



Welcome to OB/GYN Research

Information to start your
Research Career

Department of Obstetrics and Gynecology

Revised 8/2016

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Welcome from Dr. Eve Espey, Chair

Dear Faculty,

Welcome to the Department of Obstetrics & Gynecology at the University of New Mexico School of Medicine! Congratulations on your appointment as faculty within our department. We are delighted you have joining our team and I hope your relationship with the department and the hospital proves to be a rewarding experience.

The information contained in this document is designed to serve as an introduction to OB-GYN research. It should provide you with resources to make your research a smooth one.

The OB-GYN team is here to support you, so please let me what I can do to ensure successful research. Also, if you have specific questions or need additional information, please do not hesitate to contact your division coordinator or our faculty services representative.

A handwritten signature in black ink, appearing to read "Eve Espey". The signature is fluid and cursive, with the first name "Eve" and last name "Espey" clearly distinguishable.

Thank you and best wishes for continued professional success. Sincerely,

Eve Espey, MD Professor and
Chair Department of OBGYN

People to Know

Dr. Rebecca Rogers, Vice-Chair for Research, Department of OB/Gyn, Chief Urogynecology Division. RRogers@salud.unm.edu , 272-9712.

Dr. Rameet Singh, Chief, Family Planning Division. RHSingh@salud.unm.edu , 272-9827.

UNM HRPO IRB On-the-Go, 272-1129

UNM ClickERA, 272-6264, <http://hsc.unm.edu/financialservices/preaward/click-era/index.html>

I. Where to find Grantwriting Training

WITHIN THE DEPARTMENT

REQUIRED TRAINING

- Grantwriting
- Human Research Protections
- Conflict of Interest Training
- HIPAA Training

FACULTY RESEARCH IN OB/GYN GROUP – FROGG

This group meets regularly to discuss on-going and proposed research projects, grantwriting, and mentorship. Contact: Dr. Rameet Singh or Elizabeth Nocella.

HRPO INFORMATION

<http://hsc.unm.edu/research/hrpo/>. Fitz Hall, B71.

Questions regarding human research: 272-1129.

Regular workshops are provided to cover the basics of working with HRRC and HRPO. For a schedule, see <http://hsc.unm.edu/research/hrpo/investigators/education.html>.

Submissions **must** be reviewed in the department before submitting to HRPO. Required documents include departmental approval and fees determination, which both must be signed before submission. Send your packet to Elizabeth Nocella for first review, and then it will be reviewed by Dr. Rogers or Dr. Singh. We anticipate a quick turnaround of documents.

It may take up to 8 weeks to secure IRB approval so that you can begin your human research project. If your funder requires approval with application, you will need to adjust your timeline appropriately.

FINDING A MENTOR

SPONSORED PROJECTS

The Sponsored Projects website (<http://hsc.unm.edu/financialservices/preaward/>) contains several links to grantsmanship training. ClickERA training is provided regularly (see: <http://hsc.unm.edu/financialservices/preaward/click-era/index.html>).

Additionally, the Contracts and Grants tab includes procedures and Q&A. The Forms and Documents tab includes help and guidance in using the forms.

All proposals submitted to external funders are required to be submitted through ClickERA. To use the site, you must have an account and login.

HEALTH SCIENCES CENTER OFFICE OF RESEARCH

The HSC Office of Research

(<http://hsc.unm.edu/som/research/grantsmanship/grantsmanshiptraining.shtml>) also offers several training opportunities, including:

- Strategic Planning for Grant Seekers
- Brown Bag Sessions
- Data management and Sharing Plans
- Introduction to Grantsmanship
- Introduction to Strategic Grant Proposal Development
- SBIR/STTR Strategic Grantsmanship Seminar
- PCORI Information Session
- PCORI Brainstorming Session

CTSC CLINICAL AND TRANSLATIONS INVESTIGATOR'S PROGRAM (CTIP)

This group meets once a month (10 times a year) on the evening of the third Tuesday (6-8 PM in Dominici Hall). Participants will receive 1 hour of graduate school credit, pass/fail, and Ob/Gyn trainees are welcome. Participants are required to have a mentor and a research project. Elaine Manzanilla (EManzanilla@salud.unm.edu) is the contact person. The new year starts in August.

IN THE UNIVERSITY COMMUNITY

Grant Skills Workshop, Anderson School of Management

<http://mgtcert.mgt.unm.edu/upcoming-programs/grant-skills-workshop.asp>

Grant Writing at UNM Continuing Education (a 5 day training). This course is developed and presented by The Grantsmanship Center and is offered periodically. See the CE website (<http://ce.unm.edu/>) for the next session.

II. Overview of Funding Sources

Internal Funding Opportunities

HSC School of Medicine Research Allocation Committee (RAC)

Proposal Due Date	Funding Begin Date	Funding End Date
February 6, 2016	March 1, 2016	February 28, 2017
June 5, 2016	July 1, 2016	June 30, 2017
October 2, 2016	November 1, 2016	October 31, 2017

The HSC SOM Research Allocation Committee (RAC) reviews grant applications and makes recommendations to the Vice Chancellor for Research for the distribution of award monies from the Medical Trust Fund and Tobacco Settlement Pilot Project funds. The purpose of the RAC is to provide pilot funding for grants that will be submitted from the HSC School of Medicine.

Information, including submission deadlines and application forms can be found at: <http://hsc.unm.edu/som/research/RAC/index.shtml>. Deadlines are displayed at the Submissions tab.

For an application to be accepted for review, it MUST

- Be submitted per the basic requirements listed in "Submissions" tab at above site.
- Include HRRC number/date for **IRB submission or approval** for any project using Human Subjects
- Include IACUC Approval/date for any project using vertebrate animals
- Be submitted electronically no later than the posted 5PM deadline (no exceptions)

Scholarship in Education Allocation Committee (SEAC)

The 2016-2018 Call for Proposals deadline is June 17, 2016.

The Office of Undergraduate Medical Education and the Office for Medical Educator Development, with the support of the Dean of the School of Medicine, provides an opportunity for funding for faculty at the School of Medicine in support of scholarship and research focused on the educational mission of the School of Medicine.

Scholarship is taken to mean work that builds upon the work of others, entails a public accountability, is open to peer review, and is built upon by others in their own educational work. Scholarship in teaching and education requires faculty to frame and systematically investigate questions related to student learning — the conditions under which it occurs, what it looks like, and how to deepen it "... with an eye not only to improving their own classroom but to advancing practice beyond."

Learn more about these grants, and view the current call for proposals and sample documents, see <http://som.unm.edu/faculty/seac.html>. Funding cycle deadlines are in June of each year.

Clinical and Translational Science Center (CTSC)

Dates vary: check the link below for current opportunities.

With a team of more than 300 investigators and support professionals, the CTSC works to advance research. CTSC forms new teams and partnerships, develops new tools, technologies, best practices, and provides investigators with opportunities for pilot funding and career development.

The CTSC program offers a multitude of assets and resources. CTSC maintains a wide range of services openly available to investigators and research teams, such as a sophisticated clinical research unit, investigator training programs, biomedical informatics tools, genomic technologies, a large scale drug discovery program, a clinical research data warehouse, and commercialization facilitation.

- Funding opportunities are found at:
<http://hsc.unm.edu/research/ctsc/FundingOpportunities/>.
- RFA and forms can be downloaded for each separate type of award by clicking on "Current Opportunities."

Other Funding Opportunities

FEDERAL

National Institutes of Health (NIH)

NIH offers a number of types of funding opportunities. Proposals are requested through specific funding opportunity announcements or parent announcements.

Information and forms can be found at: <http://grants.nih.gov/grants/oer.htm> . The SF424 R&R application guide can be found at:
<http://grants.nih.gov/grants/funding/424/index.htm>.

Standard deadlines for common NIH Grants can be found at <http://grants.nih.gov/grants/funding/submissionschedule.htm> , though specific deadlines must be verified in the Funding Opportunity Announcement (FOA).

A Grants.gov listserv is available at: <http://www.grants.gov/web/grants/manage-subscriptions.html>.

Agency for Healthcare Research and Quality (AHRQ)

The AHRQ's funding website is <http://www.ahrq.gov/funding/index.html>

The Agency for Healthcare Research and Quality's (AHRQ) mission is to produce evidence to make health care safer, higher quality, more accessible, equitable, and affordable, and to work within the U.S. Department of Health and Human Services and with other partners to make sure that the evidence is understood and used. AHRQ priorities are described.

Citation: Funding Priorities. September 2015. Agency for Healthcare Research and Quality, Rockville, MD. <http://www.ahrq.gov/funding/priorities-contacts/index.html>

Health Resources and Services Administration (HRSA)

HRSA provides access to essential health care services for people who are low-income, uninsured or live in rural areas or urban areas where access to or availability of health care is limited. HRSA grantees provide health care to uninsured people, people living with HIV/AIDS, and pregnant women, mothers and children. They train health professionals and improve systems of care in rural communities. For more information: <http://www.hrsa.gov/about/> .

HRSA makes grants to organizations to improve and expand health care services for underserved people. Funding opportunities can be accessed at: <http://www.hrsa.gov/grants/index.html>. Proposals are submitted through Grants.gov with a link being provided in the funding opportunity announcement. For more information about filling out the SF-424 R&R for a HRSA grant: <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf> .

Patient Centered Outcomes Research Institute (PCORI)

The PCORI website is at <http://www.pcori.org/about-us/landing/> . A tab will lead to funding opportunities. The PCORI Online System (<https://pcori.fluxx.io>) supports PCORI Funding Announcements (PFAs), application submission, and PCORI's review process. The site must be accessed using **Chrome** or **Safari** browsers; other browsers will NOT work. Users must create an account to submit any documents.

Most information on submitting PCORI grants is online and webinar related. How grants are scored is openly laid out in their grant submission guidelines on the website. There are open webinars and town hall meetings several times a month so it is worthwhile to check out the link for the latest information:
<http://www.pcori.org/events>.

For a PCORI fact sheet with more information on PCORI training for applicants, email ENocella@salud.unm.edu.

FOUNDATIONS/ PROFESSIONAL SOCIETIES

Foundations and professional societies offer various educational, advocacy and research resources. Some offer direct grants, while others offer education and mentorship opportunities through membership.

Foundation grants may differ significantly from other grants. They may require a unique application that asks for information not required by other applications. They may also require accessing the electronic application through **Chrome** or other browser.

The timeline for these grants is the same as for all others, and the same internal documents (PDS, IBW, budget justification and time or F&A waivers) are submitted to Sponsored Projects Office (SPO). Timelines and forms differ when the funding is in the form of a contract.

Specific Foundations that may be useful include:

International Urogynecological Association (IUGA), <http://www.iuga.org/>. Currently the IUGA grant program is suspended, but hoping to resume soon with external funding sources. Types of grants include international fellowships, observerships and basic science and clinical research. A mentorship registry is also available.

American Congress of Obstetricians and Gynecologists (ACOG), <http://www.acog.org/>. There are several advocacy and education programs offered. A wealth of educational material on women's health care is offered and some awards are available to expand advocacy.

Society of Urodynamics, Female Pelvice Medicine and Urogenital Reconstruction (SUFU), <http://www.sufuorg.com/About-SUFU.aspx>. The Society fosters interdisciplinary dialogue and communication, promotion of the development of young scientists, and the development of scientific, educational, and professional activities through publications (specifically, The Journal of Neurourology and Urodynamics will serve as the official journal of the society), meetings, and original activities to assist in the

establishment of standards of care. Grant opportunities can be found at: <http://www.sufuorg.com/Professional-Resources/Grant-Opportunities.aspx>. Mentoring

Society of Urologic Nurses and Associates (SUNA), <https://www.suna.org/> . SUNA is committed to enriching the professional lives of members and improving the health of patients through collaborative, compassionate and culturally competent urologic care. Their Foundation supports research, scholarships and educational programs.

AUGS, Advancing Female Pelvic Medicine and Reconstructive Surgery. The PFD Research Foundation, <http://www.pfdresearch.org/> , seeks to improve patients' lives through support of research and public awareness. A multi-center research network for junior faculty supports specific research topics, which vary each year. Additionally, a regular funding cycle runs from January opening to March closing, with selected funding beginning in June. For more information on submitting a proposal, see <http://www.pfdresearch.org/index.php?mo=cm&op=ld&fid=536> .

The Society of Maternal-Fetal Medicine (SMFM), <https://www.smfm.org/> . This organization provides a place to share knowledge, research and clinical best practices to improve care for moms and babies, especially those experiencing high-risk pregnancies.

PIVOT

The Pivot database contains pre-populated scholar profiles from the Community of Science database for faculty at UNM (faculty can log in to manage and update their profiles) and matches them to current federal and non-federal funding opportunities. Users can log in to search for funding opportunities as well as potential research collaborators, both internal and external to UNM. Users can also choose to receive alerts when new opportunities are posted that match their saved searches.

For more information, see <http://research-pdag.unm.edu/content/getting-started-pivot>.

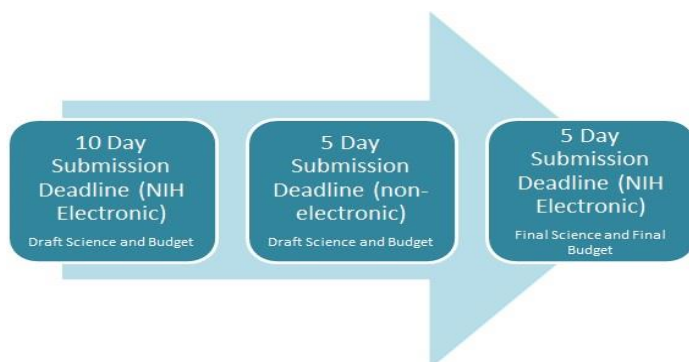
To set up an account: <http://pivot.cos.com/> .

III. Proposals

Sponsored Projects (Preaward)

All proposals must go through SPO PreAward for review, using ClickERA. Your submission will include internal documents such as the Internal Budget worksheet and Proposal Data Sheet (PDS). You may also need to submit an F & A waiver if your funder limits the amount of F & A allowed; an F & A split if you are working with another department; an IT Security review questionnaire if data will be shared.

The SPO site offers multiple online trainings to get you started. Please go to <http://hsc.unm.edu/financialservices/preaward/> to visit their website and tools.



Training Courses

- **[Internal Training Courses \(HSC\)](#)**
- **[External Training Courses & Certifications](#)**

Here we provide a list of courses you can take that are provided by the Health Sciences Center (HSC) staff. Many of these courses must be registered for via Learning Central.

[Internal Budget Worksheet \(IBW\) Training - HSC 103-001](#)

[Research Administration Forum & Training Sessions \(RAFTS\)](#)

[Grants Management Training - HSC 105-001](#)

[Grants Management Recertification - HSC 400-001](#)

[Financial Conflict of Interest \(FCOI\) Training - HSC 104-002](#)

[Grantsmanship Training](#)

UNM's Office of Research offers generic grantsmanship training courses as well as courses tailored to specific situations such as: PCORI, SBIR/STTR, CTSC, etc.

Please visit the [Office of Research's Grantsmanship Training Page](#) to view more detailed information on the types of courses offered as well as how to register.

IV. Once you are funded...

Help and guidance documents may be found at

<http://hsc.unm.edu/financialservices/preaward/forms-documents/help-guidance.html>

ABS: This document is required to set up the index to spend money from the grant or contract. See SPO website for current form and instructions.

RTSF: This form can be used to gain approval to spend funds on a project not yet awarded, but expected to be funded. See SPO website for current form and instructions.

Monthly meeting with clinical research manager and research coordinator(s) is recommended to maintain project timeline and budget.

Make sure you consider whether or not you need ancillary agreements such as material or data transfer agreements. See

<http://hsc.unm.edu/financialservices/preaward/ancillary-agreements/index.html>

Publishing

National Institute of Health Manuscript System (NIMHS)

1. Any NIH-funded study **must** be submitted to NIMHS to receive a PMCID number per NIH regulations. For outline of the process and tutorials, see:

<http://nihms.nih.gov/db/sub.cgi?page=stepbystep> .

2. The obligation to post is shared between authors and publishers. Authors must look for emails from NIHMS requesting approvals for accurate PubMed entry. These approvals must be made for the process to move forward and the number to ultimately be assigned to the manuscript.

3. A useful overview of these requirements is available from CTSC at:

<http://hsc.unm.edu/research/ctsc/AboutUs/CitingCTSC.shtml>.

4. Clinical Trials **must** be registered with <https://clinicaltrials.gov/> in order for results to be published in most journals. There are time deadlines for this posting that must not be missed – journals reject manuscripts where retrospective registration is indicated.