

Life Sciences Discovery Fund (LSDF) 2009 Program Grant Competition

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 2009 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. (The complete list of interviewees will be posted on the LSDF website [<http://www.lsdfa.org/>] on November 12, 2009.) 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 to interviewees in advance of the interview. The Board of Trustees will select the final grant awardees from among the interviewees.

Interview Format

Please confirm with LSDF (by email at programs@lsdfa.org) by November 18, 2009, 5:00 pm Pacific Time, your attendance at the interview on the date and time listed in the accompanying email message.

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 made available to proposal teams. LSDF board members and their short biographical sketches may be found on the LSDF website. 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 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. Proposal teams may include researchers, officials representing the applicant organizations, and other individuals important to the success of the program. **By January 7, 2010, 5:00 pm Pacific Time, please provide LSDF (by email at programs@lsdfa.org) with a list of people who will be attending the interview to represent your proposal.**

November 10, 2009

Interviews will last a total of 60 minutes. Proposal teams 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-phase expert reviewers, and the supplemental 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 direct questions regarding the proposed program to the PI, who may defer questions to other proposal team members. Questions may cover but will not necessarily be limited to the following:

- 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.

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 proposal teams will depart.

Proposal teams are invited to use slides to facilitate their presentations. You may bring slides in either PowerPoint or PDF formats on a thumb drive or CD with you for use during the interview. You will have **five minutes** before the beginning of your interview to load presentation files. **You MUST use LSDF's PC laptop and projector for the presentation – you will NOT be permitted to connect your own laptop to the projector. Please ensure that your presentation file is compatible with Windows operating systems in advance of the interview.**

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, DECEMBER 8, 2009.

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; 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-phase 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, DECEMBER 8, 2009. To submit your supplementary information, go to <http://www.cybergrants.com/lcdf/0902ProgramProposal> 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 January 11 and 12, 2010 in the Cedar Room at the Talaris Conference Center in Seattle (4000 NE 41st St, <http://www.talarisconferencecenter.com/maps-directions.php>). Your interview date and time have been sent to you by email. Proposal teams may wait for their interview in the lobby/lounge area outside of the Cedar Room. Free parking is available on the grounds of the conference center.

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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 February 16, 2010. 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>
November 18, 2009, 5:00 pm Pacific Time	Confirm attendance at interview (email programs@lsdfa.org)
December 8, 2009, 5:00 pm Pacific Time	Submit supplementary information (http://www.cybergrants.com/lsdf/0902ProgramProposal)
January 7, 2010, 5:00 pm Pacific Time	Submit list of individuals who will attend interview (email programs@lsdfa.org)
January 11-12, 2010	Interviews, Talaris Conference Center, Seattle (http://www.talarisconferencecenter.com/maps-directions.php)
February 16, 2010	Announcement of awardees