

RISK FACTORS FOR AND MECHANISMS OF ADVERSE EFFECTS ASSOCIATED WITH NEUROTOXIC CHEMOTHERAPY

Christine [REDACTED] (Multiple PI, Contact PI); Jon [REDACTED] (Multiple PI)

Please find below the timeline for the [PAR-16-457](#) (FOA attached)

NCI Site Visit: **October 12, 2017**

Internal due date: **November 30, 2017**

NIH submission date: **January 25, 2018**

As of this email, the following is what I understand the P01 to be comprised of:

- **Overall***
- **Cores**
 - Christine [REDACTED] (Administrative Core*)
 - Gary [REDACTED] (Clinical Core)
 - Adam [REDACTED] (Biostatistics and Bioinformatics Core)
- **Projects** (3 Research Projects minimum required)
 - Christine [REDACTED] – Risk Factors for and Mechanisms of Chemotherapy-Induced Peripheral
 - Steven [REDACTED] – Risk Factors for and Mechanisms of Chemotherapy-Induced Audiovestibular Toxicity
 - Jon [REDACTED] – Mechanisms Mediating the Neurotoxic Effects of Chemotherapy

*P01-required component

Multi-PI: Christine [REDACTED] (Lead); Jon [REDACTED]

RSC: Deborah [REDACTED]

RDO: Kristin [REDACTED]

Proposal Number: [REDACTED] – Please kindly include the P# in the subject line of your emails

Budget/Project Period: September 1, 2018 to August 31, 2023 (or December 1, 2018 to November 30, 2023)

Electronic Submission to NIH (via ASSIST)

Instructions: Please use the FOA (attached) and the [SF424 guide](#).

We've outlined below which documents need to be included for each component above.

Workflow should go as follows:

1. **BUDGETS:** Lead Core/Project PIs to work with their **RSCs** to get Budgets and Budget Justifications to Deborah after receipt of their budget limit on dates listed below. Once final Budgets are approved, RSCs will enter Budget information and upload Budget Justifications into ASSIST.
2. **ADMINISTRATIVE DOCUMENTS:** PIs can work with **RDO** on all administrative documents below. RDO/RMS will review documents and RMS will upload documents into ASSIST by dates provided below.
3. **FINAL SCIENCE:** Lead Core/Project PIs can send **RDO** final science for review by dates provided below. Once approved, RMS will upload into ASSIST by dates provided below.

NEUROTOXIC CHEMOTHERAPY MEETING TOPICS (per RDO)	
Timeline	August 3
Project skeletons	August 15
Projects, round 1	September 7
Cores, round 1	September 19
Prepare for NIH site visit (ppt slides, budget, synergy, etc.)	September 28
Debrief from site visit and discuss necessary changes	mid/late October
Projects and Cores, round 2	early November
Overall	early/mid November

TIMELINE	
Chris to confirm with Deborah - Final Order of Cores and Projects, please be sure to include: • Core/Project Leaders • Names/Titles of each Core/Project - List of Key Personnel	August 4
Chris to send Deborah PI Questionnaire	August 8
First draft budgets – all RSCs to send to Deborah; including sub-recipient budget estimates	August 25
Projects to distribute draft of Specific Aims (1 page) and Research Strategy (12 pages)	September 4
Cores to distribute draft of Specific Aims (1 page) and Research Strategy (6 pages)	September 15
Deborah to send out communication and list of required documentation to Sub-recipients with October 27 deadline	September 18
All investigators (including sub-recipients) to send Kristin - Biosketches (All PIs/Project Leaders, Senior/Key Persons and Other Significant Contributors) - Facilities & Other Resources (required for All Components) - Equipment (As applicable)	September 27
Site Visit at NCI	October 12
Sub-recipients to send Deborah final sub-award packets	October 27
ALL budgets FINALIZED (Deborah)	November 1
RSCs to send to Deborah - Budget Justifications (for All Projects and Cores only)	November 3
Cores and Projects to distribute near-final draft of Specific Aims (1 page) and Research Strategy (6 or 12 pages)	TBA
Chris to distribute near-final draft of Overall Specific Aims (1 page) and Research Strategy (12 pages)	TBA
PIs to send RDO the following for Overall and all Projects and Cores to review and upload in Box for RMS to upload into ASSIST: - Project Narrative, 2-3 sentences max • Overall • Not Applicable for all Projects & all Cores - Resource Sharing Plan (required for All Components) - Consortium/Contractual Arrangements (As applicable) - Letters of Support (Optional) - Vertebrate Animals (As applicable) - Select Agent Research (As applicable) - Protection of Human Subjects (As applicable and Overall to point out applicable components) - Planned Enrollment Report (As applicable and Overall) - Inclusion of Women and Minorities (As applicable and Overall) - Inclusion of Children (As applicable and Overall) - Authentication of Key Biological and/or chemical resources (As applicable)	November 13

<p>All PIs to send Kristin FINAL Research Plan for all components for review:</p> <ul style="list-style-type: none"> - FINAL Project Summary/Abstract, 30 lines of text max (required for All Components) <ul style="list-style-type: none"> • Overall (Christine): See special instructions in FOA • Projects: See special instructions in FOA - FINAL Specific Aims—see special instructions in FOA, 1 page max (All Components) - FINAL Research Strategy—see special instructions in FOA (All Components) <ul style="list-style-type: none"> • Overall (Christine) 12pgs max • Projects 12pgs max (All Projects) • Cores 6pgs max (All Cores) - FINAL Bibliography and References Cited (All Components) 	November 14
RDO/ PIs to review and approve FINAL Research Plan for Cores/Projects	November 15 - 20
<p>RDO to place all FINAL Research documents in Box and Deborah to upload FINAL version of the following into ASSIST:</p> <ul style="list-style-type: none"> - FINAL Project Summary/Abstract, 30 lines of text max (required for All Components) <ul style="list-style-type: none"> • Overall (Christine): See special instructions in FOA • Projects: See special instructions in FOA - FINAL Specific Aims (All Components) - FINAL Research Strategy <ul style="list-style-type: none"> • Overall (Christine) 12pgs max • Projects 12pgs max (All Projects) • Cores 6pgs max (All Cores) <p>FINAL Bibliography and References Cited (All Components)</p>	November 20
<p>RMS to review and approve final application</p> <ul style="list-style-type: none"> - Deborah to route application via eProposal for PI and Chair approval 	November 22
RMS to submit to NIH	November 30

Note regarding format:

- Use an Arial typeface, a black font color, and a font size of 11 points or larger.
- A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- All margins 1/2 inch on all sides.
- The application must be single-sided and single-spaced.

Other Notable Dates:

- September 4: UCSF Holiday (Labor Day)
- November 10: UCSF Holiday (Veteran's Day)
- November 23-24: UCSF Holiday (Thanksgiving)