

#### **Grant Application Instructions**

#### **Overview**

The PCC has supported world-class research since 2008, spending more than \$17.0 M to support novel science. Research and grant-making are the foundation of the PCC and are the focus of everyday business activity. PCC-supported research contributes to a movement in addressing doping's root causes and ultimately decreasing the use of performance-enhancing drugs by all participants in all sports at all levels of play. With an emphasis on original work that focuses on improving existing analytical methods for detecting particular drugs, developing new analytical methods to test for substances not currently detectable, and discovering cost-effective approaches for testing widely abused substances across all levels of sport, the following areas of investigation reflect the PCC's current research priorities:

- Developing methods of cost-effective testing to detect and deter the use of banned and illegal substances.
- Developing testing protocols to detect designer substances used for doping purposes.
- Improving existing analytical methods to detect particular drugs, ex. GH, IGF-1, EPO, hCG.
- Developing analytical methods to detect performance enhancing drugs not currently detectable.
- Longitudinal urinary excretion patterns, metabolism and dose-concentration.
- Studies to determine the changes over time observed after doping agents are applied
- Alternative specimens, (ex. oral fluid, dried blood/plasma spots) for testing.
- Critical reviews to support interpretation of laboratory data.

The Grants Program is open to scientists and researchers worldwide and proposals are accepted three times per year (Pre-Applications: March 1, July 1, and November 1; Applications: April 1, August 1, and December 1), with each round of proposals reviewed by expert reviewers and funding recommendations made by a panel of established and highly respected scientists. Individual grant awards have ranged from US\$10,000 to US\$400,000+ with a turnaround time on awards averaging less than four months. In order to maintain this rapid turnaround time for funding, the PCC has developed a Project Proposal Application Form which must be accurately completed to ensure that projects can be professionally reviewed. The following instructions describe how to complete the application form.

#### **Instructions for Completion**

YOU MUST READ THESE INSTRUCTIONS BEFORE SUBMITTING YOUR APPLICATION. Failure to read the instructions may result in your application being rejected.

#### **Apply for a MyPCC account**

- You must apply for a MyPCC account to submit your pre-application.
- After you fill out the form, an account will be created for you and you will be emailed the login information.



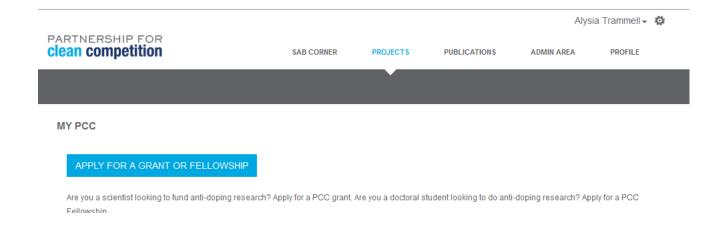
#### **Pre Application**

The purpose of the pre-application is to communicate to the PCC the basics of the project, including the type of application, cost and duration of the project, research objective, project summary, abstract, and contribution to the PCC mission and priorities. Once the pre-application is reviewed, an applicant will either receive an invitation to complete a full application or will be notified that their pre-application has not been accepted. Please make sure to label the type of application being submitted.

- A Pilot Project is a one-year project intended to acquire the preliminary data necessary to successfully apply for a PCC original application. In general, Pilot Projects are limited to \$125,000 total.
- An Original Proposal is a novel project not previously submitted to the PCC.
- A **Re-submission** is a project which has been previously submitted to the PCC and which was not recommended for funding. <u>Re-submissions must complete the Resubmission section of the proposal form (Top 2 questions on Page 7).</u>

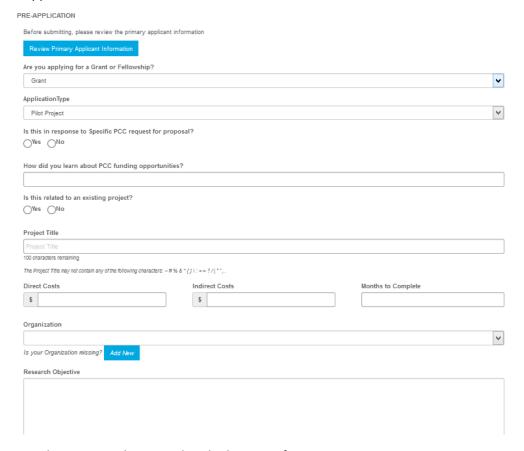
In order to submit an application for a grant or fellowship, a pre application is required. This preapplication is reviewed to ensure the relevance to PCC priorities. If accepted, you may begin working on the full application for your project (grant or fellowship).

Login to MyPCC and click the blue button to Apply for a Grant, Micro-Grant, or Fellowship.





 After you submit the form, please wait for an email notification of whether your pre-application was approved or not.

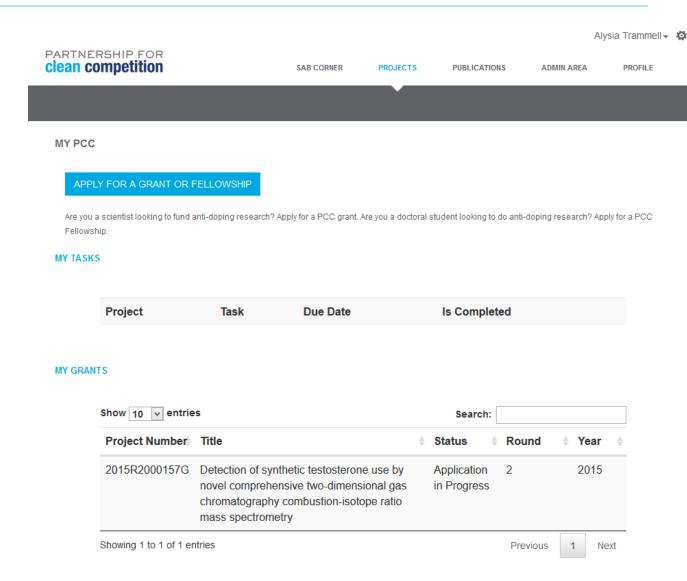


- Pre-Applications can be viewed at the bottom of MyPCC.
- Note: no pre-application is required for submitting a PCC Micro-Grant.

#### **Project Site**

- If your pre-application is approved, you may begin work on the full-application. When your pre-application is approved, a new project site is created for you to work in.
- To get to your project site, login to <a href="MyPCC">MyPCC</a> and select your new project from either the grant or fellowship list. In the below example, you would click on the line for the title "Detection of Synthetic testosterone use...

#### WORLD CLASS RESEARCH FOR WORLD CLASS PLAY.



 After you open a grant or fellowship from the list on MyPCC, you will be taken to your project site. This contains all pieces involved with your project:



### WORLD CLASS RESEARCH FOR WORLD CLASS PLAY.

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#### **Project Site**

The first blue button at the top is your Full Application. **This is the primary application form for your grant or fellowship.** You will enter all of your application information into this form.



The second blue button is your Pre-Application. This is the pre-application that has already been submitted and approved. It is included in your project site for reference.



The third blue button is Print. This allows you to print your application along with its appendix documents



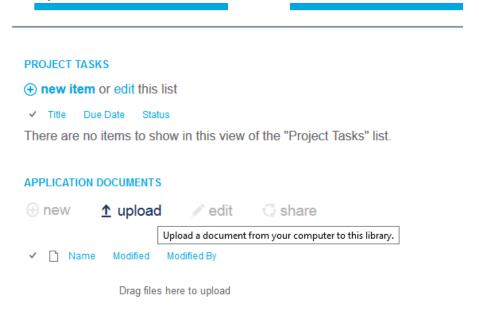
Below the buttons are these lists and libraries:

**Project Tasks**: When it is time for you to submit project reports, the PCC will assign you with tasks for when these are due. Those tasks show up in this list. Note, this will not have data until after your project is approved.

**Application Documents**: You can upload appendix documents into this library, including budget worksheets, charts, presentations, etc. Any supplemental material you wish to attach should be placed in here.

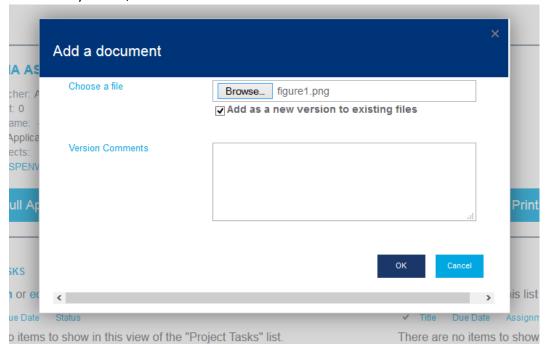
• Go to your project site, and scroll to application documents.

Click "Upload"



#### DDO IECT TEMPI ATEC

Browse for your file, select it and click "OK"





Click "Save"

Content Type	Application Document  Project Review Document		
Name *	figure1	.png	
Title			
Version: 0.1 Created at 4/9/201	5 10:49 AM by □ Alysia Trammell	Save	Cancel
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**Research Reports**: After your project is approved, this is where you will upload your research reports.

**Project Templates**: The Project Templates will contain two template documents that must be submitted along with your application. If your project is approved, the PCC will add future templates for your use to this section.

If you are applying for a grant, this library will contain the Official Organization Approval Signature and a spreadsheet called Project Budget Pages.

If you are applying for a fellowship, the Project Templates will include a WADA-Accredited Laboratory Form and an Academic Institution Form.

#### **Submit a Full Application**

Open your Project Site and click "Full Application" to begin work on your full application. This can be edited as many times as you'd like. The application will not be submitted until you are ready.

Grant - The full application form for a grant contains 12 tabs to be completed. Some information will be auto-populated from the pre-application, such as your contact information and budget costs. You may save your work in the full application at any time and return to it.

#### **Application Tabs:**

- 1. Additional Required Materials The documents you will need to fill out and add to your Application Documents library.
- 2. Dates of Proposed Period of Support The start and end dates of your project.
- 3. Human Subjects Information about human subjects.
- 4. Vertebrate Animal Subjects Information about vertebrate animal subjects.
- 5. Organization Official Information The contact information of you and your organization.
- 6. Administrative Official Information The contact information of the official to be notified if an award is made.

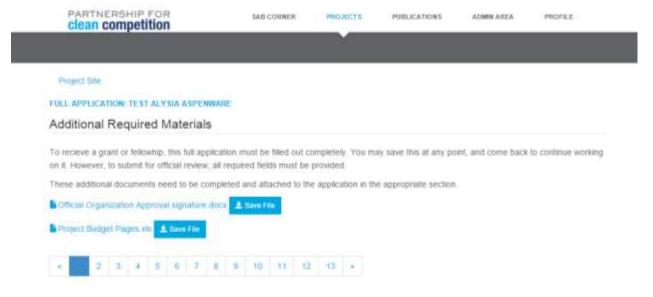


- 7. Project Plan Large-form text fields to outline the details of your project.
- 8. Other Grant Proposals (for PD/PI and all co-PD/PIs) Information about other grants proposals submitted, to determine overlap.
- 9. Additional Project Personnel The contact, education and employment information for the primary investigator, or others.
- 10. Additional Senior or Key Personnel Information for senior or key personnel.
- 11. Conflicts of Interest Transparency of conflicts of interest.
- 12. Budget Information Costs associated with the project.
  - a. Direct costs for initial project period (Year 1).
  - b. Total costs for initial project period (Year 1).
  - c. Direct costs for entire project period.
  - d. Total costs for entire project period.
- Submit When you are finished, click "Submit" to push your application forward.

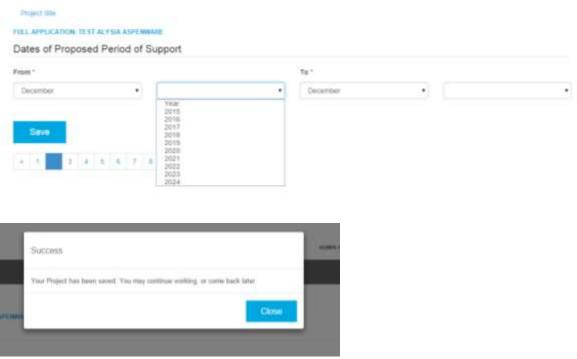
Please note that in order to be considered for a PCC grant, the application in its entirety must be filled out including the electronic form and the Official Organization Approval Signature and Project Budget Pages attachments.

#### Step by step:

Tab 1: Download the signature and budget documents, fill them out and upload into application documents (see above).



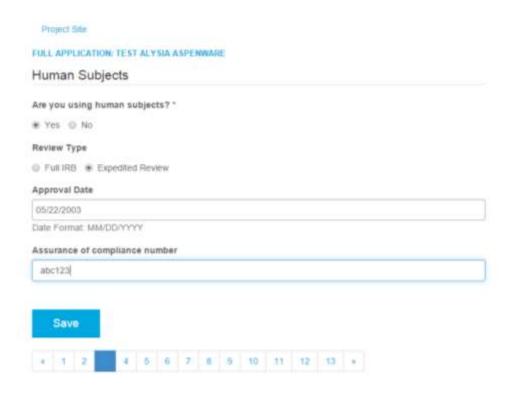
Tab2: Please select the proposed period of support, the month and year start date, then the month and year end date. Note, from tab 2 on, the "Save" button appears. To save your changes you must click "Save." Clicking Save on any tab will save the entire application. Once saved you can leave and come back at any point.



Tab 3: Please fill out the radio buttons and dates and compliance numbers where applicable. Dates must be formatted as MM/DD/YYYY (June  $3^{rd}$ , 2014 would be 06/03/2014).

 Human Subjects. If the application involves human subjects, the application may be submitted before human subject approval is obtained. <u>No funds will be distributed until PCC has a</u> <u>completed IRB approval.</u>

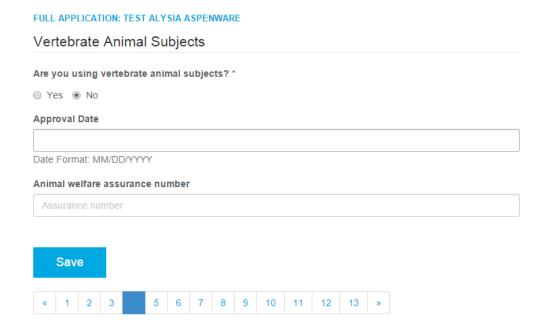






Tab 4: Fill out the animal subject information where applicable. Dates must be formatted as MM/DD/YYYY (June  $3^{rd}$ , 2014 would be 06/03/2014).

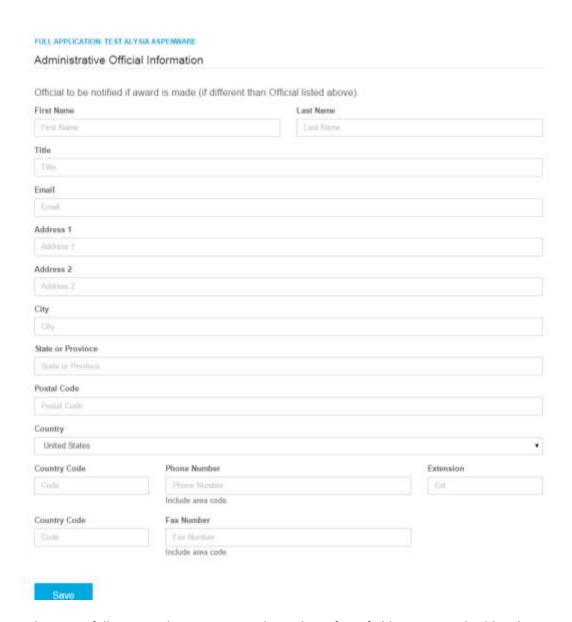
• **Vertebrate Animals.** If the project involves vertebrate animals, the application may be submitted before animal welfare approval is obtained. *No funds will be distributed until PCC has a completed IACUC approval.* 



Tab 5: This is your Organization Official's Information. These fields are required. Make sure the email is formatted as correctly: <a href="mailto:info@cleancompetition.org">info@cleancompetition.org</a>. Please only use numbers for the postal code, country codes, extension and phone/fax numbers.

FULL APPLICATION: TEST ALYSIA AS	SPENWARE		
Organization Official Info	rmation		
First Name *		Last Name *	
Bob		Coyote	
Title *			
Expert Title			
Email *			
bob@coyotecorp.com			
Address 1 *			
555 E 123 Way			
Address 2			
Address 2			
City *			
Denver			
State or Province *			
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80203			
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Tab 6: If there is a different official that needs to be notified if the project is awarded (other than the organization official filled out on tab 5, please fill them out here).



Tab 7: Your full project plan is segmented on tab 7. If any field are not applicable, please use: N/A.



#### **Completing the Project Proposal**

#### Project Plan

#### a. Re-submission Summary of Changes

There are two sections within the Summary of Changes portion of the form <u>required for resubmissions</u>: a summary of the changes made to the proposal and specific discussion of how the new proposal addresses the critique of the original proposal. The purpose of these sections is to assist the reviewer in understanding what changes have been made in response to the initial critical review. Failure to complete these sections in a re-submission may result in the re-submission not being reviewed. If your proposal is NOT a re-submission, you may delete these two sections from your proposal and indicate that section (a) is NOT APPLICABLE to your proposal. The discussion of the changes to address the critique of the initial proposal may not exceed three (3) pages.

#### b. Background and Relevance to Anti-Doping Science

Any scientific information that lays the basis for the proposed work should be discussed here. The thoroughness of knowledge of the relevant literature is an important consideration in the review. The applicant also has the opportunity to establish the importance of the proposed work to the antidoping field in this section. The applicant should consider how the results of his/her research will impact the anti-doping field. The impact should not be solely theoretical, but should provide reasonably immediate and tangible improvements that can be transferred to the routine testing program. Proposals providing descriptions of how the developed technology or information can be transferred to the World Anti-Doping Agency-accredited laboratories will be given preference. Nonetheless, entirely new and novel concepts of testing are encouraged, but those applications should recognize and address any significant development required prior to implementation in routine testing.

#### c. Hypothesis and Specific Objectives

The proposed project should have goals and objectives that are as quantifiable as possible. The basis of the objectives and how the investigator proposes to achieve them should be discussed in detail here. While the reviewers of grants are experts in their field, the investigator should ensure that their discussion is fundamental and sound. Large gaps in logic or the incomplete description of a specific technique could result in a lower review score.

#### d. Preliminary Data or Progress since Initial Funding

If any preliminary experiments have been conducted that demonstrate the potential success of the project, a description of that data should be included here. Most proposals would benefit from the inclusion of the results of well-designed experiments that establish that the proposed research has a reasonable chance of success.

If photographs or other visual data are to be included in the preliminary data section, please ensure that the final figure can be evaluated. For example, electrophoretic patterns that look like smudges cannot be read and do not assist in evaluating the proposal. Make sure that the figure is large enough to be clearly read. Feel free to paste the information in this section or include other documents as an attachment.



PCC has recognized that in some circumstances, resources are needed to obtain the needed preliminary data – particularly when the project explores innovative areas. As a result, PCC will consider applications for a one-year Pilot Project Grant. The intent of the award is to provide technical and supply support to generate needed preliminary results. The expectation is that the Principal Investigator will submit a full project proposal to PCC within 18 months of the pilot project award. The "Pilot Project" box on the Cover Page of the application should be checked to ensure that the proposal is reviewed as a Pilot Project.

If you are submitting a progress report or an application for continued funding, the results of your funded research should be included in this section. Please supply sufficient detail to allow a thorough scientific review of your work.

#### e. Experimental Design, Methods, and Data Analysis

This section should lay out <u>in detail</u> the specifics of the project. <u>This section should constitute the majority of the allocated 20 pages.</u> Research should be based on a hypothesis, and this is the section where the hypothesis is clearly stated, the experiments designed to test the hypothesis are laid out in sufficient detail to be reviewed, and the principles applied in the analysis of the data should be described. Reviewers want you to demonstrate that you have read the literature and have thought critically about it and your proposed experiments. Not only should the positive aspects of the research be presented, but also the author's recognition of the potential pitfalls and/or weaknesses is an essential part of assessing the potential for success. For example, it is important to ensure that the number of subjects provides sufficient statistical power to support the conclusions. As a part of this section, the investigator should provide a detailed description of what deliverables can be expected from the project and a reasonable timeline of their delivery. It is important to propose reasonable timelines as it reflects the thought put into the project.

#### f. References Cited

The following format should be used for references cited in the project proposal. The following format should be used for references cited in the project proposal.

#### JOURNALS AND SERIAL VOLUMES

<u>Tobias HJ, Zhang Y, Auchus RJ, Brenna JT.</u> Detection of synthetic testosterone use by novel comprehensive two-dimensional gas chromatography combustion-isotope ratio mass spectrometry. Anal Chem. 2011;83:7158-65.

Bowers LD. Anti-dope testing in sport: the history and the science. [Editorial]. FASEB J 2012;26:3933-6.

Rabin OP, Lasne F, Pasqual JA, Saugy M, Delbeke FJ, Van Eenoo P. New urinary EPO drug testing method using two-dimensional gel electrophonesis. [Letter] Clin Chim Acta 2006;373:186-7.

Lootens L, Van Eenoo P, Pozo OJ, Meuleman P, Leroux-Roels G, Delbeke FT. Validation of the metabolism of steroids in uPA<sup>+/+</sup>-SCID mice with humanized liver. In: Schänzer W, Geyer H, Gotzmann A, Mareck U, eds. Recent Advances in Doping Analysis: Proceedings of the Manfred Donike Workshop. Vol 16. Köln, Sport & Buch Strauß, 2008:99-106.



#### BOOKS AND MONOGRAPHS (except serial volumes, which are treated as journals)

Wide L, Bengtsson C, Berglund B, Ekblom B. Detection of administered recombant erythropoietin in human blood and urine samples. In: Hemmersbach P, Birkeland KI, eds. Blood samples in doping control. Oslo: On Demand Publishing, 1994:159-160.

Ungerleider S. Faust's gold: Inside the East German doping machine. New York: St. Martin's Press, 2001: 256pp.

#### **INTERNET SOURCES**

Should include the author (if any), the title of the site, the URL (address), and the date accessed. Partnership for Clean Competition. Research. <a href="http://cleancompetition.org/research.aspx">http://cleancompetition.org/research.aspx</a> (accessed March 6, 2013).

#### g. Facilities and Equipment

The applicant should describe the facilities that are available for carrying out the proposed project. Approximate square footages of laboratory and office space are helpful in evaluating whether the proposed project can be successfully carried out. The instruments and other resources available to the investigator should be clearly described. Shared equipment or institutional resources such as animal housing and care facilities should be clearly described. A letter from the facility director supporting the project should generally be included.

All fields on tab 7 allow for tables, bullet points (numeric or bullet), bolds and italics. This can ben copy/pasted from word if necessary, or built on the fly.

#### **Saving Images:**

If you already have the image file saved as its own separate file, please proceed. If you wish to insert a file embedded in a document, right click on the image and select "Save as Picture."



All images must be saved in a proper image format (PNG, JPG, or GIF).

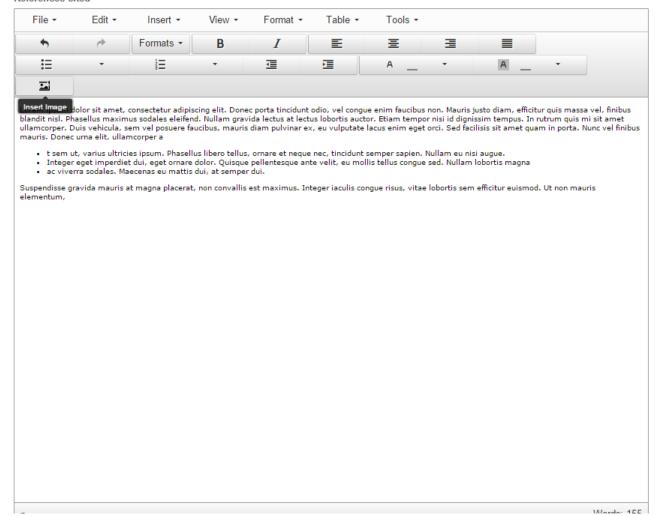


#### Inserting images:

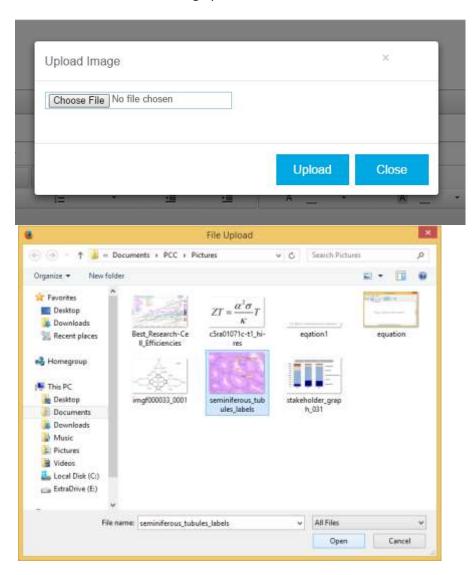
These cannot be copy/pasted in. You must use the "Insert Image" button after the file is saved. Put your cursor where the image needs to be inside of the text, and click the "Insert Image" Button.



#### References cited '



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### Click "Upload"



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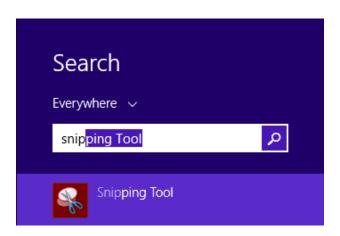
Insert equations and dynamic charts:

Charts and equations, or any special word/Microsoft add-on also need to be saved as images, as these are not a simple, web-friendly pieces.

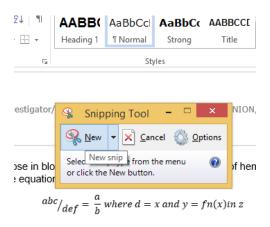
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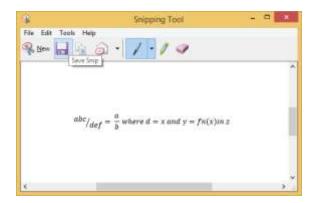
To do this, the easiest way is with the snipping tool. Simply press the "window" key or go to the start menu and search for "snip". Open it.



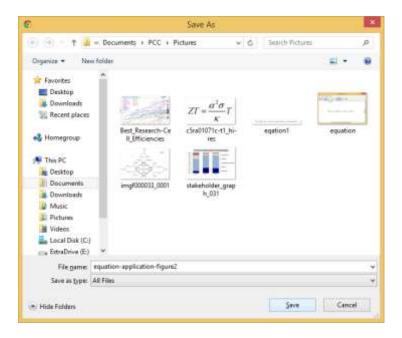
Click "New." This will turn your cursor into a drag-drop area which you can create an image. Click and hold on the top-left corner of your equation/chart, and drag it to the bottom-right corner. Let go.



After you drag and drop, it will preview your new image. If you like it, click the "Save" Icon.



Save file.

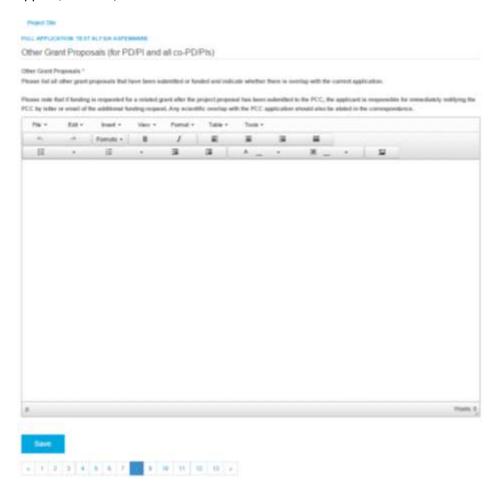


Now that you have your image, follow the "Insert Image" Instructions.



#### Tab 8:

The functionality of this field is the same as tab 7. Please list other grant proposals that have been submitted or funded and indicate whether there is overlap with the current application. If nothing applies, write: N/A.





Tab 9: **Please list the Primary Investigator (should be yourself) first**. Fill out all information about this person. You may add additional education/trainings for each person. You must add all project personnel.

FULL APPLICATION: TES	ST ALYSIA ASPENWARE		
Additional Project	ct Personnel		
The first person person	listed needs to be the "primary investigator."		
Personal Information	on		
Salutation	First Name *	Last Name *	
Mr. ▼	John	Wolf	
Email *			
john@wolfcorp.com			
Address 1 *			
555 E 555 Way			
Address 2			
Address 2			
Address 3			
Address 3			
City *			
Denver			
State or Province *			
Colorado			
Postal Code *			
80203			
Country *			
United States			▼
Country Code	Phone Number *		Extension
Code	555-555-5555		Ext
	Include area code.		
Country Code	Fax Number		1



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Country Code	FIIOHE MUHIDEI		LARRISION
Code	555-555-5555		Ext
	Include area code.		
Country Code	Fax Number		
Code	Fax Number		
	Include area code.		
Employment Information			
Position Title *			
Important Person			
Institution or Organization *			
XYZ			▼
Is your Organization missing? Add	New		
Department, Service, Laboratory,	or Equivalent *		
Department X			
Education and Training			
Institution			
Colorado State University			
Location			
Fort Collins, Colorado			
Year(s)			
1999	2003		
Field of Study		Degree (if applicable)	
Psychology		M.S ▼	
+ Add Another			
Research and Professional E	Experience		
Professional Experience *	•		
,			



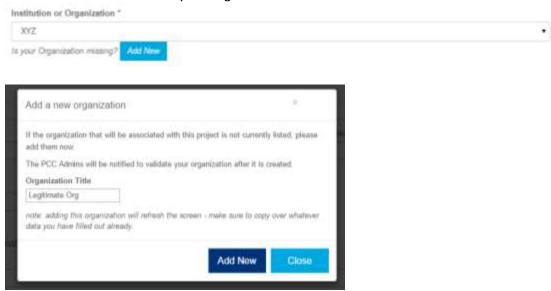
### WORLD CLASS RESEARCH FOR WORLD CLASS PLAY.

Psychology	M.S •
+ Add Another	
Research and Professional Experience	
Professional Experience *	
tincidunt lacus ex, vitae scelerisque magna consectetur sit ametaugue. Curabitur leo risus, dignissim et interdum ac, placerat vita facilisis sodales enim, eleifend ullamcorper mauris pellentesque sipsum ante, volutpat at blandit vitae, rutrum id dui. Sed volutpat a	la tempor nisi nec elementum. Curabitur vel molestie mi, sed dapibus elit. Cras Duis id efficitur est, id posuere negue. Nullam in tristique nibh, eu vestibulum ne ante. Praesent urna sem, tristique id egestas ut, sollicitudin ac risus. Nulla sed. Aliquam efficitur portitior purus, vitae aliquam tellus tempor vel. Vestibulum consequat sem. Nam vitae odio pellentesque, omare sem sit amet, tempor ante, felis sed scelerisque scelerisque, tortor enim sodales odio, posuere pharetra
List in chronological order previous employment and experience. In  Honors and Awards *	clude present membership on any Federal Government public advisory committee.
	la tempor nisi nec elementum. Curabitur vel molestie mi, sed dapibus elit. Cras Duis id efficitur est, id posuere neque. Nullam in tristique nibh, eu vestibulum
List in chronological order any honors and awards received to date.	
Publications *	
	la tempor nisi nec elementum. Curabitur vel molestie mi, sed dapibus elit. Cras Duis id efficitur est, id posuere neque. Nullam in tristique nibh, eu vestibulum
	rences to all publications during the past three years and to representative earlier
publications pertinent to this application.	
Explain interest and experience related to anti-doping *	
***************************************	la tempor nisi nec elementum. Curabitur vel molestie mi, sed dapibus elit. Cras Duis id efficitur est, id posuere neque. Nullam in tristique nibh, eu vestibulum
+ Add Additional Personnel	
Save	
«         1         2         3         4         5         6         7         8         10         11	12   13   »



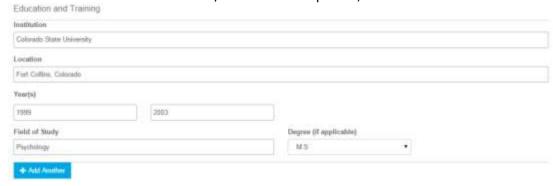
Question: My Organization isn't listed, how do I add it to the list?

Answer: If your organization is not listed under Employment Information, you can add it by clicking "Add New" next to that field. Add your Organization and it will become selectable.



Question: How do I add more education/institutions?

Answer: To add another education/institution for a person, click "Add Another."



This will place another block above the button:





Question: How do I add additional personnel?

Answer: At the bottom of the screen click "Add Additional Personnel"

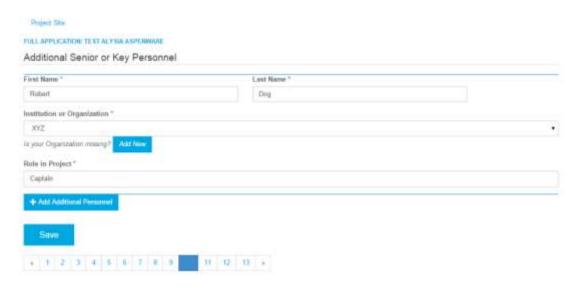


This will place another block above the button:

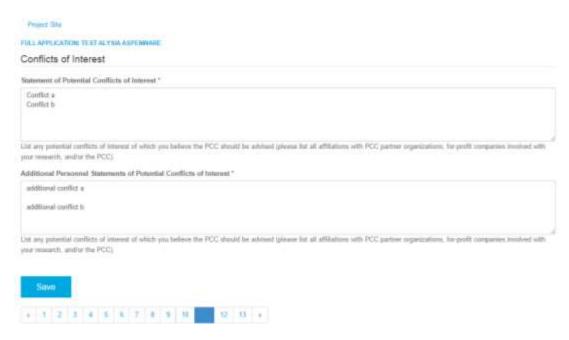
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Tab 10: Please add all senior or key personnel. There must be at least one. If the Institution/Organization is missing, add it to the list by clicking "Add New." To add another person, click "Add Additional Personnel."



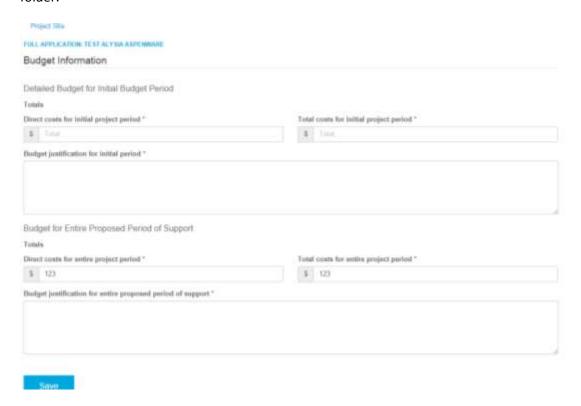
Tab 11: Please list potential conflicts of interest and additional personnel statements of potential conflicts of interest. If nothing is applicable, please write: N/A.





#### Tab 12:

This tab contains your budget information. The Budget for Entire Proposed Period of Support automatically pulls in the estimates from your pre application by default. In addition to this tab overview, you will need to remember to attach the budget spreadsheet in the application documents folder.



#### Tab 13:

When you have finished the application (having saved all along the way), and have read through to verify all of the data, you may submit it for review. Simply click "Submit Application." This will save your application, and notify you if there are in wrong or missing fields before it will allow you to submit. If there are issues submitting, it will tell you which numerical tab, and which field is incorrect. Simply go to that field using the tab navigation on the bottom and correct the problem. Try resubmitting after it is resolved.

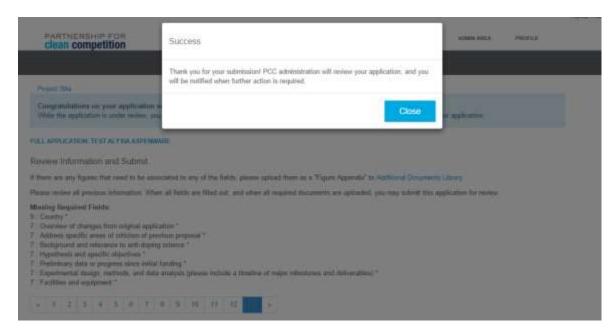


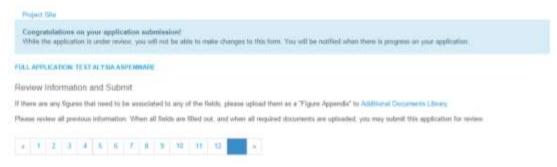


In this example, clicking submit shows that there are missing required fields on tabs 2 and 9.



When all fields are corrected, you will receive a success message. The form will also contain a blue banner to notify you the application was submitted. You will not be able to edit or resubmit the form at this point, so the save and submit buttons will no longer be available.







You will also receive an email (if your account is configured correctly) to let you know it was submitted successfully. The official status of your application will not be changed until moved along by the PCC administrators.

#### **Tips for Submitting a Successful PCC Application**

- Include a hypothesis or clear statement of the problem to be investigated.
- Include a clear statement of how the hypothesis addresses an important problem in antidoping testing.
- Include a clear explanation of how the proposed experiments will answer the hypothesis.
- Provide enough experimental detail to allow an expert to evaluate the approach.
- If human subjects are involved in the study, are there enough subjects involved to produce enough statistical power to definitively prove or disprove the hypothesis?
- Include a clear statement of potential limitations or pitfalls in the proposed work and whether you have considered ways to deal with those potential pitfalls.
- A clear description of how the methods proposed will improve the window of detection or throughput of routine anti-doping procedures.
- If the proposed methods will require translational research into useful instruments or reagents (e.g., antibodies), provide a reasonable estimate of what will be required to transfer the technology.

Any questions about the application process can be e-mailed to PCC Executive Director, Michael Pearlmutter, at <a href="maileo-mpetition.org">mpearlmutter@cleancompetition.org</a>. Questions of a scientific nature should be addressed to Scientific Advisory Board Chairperson, Larry Bowers, at <a href="maileo-lowers@usada.org">lowers@usada.org</a>.