramural grant application effort. In addition to written comments, the review process includes a meeting of all reviewers to discuss and rank proposals. The Review Committee submits its recommendations to the Moores Cancer Center Director’s office. If the number of projects that receive fundable scores exceeds funds allocated to the cycle, a secondary review will occur by the Senior Leaders Council. This review will determine which of the competing projects most closely adheres to criteria stated in the RFP and parallels the overall mission of Moores Cancer Center.

What is a “fundable” score?
Proposals receiving less than 200, following NIH-type scoring procedures.

Who manages the funds?
Intramural Grant Program FAQs

Moores Cancer Center. A specific Fund Manager will be assigned to the PI to: 1) interface with the academic department of record; 2) assist in all budgetary matters; 3) monitor, and 4) provide monthly reports.

**Are there any special requirements involved AFTER the award?**
Yes. Using the novel data collected in the pilot project, the PI must make every attempt to obtain extramural funding, and to publish the findings. UC San Diego Moores Cancer Center must be acknowledged on grants obtained from any extramural funding source, as well as on any publications that result from the seed money provided. Additionally, recipients should be available to report on their progress at Moores Cancer Center-sponsored seminars, retreats and other functions that may be identified. If grants and/or publications are submitted but the results unknown, it is the responsibility of the PI to contact Moores Cancer Center regarding the final adjudication of pending efforts.

**Are no-cost extensions possible?**
Extension of our one-year grants is not encouraged. We acknowledge, however, that a variety of unanticipated factors can sometimes delay work on a proposal, and are flexible given justifiable circumstances. At the time a delay occurs (i.e. staffing recruitment efforts) an extension request must be submitted to Moores Cancer Center.

**Is re-budgeting allowed?**
Yes. The PI can re-budget <10% of the overall budget. A request and justification must be sought from the CC to re-budget >10%.

**What if I leave the University?**
You may nominate another individual who meets eligibility requirements to continue work on the project, providing Moores Cancer Center approval is obtained. If this cannot be arranged, all unspent funds will revert to Moores Cancer Center.

**Is a final progress report expected?**
Yes. About one month before the cycle ends, the PI is e-mailed a Progress Report Form.