

Life Sciences

DISCOVERY FUND

Life Sciences Discovery Fund 2010 Program Grant Competition

Instructions to Interviewees

Overview

Due to the complex nature of the proposed programs and the award size in the LSDF 2010 Program grant competition, a subset of proposal teams has been chosen for interviews in what will constitute the second phase of the external proposal evaluation process. Interviews are intended to allow the review panel to explore aspects of programs that may not be clear from reading the proposal, to follow up on the critiques of the first-phase reviewers, and to allow proposal teams to provide information that has developed since the proposal was submitted. Interviewees were chosen by the LSDF Board of Trustees, and interviews will be conducted by a panel of experts convened by the American Association for the Advancement of Science (AAAS). LSDF's instructions to the interview panel will be made available at <http://www.lsdfa.org/apply/competitions/program-grant> in advance of the interview. The Board of Trustees will select the final grant awardees from among the interviewees. **Please confirm with LSDF (by email to programs@lsdfa.org) by February 7, 5:00 pm Pacific Time that you will proceed to the interview on March 28, 2011.**

Interview Format

By February 16, 5:00pm Pacific Time, please sign up for an interview time at http://lsdfa.org/pi_signups/. The login is "pi_user" and the password is "signin" (both without the quotes). Interview times are available on a first-come, first-served basis and will be available starting Wednesday, February 2. If the available time(s) absolutely will not work for you, please contact us, and we will attempt to arrange an exchange with another proposal team.

By February 16, 5:00pm Pacific Time, please provide LSDF (by email to programs@lsdfa.org) with a list of up to five people total who will be attending the interview to represent your proposal.

Interviews will be conducted by a panel appointed by AAAS. LSDF board members may also participate in the interviews. A roster of the panelists will be sent in advance to proposal teams. LSDF board members and their short biographical sketches may be found at <http://www.lsdfa.org/lsdf/board>. Proposal teams and their representatives are

not permitted to contact AAAS panelists or members of the LSDF Board of Trustees regarding submitted applications. Any such contact may result in proposal disqualification. Interviews are not public, and confidentiality will be protected to the extent possible under state public disclosure law and LSDF policy.

The Principal Investigator (PI) and no more than four additional individuals may participate in the interview. If the PI is unable to attend, he/she may designate another member of the research team to fill in, with advance notice to LSDF. Proposal teams may include co-investigators, collaborators, officials representing the applicant organizations, and other individuals important to the success of the program.

Interviews will last a total of 60 minutes. Proposal teams will be allowed a strict maximum of 15 minutes to make a presentation to the panel about their proposal. Panelists will have read the proposal, the comments of the first-phase expert reviewers, and the supplementary information submitted by the PI. In their presentations, proposal teams should highlight whatever information they think is critical to an understanding of the strengths and benefits of their program to Washington state.

During the subsequent 45 minutes, panelists and board members will question the proposal team. Typical questions cover, but are not limited to, the following topics:

- science and technology (including details of research plans);
- budget, including non-LSDF sources of revenue, the resource contribution of the applicant organization, and how the proposed LSDF monies are to be allocated;
- program organization;
- synergy; *i.e.*, how the program as a whole is greater than the sum of its parts;
- plans for long-term sustainability;
- plans for translating program outcomes into widespread use, *e.g.*, through commercialization, practice adoption, or policy implementation;
- potential impacts on health and health care and the economy within Washington state; and
- appropriateness of and necessity for LSDF support.

There is no buffer built into the schedule; time limits will be enforced by AAAS.

We invite you to use slides in your presentation. You will have five minutes before the beginning of your interview to queue up presentation files. You may bring slides in either PowerPoint or PDF on a USB drive or CD. We strongly prefer that you use LSDF's laptop and projector for the presentation. Please ensure that your presentation file is compatible with Windows Vista and PowerPoint 2010 or Acrobat Professional 9. If you use your own laptop you will be responsible for any troubleshooting or delay.

Slides may be referred to by the AAAS panel for the purpose of writing its post-interview evaluation and will be retained in LSDF files thereafter. Please do not bring

hard copies of slides or any other materials (e.g., reprints, manuscripts, or data) for distribution to the panel. Prototypes, samples, or other tangible items may be brought to the interview, but it should not be assumed that such items will be shared among the interviewers. AAAS will intervene if proposal teams bring excessive material.

Submission of Supplementary Information

Supplementary information is due by 5:00 PM Pacific Time, February 16, 2011.

Prior to their interview, PIs are required to provide LSDF with the following pieces of supplementary information:

- a written response to questions and critiques raised by the first-phase reviewers;
- a progress report describing any new developments regarding the program; and
- an updated resource/expenditure summary spreadsheet.

Supplementary information is to be provided in support of the research program as originally proposed, not to extend the program in new directions by re-writing sections of the proposal. Progress reports should be restricted to programmatic elements that have evolved since the proposal was submitted. Such elements might include removal of external funding contingencies, progress in recruiting a key program researcher, addition of a new team member, or a brief summary of recent scientific advances critical to the future of the program. If the page limit has not been exceeded, letters of support may also be submitted.

The combined response to the first-phase reviewers' questions and critiques and progress report must not exceed five pages. A maximum of one page of references may also be submitted. The updated resource/expenditure summary spreadsheet must be a single page, uploaded separately. Submissions must follow the following style guidelines: 8½" by 11" page dimensions, single spaced with all margins measuring at least 1" and at least 12 point font in Times New Roman or Arial.

Supplementary information must be submitted to LSDF by the PI as a PDF file through the LSDF on-line application system by 5:00 PM Pacific Time, February 16, 2011. To submit your supplementary information, go to http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=2543&x_proposal_type_id=18030 and log in using the email address and password you used to submit your proposal. At the bottom of the program application page click on the "report" button in the Applications Requiring Action section to upload your supplementary information. For assistance with logging in to the system, send an email to grantadmin@lsdfa.org.

All supplementary material will be forwarded to the interview panelists and LSDF board members for their review in preparation for interviews. Updates to the supplementary information after February 16 will not be accepted.

Logistics

Interviews will take place in Seattle on March 28, 2011 at the Watertown Hotel (4242 Roosevelt Way NE, <http://www.watertownseattle.com/>). The interview date and time you chose may not be changed. Proposal teams may wait for their interview in the lobby/lounge area outside of the meeting room. Free parking is available in the hotel garage (indicate that you are with LSDF if necessary).

Interviewees from outside of Seattle are responsible for making their own travel arrangements. LSDF will reimburse the reasonable transportation expenses for airfare, mileage, ground transportation, and parking of the PI, but not other attendees. Hotel expenses will not be reimbursed. Reimbursement is subject to state of Washington rules and regulations and will be made upon LSDF receiving receipts for expenses incurred.

Post-Interview

The panel will prepare a written summary of its evaluation of each program interviewed. The LSDF Board of Trustees will rely upon the written summaries in making award determinations; awardees are expected to be announced by the end of May. Reviewers' written evaluations will be shared with PIs once the award decisions have been announced.

Summary of Important Dates

<u>Date</u>	<u>Action</u>
February 7, 5:00 pm Pacific Time	Confirm attendance at interview (email programs@lsdfa.org)
February 16, 5:00 pm Pacific Time	Submit supplementary information (http://www.cybergrants.com/pls/cybergrants/ao_login_login?x_gm_id=2543&x_proposal_type_id=18030)
February 16, 5:00 pm Pacific Time	Choose interview time at http://lsdfa.org/pi_signups/ . The login is pi_user and the password is signin.
February 16, 5:00 pm Pacific Time	Submit list of individuals who will attend interview (email programs@lsdfa.org)
March 28	Interviews, Watertown Hotel, Seattle