

Checklist for Complete Submission of an RPC Application

Documents other than the online submission should be e-mailed to kearnej@ccf.org or Faxed to RPC Office at 216-636-3329.

Failure to submit ALL documents below before 11:59pm EST of submission date constitutes an incomplete RPC application. Incomplete applications will not be reviewed.

PLEASE NOTE:

1. RPC proposal design and an initial statistical consultation can be supported by the Clinical and Translational Science Collaborative (CTSC), of which the Cleveland Clinic is a partner. You are welcome to contact Quantitative Health Sciences (QHS) for information and design assistance: Gerald Beck (gbeck@ccf.org), James Bena (jbena@ccf.org), Bo Hu (hub@ccf.org).

2. Use of Lerner Core Services may also be partially supported by the CTSC Translational Technologies core. Contact Clemencia Colmenares (colmenc@ccf.org) regarding LRI Core needs for an RPC project.

CHECKLIST

Only complete applications will be reviewed. A “complete application” consists of the following:

- RPC Online Submission, SAVED and SUBMITTED.** (Two different “clicks.”)
 - Should outline the importance of the clinical problem being addressed and clearly state the hypothesis to be tested
 - Should address how the project will lead to extramural grant application plans.
 - Should provide a narrative timeline of the plan for the completion of the project.
 - Should state whether the Clinical Research Unit, Lerner Cores, or Biostats are being utilized.
- In the “**Experimental Methods and Data Analysis**” section of the on-line application each RPC proposal needs to address:
 - Data Management**, including:
 - Procedures and responsibilities for data acquisition (measurement and recording)
 - Procedures and responsibilities for data storage (medium [i.e., excel], site, security)
 - Template of the planned worksheet to record the data specifying roles of columns and rows or planned Case Report Forms (CRFs)
 - Statistical Considerations**, including:
 - Study Hypotheses
 - Sample size justification (specifying software used and assumptions made)
 - Type of analyses including the tests to be used and assumed significance levels
 - Data analysis software
 - Procedures and responsibilities for data analysis
 - Statistical Analysis Support**
 - The Budget Section of the proposal should include costs of statistical support for analyses, and database creation and management, if external to investigator team
 - If applicable, a letter of support for the project and the budgeted level from those providing statistical and data management support to the investigator’s team
- PI Biosketch** in NIH Format.
- Staff Sponsor signature form, if PI is non-Staff.** An additional letter outlining a mentoring plan is STRONGLY suggested.
- Staff Sponsor Biosketch** in NIH format (**if PI is non-Staff**).
- Transfer of Funds form:** Print out, completed with account numbers and Institute Chairman signature.
- PI Signature sheet.** Print out and signed by PI and Co-I’s.