

Life Sciences Discovery Fund (LSDF) 08-02: Innovative Research Programs to Improve Health and Health Care

Instructions to Interviewees

Introduction

Due to the complex nature of the proposed programs and the anticipated large size of individual grant awards in the LSDF 08-02 grant competition, a subset of applicants has been chosen for interviews in what will constitute the second phase of the external proposal evaluation process (The complete list of interviewees will be posted on the LSDF website [www.lsdfa.org] on September 17, 2008). 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 round reviewers, and to allow applicants 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). The Board of Trustees will select the final grant awardees from the interviewed applicants.

Interview Format

Please confirm with LSDF (by email at programs@lsdfa.org) by September 24, 2008, your attendance at the interview on the date and time listed in the accompanying e-mail message.

Interviews will be conducted by a five-member panel appointed by AAAS. LSDF board members may also participate in the interviews. **By November 6, please provide LSDF (by email at programs@lsdfa.org) with a list of people who will be attending the interview to represent your proposal.** A roster of the panelists will be made available to applicants. LSDF board members and their short biographical sketches may be found on the LSDF website. Applicants 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 the disqualification of an applicant's proposal from the grant competition.

The Principal Investigator (PI) and no more than four additional individuals may attend the interview to represent the fundamental elements of the program proposal. 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. Applicant groups may include researchers, officials representing the applicant organizations, and other individuals important to the success of the program.

Interviews will last a total of 60 minutes. Applicants will be allowed a strict maximum of 15 minutes to address the panel about their proposal. Panelists will have read the proposal, the comments of the first-round expert reviewers, and the supplemental information submitted by the PI, so it is not necessary to repeat what is in these materials. In their presentations, applicants 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 direct questions regarding the proposed program to the PI. Questions may cover but will not necessarily be limited to the following: science and technology, program organization, synergy, plans for long-term sustainability, potential impacts on health and health care and the economy within Washington State, and appropriateness of and necessity for LSDF support. Applicants should come prepared to discuss their proposal's budget, including non-LSDF sources of revenue, the resource contribution of the applicant organization, and how the proposed LSDF monies are to be allocated. The PI may defer questions to other individuals representing the proposal. A timekeeper will be present during the interview and time limits will be adhered to strictly. After the question and answer period, the interview will be concluded and applicants will depart.

Applicants are invited to use PowerPoint slides to facilitate their presentations. **If PowerPoint slides are to be used, they must be provided to LSDF in a Windows Office or PDF format through the LSDF on-line application system no later than November 6.** To submit your presentation, go to http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=2543&x_proposal_type_id=10900 and log in using the email address and password you used to submit your proposal. For assistance with logging in to the system, send an email to grantadmin@lsdfa.org.

PowerPoint 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.

Submission of Supplementary Information

Supplementary information must be submitted to LSDF by the PI in PDF format through the LSDF on-line application system by 5:00 PM PACIFIC TIME, OCTOBER 7, 2008. Materials received after the deadline are unlikely to be considered.

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

- a written response to questions and critiques raised by the first round reviewers; and
- a progress report describing any new developments regarding the program.

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 round reviewers' questions and critiques and progress report must not exceed five pages. A maximum of one page of references may also be submitted. Submissions must follow the following style guidelines: 8½" by 11" portrait-oriented 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 in PDF format through the LSDF on-line application system by 5:00 PM PACIFIC TIME, OCTOBER 7, 2008. Materials received after the deadline are unlikely to be considered. To submit your supplementary information, go to http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=2543&x_proposal_type_id=10900 and log in using the email address and password you used to submit your proposal. For assistance with logging in to the system, send an email to grantadmin@lsdfa.org.

All supplementary material will be provided to the interview panelists and LSDF board members for their review in preparation for interviews.

Logistics

Interviews will take place in Seattle on November 12 and 13, 2008, in the Wallingford Room at the Watertown Hotel (4242 Roosevelt Way N.E., www.watertownseattle.com) near the University of Washington. Your interview date and time have been sent to you by email. Applicants may wait for their interview in the lobby/lounge area outside of the Wallingford Room. Free parking is available in the garage under the hotel or on the street subject to purchase of a permit at curbside kiosks.

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 on December 16, 2008. Reviewers’ written evaluations will be shared with interviewed applicants once the award decisions have been announced.

Summary of Important Dates

<u>Date</u>	<u>Action</u>
September 24, 2008	Confirm attendance at interview (email programs@lsdfa.org)
October 7, 2008	Submit supplementary information (http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=2543&x_proposal_type_id=10900)
November 6, 2008	Submit optional PowerPoint slides (http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=2543&x_proposal_type_id=10900)
November 6, 2008	Submit list of individuals who will attend interview (email programs@lsdfa.org)
November 12-13, 2008	Interviews, Watertown Hotel, Seattle (www.watertownseattle.com)
December 16, 2008	Announcement of awardees