WASHINGTON UNIVERSITY IN ST.LOUIS
Institute of Clinical and Translational Sciences

JUST-IN-TIME (JIT) Core Usage Funding Program – Program Overview

PROGRAM PURPOSE

The intent of the Just-In-Time (JIT) Core Usage Funding Program is to provide quick access to funding to use any of the ICTS-Affiliated Cores for research advancing medical knowledge that can improve human health. This program is designed to support investigators in obtaining data 1) for developing a clinical/translational proposal to be submitted for extramural funding, and/or 2) leading to a concrete improvement in patient care (QA/QI) at Barnes-Jewish Hospital or St. Louis Children's Hospital. Details are required in the application.

PROGRAM PROCESS OVERVIEW

A confirmation from the Director of the core is an essential part of the application and must corroborate the service(s) to be provided, and the interaction the applicant has had with the core in determining the relevant services. We recommend consulting with the core(s) early to confirm the project timeline, budget and details. The core cannot approve your project until it has been submitted through the ICTS JIT application portal.

Application **Deadline**:	**Core Approver** submits full application to the ICTS by the 10th day of any month by 5pm CT* Investigator must submit application to the core **several days** before the monthly deadline
Award **Decision**:	10th Day of the Following Month* *Note: QA/QI-focused proposals may take longer due to an additional review/approval step*
Award Start Date:	Immediately Upon Notification; applicant must submit approved IRB/IACUC, if applicable

* or first working day thereafter, if 10th falls on a holiday or weekend

Step 1: Investigator reviews **JIT Program Overview** and **JIT Application System User Guide**, on the ICTS website.

> **Clinical Translational Imaging Unit (CTIU) applications/requests for MIR piloting funding require an additional step at the beginning of the process:** Investigator should first submit their project to the WU Mallinckrodt Institute of Radiology (MIR) and allow time for review/approval by the WU MIR Funding Committee. Contact ccir@mir.wustl.edu for instruction. Once the WU MIR Funding Committee approves the application, the PI may then create their online ICTS JIT application.

Step 2:   Investigator submits their application via the online submission system to the core(s) from which they are requesting services **prior** to the monthly deadline. The following information should be submitted:

1. **Project Narrative** (A-E), single spaced, in Arial 11 font, ½ inch margins (5 page maximum)
2. An updated **Biosketch** in the current NIH format for Principal Investigator (5 page maximum)
3. **Quote** from the Core(s) for the requested services, *if available* (2 page maximum)
   ➢ The total number of pages uploaded should not exceed 12

   If the Project Narrative exceeds 5 pages, the application will be administratively rejected

Step 3:   Core Directors complete their portion of the application and submit to the ICTS. Applications received before the monthly deadline will be reviewed and responded to as stated in the above Award Decision section. Those received after the deadline will be held for review the following month.

Step 4:   Proposals are administratively reviewed for completeness and will not be forwarded to the Funding Committee until all information is collected. Once deemed complete, the proposal is submitted to the Committee which includes the ICTS Funding Program Director, Co-Directors, and invited ICTS faculty as subject area experts.

Step 5:   Investigators are notified of the Committee's funding decision, via email. Refer to Award Decision section above and Award Process/Terms below.

AVAILABLE PROGRAM FUNDING

Applicants may request up to **$5,000** from the ICTS for up to one (1) year for use of core services.

- If requesting services from the Clinical Translational Imaging Unit (CTIU) or Siteman Small Animal Cancer Imaging Core (SACI), the maximum allowable request is $10,000; due to the availability of matching funds from the WU Mallinckrodt Institute of Radiology (MIR) and Siteman Cancer Center.
- If requesting matching funds from the Hope Center, the maximum allowable request is $10,000; Hope Center membership is required. View additional details here.

Funds may be requested for services from up to **two (2) Cores, maximum**, per JIT application.

APPLICATION REQUIREMENTS

- Applicant must be a registered member of the ICTS. Member eligibility and registration is available at www.icts.wustl.edu. For registration assistance, email icts@wustl.edu.
- Applicants from WU or its ICTS partner academic institutions must hold a **faculty** level appointment.
  - For research fellows or trainees, the mentor (faculty member) must submit the application as PI.
    - Describe within the application the trainee-mentor circumstance.
  - Employees of BJH, Goldfarb School of Nursing or SLCH (MD, PhD, nurse, or allied healthcare professional) may apply with the permission of their department director. Include letter of support from director in application.
- The ICTS does not recognize a "multi-PI" model for this program.
- In developing applications for this RFA, investigators must show there is a DIRECT and CLEAR LINK to human healthor disease *within three years* of the end of this project, for proposals that deal with animal models or in vitro culture systems. Please summarize your timeline to translation. (Item D of Project Narrative)

AWARD PROCESS/TERMS

Investigators will receive a funding decision via email. All applicable regulatory approvals (IRB and/or IACUC) must be submitted prior to issuing of award. **Funds will not be allocated to an individual PI. Instead,the PI will essentially receive a voucher for the core services requested/approved in the application**.

- The PI must use the support only for the protocol associated with the submitted and approved JIT application
- Upon completion of a service, each WU core will issue an ISD to the ICTS (CC0003197), and in turn the core will receive direct payment. Non-WU cores should submit an invoice to the email address at the end of this document.
  - ISDs and Invoices must contain PI's name, JIT# (found on NOA), date(s) of service and service(s) performed
- **JIT funding may only be used for services completed within the project period stated on the NOA and cannot be used for services received prior to the award start date**
- Awarded funds will be available to the PI for up to one (1) year and may not exceed available program funding. The ICTS will track awarded funds and statements will be sent periodically.
- Per ICTS standard policy, "no cost extensions" are not permitted under the ICTS JIT Funding Program.
- PIs will be asked to complete a **brief survey**, annually for 3 years after the JIT award expires, in order to assist in capturing the Return on Investment (ROI) (e.g. proposal submissions, award, publications, other outcomes, etc.) for this funding program.

Questions? Email JIT@wustl.edu

The ICTS JIT Core Usage Funding application site: http://ictsapply.dom.wustl.edu