Evans Center for Implementation & Improvement Sciences

BOSTON UNIVERSITY

Pilot Grant Program: Frequently Asked Questions

Question	Answer
1. Are you eligible to apply for the Pilot Grant Program if you previously received funding from the Program?	Yes.
2. What kinds of projects does CIIS fund? For example, would a study such as texting patients to increase medication adherence qualify?	Yes. We are interested in funding projects that represent implementation science, improvement science, or a combination of those fields. If you are examining the implementation of the texting intervention and how it improves adherence, that would qualify.
3. Are there certain topic/content areas that are ineligible for funding? For example, would projects focused on mental health or infectious diseases be eligible?	CIIS does not have any requirements for the topic/content area of study applications. All topic/content areas are eligible for funding.
4. Is this grant intended to support the work of early or junior investigators in a way similar to a training grant? Are seasoned, experienced investigators eligible to apply?	Yes. Investigators of all experiences levels are eligible to apply. We encourage investigators who are new to implementation and improvement science to apply.
5. Can pilot funding be used to support implementation/improvement projects led by Boston University faculty, but that are conducted at other organizations?	Yes, so long as the project addresses safety net settings and populations.
6. If I work at Boston Medical Center (BMC) and another community center in Boston that is a primary affiliate to BMC, am I allowed to apply to the grant?	You are eligible to apply if you have a faculty appointment at Boston University. Fellows, residents, graduate students and other non-faculty are not eligible to apply as Principal Investigators, but may be employed on funded pilot studies.
7. Can I submit a Study Proposal Application if I did not submit an Intent to Submit Form?	No. All applicants must submit an Intent to Submit Form by the deadline in order to be eligible to submit a Study Proposal Application.

8. Are there page limits and other layout specifications for Study Proposal Applications?	Yes. This information is specified in the Pilot Grant Program Instructions and Submission Checklists.
	
	Study Application Proposals should include:
	• Submission Checklist *(cover page)*
	• Specific Aims *(1 page)*
	• Research Plan *(3 pages; please also see the Study Proposal Review Criteria)*
	    ○ Significance
	    ○ Innovation

	o Approach o Plans for dissemination and future research • Budget Request and Justification, Staffing Plan *(1 page)* • Study Timeline *(0.5 page)* • References *(no page limit)* • Biosketch and Curriculum Vitae/Resume of Principal Investigator(s) *(no page limit)* Proposals should be typed in Arial font, size 11, with 0.5 inch margins, single-spaced. Proposals should be submitted as PDF documents.
9. Are letters of support required for the Study Proposal Application?	No. While letters of support are not required, they may be useful in documenting the feasibility and setting's readiness for your proposed research.
10. When does the award period begin and end?	Award funds are available following the study proposal decision notice, pending approval from the Institutional Review Board. Projects should conclude within 12 months following initial receipt of funding.
11. If my project is selected for funding, will I receive the full amount requested?	In most cases, yes. Funding decisions are made in consideration of the project needs and budget justification. Please note that the maximum award is $15,000.
12. Can I use the funding to pay for research assistants?	Yes. Research assistants, analysts and programmers may be supported with this funding as long as they are not faculty members.
13. Can I use the funding to pay for a statistician who is also a Boston University faculty member?	No. This funding cannot support faculty salaries. However, other data analysts, programmers, and other research staff can be supported.
14. If my project is not funded, is there an opportunity receive feedback on the decision?	Yes. CIIS will be happy to conduct an individual consultation on your project, providing feedback from the scoring review and recommendations for next steps.
15. When is the next funding cycle?	CIIS holds an annual Request for Applications in the Spring.

Additional Questions

We encourage inquiries concerning the Pilot Grant Program. Please direct your questions to Erika Crable, MPH (ecrable@bu.edu).