



VT-CN PILOT RESEARCH AWARD PROGRAM PROPOSAL TEMPLATE

Please complete the following checklist when applying to the **VT-CN Pilot Research Award Program** funding opportunity co-sponsored by Children's National and Virginia Tech. All pilot program proposals should be single spaced using 11-point Arial font with 0.5-inch margins.

Questions may be directed to proposals@childrensnational.org or scinton@vtc.vt.edu

SUBMISSION CHECKLIST:

☐ Completion of Cover Page

In NIH Format...

☐ Specific Aims (1/2-page)

☐ Research Strategy (2.5-page limit)

☐ Bibliography & References Cited

☐ Internal Excel Budget (template provided)

☐ Appendix for IRB and/or IACUC Approval

☐ Appendix for [NIH Biosketches](#) of Key Personnel

CONTENT & FORM OF APPLICATION SUBMISSION

The VT-CN Pilot Research Award program is designed to catalyze collaborative innovative research and support pilot projects in preparation for federal funding. The program will support team science research, break down silos and promote collaborative high-impact federally funded research.

1. Specific Aims (1/2-page limit)

Concisely state the goals of the proposed research. Summarize the expected outcomes, including impact of research on fields involved. Succinctly list objectives of proposed research.

2. Research Strategy (2.5-page limit)

This section includes three subheadings: Significance, Innovation and Approach.

Significance: Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if proposed aims are achieved.

Innovation: Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches, or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies. Explain any refinements, improvements or new applications.

Approach: Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted and any resource sharing as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. Describe any strategy to establish feasibility and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

3. Bibliography & References Cited (no page limit)

4. Internal, detailed excel budget of expenses Children's Proposal Development team will provide a template. This budget will be used if awarded to ensure appropriate budget categories are opened in respective systems. No budget justification is required.

5. Appendix: Children's and/or Virginia Tech IRB and/or IACUC Approval documentation

6. Appendix: [NIH Biosketches](#) for Key Personnel (5-page limit)

- a. Personal Statement should briefly describe why your experience, and qualifications make you particularly well-suited for your role in this project.

CN-VT PILOT AWARD PROGRAM PROPOSAL COVER PAGE

Applicants should include this page as the cover page for their submission.

1. APPLICANT INFORMATION

Children's PD/PI Full Name:

Affiliated Research Center (if applicable):

Home Department:

Email Address:

Virginia Tech PD/PI Full Name:

Affiliated Research Center (if applicable):

Home Department:

Email Address:

2. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT

Title (200 Characters):

3. PROPOSED PROJECT PERIOD OF PERFORMANCE

Start Date: 01/01/2026

End Date: 12/31/2026

4. ESTIMATED FUNDS REQUESTED

Total Funds Requested: \$100,000.00 (\$50,000 per institution)