

Dear Colleagues,

As you know, the Liver Center grant provides for the annual submission of pilot projects (approximately \$20,000 to \$25,000 each) from Center participants and new members as approved by the Executive Committee.

The purposes of the pilots are to fund new initiatives, not ongoing research, and to support new investigators to pursue liver-related research that should lead to ROI or other support at a later date. Projects utilizing Core Facilities and supporting young investigators are given priority if the science is equally meritorious. **Investigators should meet one of the following criteria:**

1. Senior fellows or junior faculty at Yale, currently not funded by NIH grants and in need of funds to help prepare for ROI-type applications.
2. Established University investigators not currently funded for work related to the Center's focus but who wish to apply their areas of expertise to subjects of Center interest.
3. Funded Center investigators who wish to pursue a project that is different from their current focus of interest, and who need to develop preliminary data to apply for new ROI-type funding.

An internal review by the Center's Executive Committee must precede submission of pilot project requests to our External Advisory Board. This Board convenes at Yale in May-June to determine a priority score for each request and can disapprove the project or modify the budget. According to our guidelines, no pilot projects can be submitted for more than two consecutive years. All current pilot project recipients must follow the same guidelines to request a second year of funding.

In order to expedite this process and to provide time for preliminary internal review by the Executive Committee of the Center (Drs. Boyer, Cheng, Flavell, Garcia-Tsao, Gorelick, Groszmann, Strazzabosco, and Nathanson); the following timelines must be met.

Please note the following dates on your calendar:

1. **January 30, 2009:** Deadline for submission of letter of intent can be e-mailed to joann.sullivan@yale.edu, faxed to 785-7273, or delivered to Joann Sullivan, Center Administrator, 1080 LMP or TAC S227, phone: 785-5526. The letter of intent must include the following: (1) academic position, VISA status, future scientific plans regarding Digestive Disease research (2) title of pilot project; and (3) a sentence as to the applicability of the pilot project to the Liver Center.
2. **February 27, 2009:** Deadline for submission of full applications (15 copies + original) to Joann Sullivan. This should include all documents listed below. Due to pilot projects being internally funded a pro summary and Grants & Contract approval/signature is not required.
3. **April 17, 2009:** Internal reviews of all applications are returned to investigators for revisions.
4. **May 15, 2009:** Receipt of revised application deadline (15 copies + original) to Joann Sullivan.
5. **May 22, 2009:** External Advisory Board meets at Yale. Applicants will be expected to present their pilot projects to the Board on this date.
6. **September 1, 2009:** Approved projects will begin funding period.

The general format of NIH research project applications on fillable individual PHS 398 forms 11/2007 Revision must be used to request pilot funding. You can obtain these forms at: <http://grants.nih.gov/grants/funding/phs398.html> Pilot project applications should not exceed the page limits and format below:

1. **Form Page 1:** Face Page and if needed Form Page 1-continued
2. **Form Page 2 & 3:** Summary, Relevance, Project/Performance Sites, Senior/Key Personnel, Other Significant Contributors, and Human Embryonic Stem Cells
3. **Form Page 4:** Detailed Budget for Initial Budget Period
4. **Form Page 5:** Budget for Entire Proposed Project Period – salary may only be requested for project support personnel, no PI salary allowed
5. **Resources Format Page**
6. **Specific Aims** (1/2 page limit) – PHS 398/2590 Rev 11/07 continuation page
7. **Background and Significance** (1 page limit) – PHS 398/2590 Rev 11/07 continuation page
8. **Preliminary Results** (2 page limit) – PHS 398/2590 Rev 11/07 continuation page
9. **Research Design and Methods** (2 page limit) – PHS 398/2590 Rev 11/07 continuation page
10. **Biographical Sketch Format Page** for all key personnel – PHS 398/2590 Rev 11/07, Biographical Sketch Format Page
11. **Other support** for all key personnel. There is no form page for other support. Use PHS 398/2590 Rev 11/07 continuation page and follow format used in Other Support Format Page: Example.

If you have any questions, please contact Dr. Boyer (785-5279, e-mail: james.boyer@yale.edu), Joann Sullivan (785-5526, e-mail: joann.sullivan@yale.edu) or Ann Thompson (785-5279, e-mail: ann.thompson@yale.edu). The Liver Center website is: <http://livercenter.yale.edu>.