Pilot Grant Application Instructions

OPEN ACCEPTANCE OF PROPOSALS

Proposals for DISC pilot grants are openly accepted throughout the year. Applications must be complete and must be submitted via e-mail attachment to bit.ly/DISC_pilotgrant

APPLICATION – The proposal form and requirements are included in the pages that follow.

ELIGIBILITY – USC Principal Investigator eligible faculty, as defined by the USC Office of Research and Sponsored Projects are permitted to apply for pilot funds. The definition of a USC Principal Investigator is available at: https://oprs.usc.edu/policies/chapter-12-investigators-role-and-responsibilities. Post-Doctoral Fellows or Graduate students may serve as Co-Investigators but must be sponsored by a PI eligible faculty member.

REVIEW – Proposals will be reviewed by a Review Committee. Each proposal will be evaluated based on scientific merit, demonstration of need, and/or potential for successful extramural research support. Generally, reviews will occur within 2 weeks of submissions.

Note: Pilot studies are not to fill a funding gap or to complete an on-going study for publications.

AWARD –

- Awards are for 1 year
- Awarded hours may be used ONLY for DISC MRI scan hours
- An account will be created at the MRI Laboratory for the purpose of the MRI scan hours
- Awarded hours will be transferred to this newly created account
- New users should read the “Safety Manual” section of the DISC website: https://sites.usc.edu/disc/information/safety-manual/
- Recipients may request a one year no-cost extension, provided at the discretion of the DISC Management and Oversight Board

REPORTING – Following award, investigators will be asked to provide the information included in the “reporting” section of this application. Current and historical recipients of pilot grants will be contacted each year to update their reported data.

Note: Submissions for publications or grants are required to acknowledge support from DISC with the following statement: MRI scan time was provided by the USC Dynamic Imaging Science Center.

QUESTIONS – All questions regarding the pilot grant application process, award process, review criteria, or reporting requirements may be directed to Mary Yung at maryyung@usc.edu or 213-764-4991.
**Pilot Grant Application Form**

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### Section 1: Contact Information

| Date: ______ |  
| Principal Investigator Name: _____ | PI Title: _____ |
| Department: _____ | School/College: _____ |
| Phone: _____ | Email: _____ |
| Co-Investigator(s): _____ |  
| Research Assistant/Coordinator: _____ |  
| Phone: _____ | Email: _____ |
| Grant Administrator/Billing Contact: _____ |  
| Phone: _____ | Email: _____ |

### Section 2: Project Information

| IRB Approval No: _____ | IRB Approval Date: _____ | IRB Expiration Date: _____ |
| IRB Approved Title: _____ |  
| Expected Number of Scans Requested: _____ | Length of Time for Each Scan: _____ |
| Are you a first-time user of our facility? ☐ | Is this a children’s study? ☐ |
| What and how many peripherals will be required for your study? (i.e., projector, BioPac physiological monitor, BrainVision EEG, etc.) |  
| Will you be requesting MRI operator support? ☐ | Is physio collection required? _____ |
| Do you have any other special requirements (i.e., special population needs, scheduling requirements, etc.)? |  

Section 3: Application Information

**Describe other resources to be provided by DISC** (i.e.: computing, RF coils, special pulse sequences, statistical consultation, etc.) or **other special requirements** (scheduling issues, etc.): ______

**Describe source of funds for incidental expenses** (e.g. subject payments, costs of radiological interpretation, etc.): ______

**Are there funds available for purchase of scanner time?** Please explain: ______

Pilot scanner time can be supplied for projects that will lead to extramurally funded research projects. Please **describe plans for securing extramural funding:** ______

Section 4: Proposal (limit 5 pages)

*Attach a brief (5 pages or less) protocol describing the proposed research project. This protocol should describe the specific aims, background and significance, and methodology for the project. This protocol should have enough detail to allow a scientific review of the project. Often, the protocol supplied to the IRB will suffice.*

Section 5: References/Literature Cited (limit 1 page)

*Attach references cited in the proposal (1 page or less).*

Section 6: NIH-Style 2 page Biosketch (limit 2 pages per investigator in “Section 1”)

*Attach a 2-5 page NIH-Style biosketch for each investigator cited in “Section”.*

Section 7: IRB Approval & Consent Form

*Studies involving human subjects must include their IRB approval letter and consent form.*

Section 8: Reporting (following award)

*Investigators will be asked to report on whether the data gathered from awarded pilot hours resulted in any of the following: 1) any publication, including journal, date, and title; 2) any submitted internal or external grant, including sponsor and date of submission; 3) any awarded internal or external grant, including sponsor, PI, and date of award. Current and historical recipients of pilot grants will be contacted each year to update their reported data.*

Section 9: Nickname  
*MRI TECHNOLOGIST USE ONLY*

Protocol Nickname______________________  Billing/Scheduling Nickname______________________