



STANFORD MATERNAL AND CHILD HEALTH RESEARCH INSTITUTE

Transdisciplinary¹ Initiatives Program Full Proposal Policy

ELIGIBILITY

Research must be primarily related to maternal and child² health. All areas of research are eligible: basic, translational, clinical research, epidemiology/statistics, informatics, health services, or health policy. Applicants cannot currently be funded by another TIP award as the PI or co-PI.

FULL PROPOSAL

Cover Page (using format provided)

Budget (attached separately as an excel sheet using template provided and included in the PDF application)

Lay Summary: 300 words or less

Diversity, Equity, Inclusion, and Justice (DEIJ) Statement

- In what ways have you contributed towards and/or demonstrated a commitment to inclusion, equity, and diversity through your academic career, and how do you plan to advance these commitments professionally? 300 words or less

Introduction for Resubmission (if applicable)

- The substantial scientific changes must be marked in the text of the application by bracketing, indenting, or changing typography. If the changes are so extensive that all the text would be marked, explain that briefly in the Introduction. The Research Plan should incorporate the work completed since the prior version of the application was submitted. The Introduction should not exceed two pages.

Research Proposal

- Concise description of the project aims, hypothesis, background, preliminary studies (if available), overall design, methods, and potential pitfalls, and a multi-year budget. For human – based studies, there should also be a brief description of sample size and plan for statistical analyses of the results.
- All applications must provide a plan for promoting inclusion, diversity, and equitable research in the research proposal. This section should describe the activities and strategies of the applicant to promote DEIJ within the context of the study population(s) and any associated research group(s). The study design must include a description and rationale for the composition of the proposed study population with respect to sex/gender, race, and ethnicity, including a recruitment strategy for the study population.
- The proposal should be a maximum of six (6) pages of text, not including references, and no more than five (5) additional pages of attachments or appendices.
- For all members of the research team submit: NIH Biosketch and Other Support Page, including pending support.

IRB Approval

It is strongly encouraged that you submit your IRB application *prior* to the MCHRI application submission deadline *and* the IRB review meeting date stated in the MCHRI application. If there is an approval letter, it must be attached with the application. If approved for funding, the award cannot commence (fund transfer) without the approved IRB protocols. For more information, please see: <http://humansubjects.stanford.edu/>

¹ Transdisciplinary is defined as heterogeneous groups of scholars who transform one another's perspectives on a problem; it is more than an amalgamation of disciplines, or a series of tasks done by different labs, but rather a synthesis of ideas that creates new learning.

² "Child" or "Children" refers to the expectant mother, oocyte, zygote, embryo, fetus, infant, child, and adolescent.

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PRE-SUBMISSION REQUIREMENTS

MCHRI Resources

Consultations with all applicable MCHRI resources described in this section are required prior to submission at least 6-8 weeks before the deadline. For assistance with coordination of MCHRI and/or other Stanford resources, contact MCHRI Administration at mchri_admin@stanford.edu *at least 8 weeks prior to submission deadline.*

MCHRI Clinical Research Support Office (CRSO) for Patient Oriented Research at SMCH

Studies involving patients at Stanford Medicine Children's Health (SMCH) must contact CRSO *early in the study design phase or at least 8 weeks prior to submission* by emailing crso@stanfordchildrens.org to ensure hospital units involved can assess feasibility and resource requirements are taken into consideration, including hospital costs. Studies that would occur at SMCH without CRSO consultation will not be reviewed or may be asked to resubmit in the next cycle.

MCHRI-Funded QSU Biostatistical Support

A statistical analysis plan is required for all human-based studies and all projects requiring power calculations.

Through our funded partnership with the Quantitative Sciences Unit (QSU), MCHRI grant applicants may request data sciences resources to support the success of their research project, the development of grant proposals, and implementation of funded projects. The QSU provides expertise in study design, database creation, data management and analysis. The QSU will reserve slots for consultations specifically for MCHRI applicants. Click [here](#) to submit a request directly to the QSU. Request QSU Office Hours *at least 8 weeks* in advance of a submission deadline. The QSU may not be able to accommodate requests within the 8-week window.

MCHRI Office of Community Engaged Research (OCEnR)

Proposed projects with Community Engaged Research components are required to consult with OCEnR 6-8 weeks prior to submission. OCEnR provides technical assistance with any CEnR components of

applicant's proposal. To request assistance, contact OCEnR Manager, Dongmei Tan at dongmei@stanford.edu or [submit intake form](#).

MCHRI Clinical Research Coordinator Services

The award may be applied towards a MCHRI Clinical Research Coordinator to assist with any or all of the following: IRB applications, regulatory document completion, identification of eligible subjects, recruitment, enrollment, clinical data collection or sample acquisition, specimen handling/shipping, quality control, adverse event reporting, data entry, oversight of regulatory compliance, etc. To request a consult for coordinator services, [submit brief intake here](#) at least 6-8 weeks prior to submission deadline

MCHRI Drug & Device Development (D³) Services

D3 Services were established to provide direct assistance to investigators in every stage of medical product development. Ensuring the project is on track, is targeting a robust market, and inclusive of all elements for regulatory approval are critical fundamentals which serve to expedite the translation of a health technology into the clinical setting. For investigators submitting MCHRI grant applications and interested in utilizing the service, submit a request via the [service request form](#).

AWARD

Up to \$100,000 / year for up to two years. Total award of **\$200,000**. Should there be a carryforward balance of greater than twenty-five percent (25%) at the end of year one, the funds transfer will be held at the discretion of MCHRI until the balance has been expended.

Unexpended funds will be returned to the MCHRI after the performance period (see No-Cost Extensions below).

Award may be used for:

- Research personnel
- PI salary
- Computer software (must be justified), supplies or other materials/ services relevant to the project
- Travel, symposia, or seminars which are an integral part of the proposal

Award may NOT be used for:

- Computer equipment

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- Membership dues, journal subscriptions, books
- Poster presentations or abstract submissions
- Office supplies, computer equipment, software, or accessories for office or administrative use
- ITCC communications
- Any other indirect research costs

NO-COST EXTENSIONS

If unforeseen circumstances justify it then the project completion date may be extended beyond the 24 months and a no-cost extension (NCX) of up to 12 months may be requested.

Requests must be submitted at least thirty (30) days prior to the end date on the award letter.

Requests are considered on a case-by-case basis. Not all requests are approved. Only one extension is granted per project.

SELECTION PROCESS

Proposals are reviewed by the [MCHRI Executive Committee](#).

AWARDEE RESPONSIBILITIES

The PI will take responsibility for the research idea, development methods, supervision and conduct of the study in addition to the following:

- Award recipients will be required to complete a PDRF in SeRA upon notice of award approval and link applicable e-protocols.
- Member of MCHRI, keep Stanford Medicine Profile (formerly-CAP) updated, and utilize "Permit PubMed Import" feature.
- Submit reports in a timely manner, including an annual Progress Report and Financial Report, and a Final Progress Report within 30 days of the award end date.

- Provide updates in all Progress Reports on funding status from external and/or internal sources.
- Submit progress reports for up to 3 years following the award end date that will include information about grants submitted, publications, employment, and new research funding resulting from this award.
- Present the results of their research when asked.
- Acknowledge the research support of the Stanford Maternal and Child Health Research Institute in all publications, abstracts, presentations, press releases, and inventions resulting from this award as follows:

"The project described in this publication was supported by the Stanford Maternal and Child Health Research Institute."

Award recipients who have not acknowledged MCHRI are not eligible for future awards sponsored by the MCHRI.

TERM OF AWARD

Should there be a change in the awardee's role that significantly alters their ability to carry out their responsibilities, the award will be forfeited prior to the completion of the term. However, if there have been unusual occurrences then the awardee may request a deferral or leave of absence from the award; this request will be adjudicated by the Director of the MCHRI. If a deferral is approved, the end date of this award will be adjusted accordingly by MCHRI administration.

CONTACT

MCHRI Administration:
mchri_admin@stanford.edu
650-724-0279