

The NCI-Frederick Office of the Director Research Support (ODRS) Program: A funding source provided to NCI investigators for pilot studies conducted with laboratories from the Advanced Technology and the Laboratory Animal Science Programs (ATP and LASP, respectively):

- Electron Microscopy Laboratory (ATP)
- Laboratory of Molecular Technology (ATP)
- Laboratory of Proteomics and Analytical Technologies (ATP)
- Protein Chemistry Laboratory (ATP)
- Protein Expression Laboratory/Viral Technology Group (ATP)
- Pathology Histotechnology Laboratory (LASP)

The NCI-Frederick Office of the Director (OD) may support up to 50% of the cost of pilot studies that meet specific requirements as described.

Criteria for ODRS funding:

ODRS-supported pilot studies are **neither** Technology Development Projects (“Innovation” and “Progression”, fully funded by OD), **nor** routine Core Services (fully funded by an investigator).

ODRS-funded pilot studies typically have a small number of samples and controls and are characterized by one or more of the following criteria:

- They test the feasibility of newly developed technology and/or determining the suitability of newly developed technology for subsequent use as an ATP/LASP Core Service.
- They carry a higher risk for successful completion than routine Core Service studies.
- They are investigatory in nature; as such, a defined end product or result is not guaranteed.
- They are new work, not simply the continuation of existing studies with previous ODRS support or an extension of Core Service work.
- May represent the application of a new technology to a continuing study.

Mechanism for obtaining ODRS funding:

- NCI investigators seeking ODRS funding for their pilot study should first discuss their situation and needs with an ATP/LASP laboratory director/scientist.
- For ATP requests, the investigator in conjunction with the laboratory director/scientist, should then submit a request through the Core Services Accession System (CSAS) that includes the research objectives, the scope of the pilot study (i.e. number of samples, number of replicates, etc.) and a justification for requesting ODRS funding. Approval by OD (Assistant Project Officer for ATP) or CCR (Associate Director, Office of Science & Technology Partnerships, OSTP) is required, depending on the investigator’s NCI affiliation.
- LASP-specific CSAS requests should be prepared analogously by the investigator in conjunction with the LASP laboratory director/scientist. Approval by OD (Assistant Project Officer for LASP) is required for all requests regardless of investigator’s NCI affiliation.
- The requesting NCI investigator is expected to contribute 50% or more of the estimated costs of the pilot study.
- The ATP/LASP laboratory director/scientist will then provide a cost estimate to the requesting NCI investigator for agreement.
- Typical ODRS contributions range from \$1,000 to \$10,000. Requests for funds in excess of this amount will be considered, but will require additional review.
- Should actual project costs exceed the approved estimate for any reason, work will be suspended until additional funds are secured through a separate CSAS request.

Please note that NCI-Frederick OD Research Support funds are not available to investigators from other NIH institutes, other government agencies, or non-government institutions and enterprises.

Service Request Submission Guide for the NCI-Frederick/SAIC-Frederick Laboratory Animal Science Program (LASP) and Advanced Technology Program (ATP)

- 1) Go to the Accession System web site: <http://web.ncifcrf.gov/rtp/csas2/requestor/default.asp>
- 2) At the Accession System web site choose from either "I have used this system before" or "I am a new user" and follow the directions. Your description of the work to be performed can be based on discussions with your ATP or LASP laboratory point of contact.
 - a) If you've used the system before but have forgotten your password, go to the "I forgot my password" option on the left of the web page. Enter the information requested. You will receive an e-mail containing your password.
- 3) Be sure to select the appropriate ATP or LASP service. When you submit your request, an e-mail is sent to that service. You must enter the e-mail address of your administrative officer or approving official (AO), who has fiscal authority to review your budget.
- 4) If you believe you qualify for partial ODRS funding (see "Criteria for ODRS funding") you can check the ODRS funding request box at this point. If you choose this funding option, you should also indicate whether or not you are a member of CCR.
- 5) The ATP or LASP service that you have identified will prepare a cost estimate and enter it into the system. The system then sends you an e-mail that details this cost information.
- 6) Upon receiving a cost estimate, return to the Accession System web site and either accept or reject it.
- 7) If you accept the cost estimate, the system will send an e-mail to NCI-Frederick OD for scope review by the Assistant Project Officers for ATP or LASP, respectively.
- 8) Following scope approval, your AO will need to approve the expenditure (100% of the cost estimate if ODRS funding is not requested) by e-mail. For ATP-specific ODRS requests, the system will also solicit approval from OD (if non-CCR, Assistant Project Officer for ATP) or CCR (Associate Director OSTP). All LASP-specific ODRS requests also need approval from OD (Assistant Project Officer for LASP). ODRS funding may be granted for up to 50% of the cost estimate, or possibly more with ATP-specific requests from CCR investigators.
- 9) Upon approval, the system will notify the appropriate ATP/LASP service and work on your pilot project will begin. If disallowed, please follow-up with your AO, or OD or CCR (see 8) above) if ODRS funding was requested, before reengaging the ATP/LASP.

If you encounter any difficulties, please call your point of contact for ATP, [Jeff Lake](#) (301-846-5758), or LASP, [Wayne Christensen](#) (301-846-1567) for advice on how to proceed.