

**Southern California Clinical and Translational Science Institute**  
**Team Building Voucher (TBV)**  
***Description and Call for Applications***

Description

The Southern California Clinical and Translational Science Institute (SC CTSI) is seeking applications for **team building activities** for up to \$10,000 each. This mechanism is intended to provide rapid funding for activities that promote the SC CTSI goal of assembling new multidisciplinary, transdisciplinary, and/or multi-sector teams focused on clinical and/or community-engaged research, that are grounded in team science principles (<https://sc-ctsi.org/training-education/team-science-training>). We highly encourage investigators **newer** to working in multidisciplinary, transdisciplinary, and/or multi-sector teams to apply.

**What are “Team Building Activities”?**

This mechanism is not intended to fund pilot research projects. Rather, the intent is to fund team building activities that will enable new multidisciplinary and/or multisector research teams to generate ideas, plans, and new projects, and enhance their research activities. Examples of team building activities include, but are not limited to:

- Hosting a Conference/Workshop/Seminar to bring together researchers interested in a new multidisciplinary research project or program
- Engagement of a consultant or facilitator to brainstorm and formalize new multidisciplinary research directions
- Landscape analysis of a new research area
- Conducting focus groups of diverse stakeholders to guide new project development
- Engagement of specialized personnel, e.g., project manager to facilitate submission of a large multidisciplinary grant proposal
- Crowdsourcing information/data (Citizen Science) to inform new research projects
- Developing collaborations with community groups in anticipation of community engaged research (e.g., for Community Based Participatory Research or Research to Action research application)
- Building use of communication tools to enhance multidisciplinary team functions or formation, e.g., a new USC Slack channel for artificial intelligence in medicine
- Other activities that support new multidisciplinary and/or multisector collaborations and incorporate team science principles

Priority

Priority will be given to proposals that (a) demonstrate a clear path for new engagement of individuals from diverse research backgrounds and disciplines in addressing challenges in

clinical and community research and (b) provide specific plans and a timeline to move forward to application for extramural funding to support the research.

### **SPECIAL TOPIC FOR JANUARY 2025: Partnership with USC Centers for Environmental Health**

We are looking to fund at least 1 team building voucher award focused on environmental health.

*Note: Applications that are not addressing this special topic are welcome to apply, and we anticipate funding 1-2 vouchers for teams not explicitly focused on this topic area.*

The goal for this special topic is that the awarded team, at the end of the voucher period, will apply for Pilot funding in October 2025 from either:

- [Southern California Children's Environmental Health Research Translation Center \(CEHRT\)](#): focus on translating research related to *Urbanism, Air Pollution, Climate Change, Children's Health, and Environmental Justice*. Projects of interest involve novel approaches to understanding health hazards in children's environments, to promoting behavior change, and community and policy engagement. Interdisciplinary collaborations are encouraged, particularly from fields under-represented in children's environmental health research and translation, such as the arts, humanities, social sciences, architecture, engineering, and communications, as well as health sciences.
- [Southern California Environmental Health Sciences Center \(SCEHSC\)](#): aim to promote the understanding, prevention, and/or mitigation of the health impacts due to environmental exposures related to environmental exposures and disparities. The goal of the program is to provide investigators with an opportunity to collect preliminary data and/or validate the utility of specific methods or techniques. Focus areas include but are not limited to climate and health, environment and cancer, community-based participatory research, exposome and health, environment and children's health, and AI for environmental health.

The applications will be reviewed jointly with the SC CTSI and the specific environmental center of interest. Please indicate the center Pilot program of interest in the application. The goal is that this team building voucher award will move a team forward towards a successful application for environmental health Pilot funding, or directly to a larger project proposal.

*Please note that Pilot funding is not guaranteed, and the team's pilot proposal will be competitively reviewed.*

### **Eligibility**

- Full-time faculty members at USC and CHLA as of the date of the award are eligible to apply as PI.
- Postdocs, residents, fellows, students, and community members can serve as co-PIs or co-Investigators.
- An eligible PI may have only one active Team Building Voucher proposal or funded award at any one time.

- A PI on a currently active proposal or funded award can serve as co-investigator on additional proposals or awards.
- A PI and team who have demonstrated significant progress during an initial Team Building Voucher award is eligible to apply for one additional award to reach additional goal(s) beyond those of the initial award.

### Award Conditions

Funding will be made available within 4-6 weeks of application. The project is expected to be completed within 6 months.

By accepting an award, all funded team members will be required to:

- Meet with Research Development (RD) to tailor team science support
- Participate in a 2-hour online CTSI team science training that covers principles and practical tools
- SC CTSI is interested in understanding best practices of team building in biomedical research. SC CTSI program staff may request to be present as observers in team building activities to better understand the effectiveness of the team building activities.
- Awardees will be asked to complete a final report about their project outcomes.

### Application

Applications will be accepted for two annual deadlines: **January 17, 2025** and Early July 2025

**Prior to** submitting your application:

- It is highly encouraged that you attend our **Team Building Voucher Information Session**. We will provide more information about the types of projects we are looking to fund, and successful past examples. The upcoming Information Session details are:
  - DAY: November 13, 12:00- 1:00 PM
  - Register for the session: [Here](#)
- The PI(s) are encouraged to attend **Pre-submission Office Hours** with the SC CTSI Research Development team (key personnel are also encouraged to attend). These office hours will help the applicants develop project proposals that meet the mission of the mechanism. Please note that we will not review any documents or presentations. If requested, the SC CTSI Research Development team can advise on team building activities to achieve your goals. **We offer at least 3 Pre-submission Office Hours. Please email [Mayla.Boguslav@med.usc.edu](mailto:Mayla.Boguslav@med.usc.edu) with any questions.**
  - November 20, 12-12:30pm via zoom [here](#).
  - November 22, 3-3:30pm via zoom [here](#).
  - December 5, 2-2:30pm via zoom [here](#).

**Application form:** There is an application form [here](#) that will request the following:

- **General Applicant Information**
- **Project Information**
  - Project Title
  - Five key words
  - Total Budget Requested
  - Co-PI/ Co-I Information
  - Post Award Administrator Information
    - Name
    - Email
    - Phone (optional)
- **Your Project Proposal** (to be uploaded as one PDF, instructions below)

**Project Proposal components and instructions:**

General Format

- Arial font, 11pt
- Margins: minimum 0.5 inch
- No appendices
- Include page numbers and table of contents

Your Project Proposal needs to include the following information, compiled in one PDF file:

1. **Team Building Proposal** (3 pages maximum, including references) including:
  - Objectives: objectives of the project, including a rationale for how the project will enhance the development of the new multidisciplinary team
    - If your project is focused on the special topic of environment health, also describe how the project objectives meet the goals of (i) the Southern California Children's Environmental Health Research Translation Center, and/or (ii) Southern California Environmental Health Sciences Center
  - **Team roles:** Description of the role of all participants and how they contribute to the multidisciplinary and diversity of the team
  - **Team Building Activities:** specific description of these activities and what they will help the team achieve
  - **Future Directions:** next steps for the team, including plans and a timeline for external grant submission
    - If your project is focused on the special topic of environment health, describe plans for preparing a pilot project proposal to (i) the Southern California Children's Environmental Health Research Translation Center, and/or (ii) Southern California Environmental Health Sciences Center; or plans for preparing a larger award application directly to an external funder.

## 2. Budget

- \$10,000 maximum over 6 months
- Use the [Required PHS 398 Budget Form](#), Page 4 or download the budget form [HERE](#). Award expenditures must comply with the [NIH Grants Policy Statement](#) and the [Uniform](#) Guidance OMB A-81.
- Indirect costs are not allowed, including sub-contracts funded by SC CTSI pilot awards. Cost sharing and attempts to raise funds from other sources are encouraged.
- Salary for project PIs/Co-PIs are not allowed. Salary for other personnel (e.g., Research Assistant) is allowed.

## 3. Budget Justification (1 page maximum)

- Justify all costs fully. Provide detailed information for all requested items.

## 4. NIH Biosketch of Principal Investigators (5 page maximum for each individual)

- Template can be found [HERE](#)

## 5. Letters of Support(s). Include if needed to confirm access to other resources or matching funds, or the support/engagement of external partners.

## Meal Guidelines

If meals are necessary to conduct your project aims, please use the SC CTSI meal guidelines below in your proposed TBV budgets.

Business/Event Meals	CTSI Recommended per person rate
Breakfast Meeting	\$20.00
Lunch Meeting	\$30.00
Dinner Meeting	\$40.00
Light Refreshment (beverages, snacks, cookies...etc)	\$5.00

## Evaluation Criteria

Applications will be evaluated based on the following criteria, using [NIH scoring](#):

- Team Attributes
  - New multidisciplinary, transdisciplinary, and/or multi-sector team
  - Demonstrates a clear path to convene the team
  - Evidence of productive research
- Team Building Activities
  - Will generate ideas, plans, and new projects
  - Will enhance research activities
- Research Domain Attributes
  - Clinical and/or community-engaged translational research
  - Impact
  - Innovation
  - Approach
- Future Directions
  - Plans for funding after the award