

The NCI 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):

- 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 Office of the Director (OD) may support up to 50% of the cost of projects that involve a high degree of performance risk, are preliminary in nature, and lead to new core service offerings in the future.

Criteria for ODRS funding:

ODRS funded projects **are not** projects that could be defined as Technology Development (“Innovation” and “Progression”, which are fully funded by OD) or routine Core Services (fully funded by the NCI investigator).

ODRS funded projects are characterized by one or more of the following criteria:

- Pilot studies with limited numbers of samples and controls.
- Feasibility projects for testing newly developed technology and/or determining the suitability of newly developed technology for subsequent use as an ATP Core Service.
- They carry a higher risk for successful completion than routine Core Services.
- Projects 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 research project should first discuss their situation and needs with an ATP laboratory director/scientist.
- The NCI investigator should then submit a request through the Core Services Accession System (CSAS) that includes the research objectives, the scope of the project (i.e. number of samples, number of replicates, etc.) and a justification for requesting ODRS funding. Approval by OSO (Assistant Project Officer for ATP) or CCR (Associate Director of OSTP) is required, depending on the investigator’s affiliation.
- The requesting NCI investigator is expected to contribute 50% or more of the estimated project costs.
- The ATP 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 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-F/SAIC Pathology and Histology Laboratory and Advanced Technology Program

- 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 RTP (ATP) or LASP laboratory point of contact.
 - a) If you've used the system before but 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 facility. When you submit your request, an e-mail is sent to that facility. 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 would like to be considered for partial ODRS funding (subject to the criteria described under "Funding Options"), 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 facility 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/OSO for scope review by Walter Hubert (all ATP requests) and Kristin Komschlies (all LASP requests).
- 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. If you elected to be considered for ODRS funding, the system will also send an e-mail to David Goldstein and Janelle Cortner (for CCR requests), Walter Hubert (non-CCR, ATP-specific), and Kristin Komschlies (non-CCR, LASP-specific). ODRS funding may be granted for up to 50% of the cost estimate or possibly more for CCR investigators.
- 9) Upon approval, the system will notify the appropriate ATP/LASP facility and work on your project will begin. If disallowed, please follow-up with your AO and if ODRS funding was requested, the individuals listed in 8) before reengaging the ATP/LASP.

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