The Fisher Center Discovery Program, Application Guidelines 2022 – Round 2
The Sherrilyn and Ken Fisher Center for Environmental Infectious Diseases
Johns Hopkins University, School of Medicine, Department of Medicine, Division of Infectious Diseases

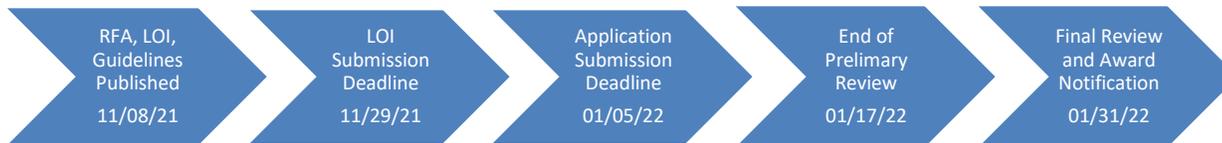## The Fisher Center Discovery Program (FCDP) Application Guidelines 2022 – Round 2

Environmental Infectious Diseases and/or COVID-19/SARS-CoV-2

Eligible	All full-time Johns Hopkins University faculty (Fellow, house staff or student proposals must be supported by a faculty member mentor)
Budget	Up to $60,000.00 USD
Number Available	Maximum four projects will be awarded in January 2022
Grant Period	Twelve months, with a possible 12-month no-cost time extension upon review
Application Deadline	**Wednesday, January 5, 2022 at 11:59 PM**
Application	https://hopkinsinfectiousdiseases.jhmi.edu/research/research-areas/environmental-id/fisher-center-discovery-program-grants/
Submit Via Email	Submit the application and supporting documents via email, fishercenter@jhmi.edu
Contact	Email: fishercenter@jhmi.edu; Phone: 443-287-4800

Created 05/24/13, revised 11/04/2021

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Grant Cycle Calendar – Round 2

Letter of Intent (LOI) Submission Deadline   Monday, November 29, 2021, at 11:59 PM
Application Submission Deadline   Wednesday, January 5, 2022 at 11:59 PM
Anticipated Award Notification   On or before January 31, 2022
Award Start   February 7 – June 30, 2022 at investigator discretion

RFA, LOI, Guidelines Published 11/08/21	LOI Submission Deadline 11/29/21	Application Submission Deadline 01/05/22	End of Prelimary Review 01/17/22	Final Review and Award Notification 01/31/22

Dissemination Plan

- University-wide web and email announcements will be sent at least once for each application period.
- The timeline, as published, may be modified in response to unforeseen circumstances. Any alterations to the timeline, program and the Request for Application will be broadcast through University-wide web and email announcements.
- All application documents must be received by 11:59 PM on Wednesday, January 5, 2022.
- Applicants will be notified of acceptance or denial of the grant request on or before January 31, 2022.

PLEASE READ: Important Changes for the 2022 Grant Cycle, Round 2
The FCDP will continue its focus on **environmental infectious diseases**. However, in response to the continuing COVID-19 pandemic, we also offer the funding opportunity for clinical and translational research related to **COVID-19 and SARS-CoV-2**. Basic laboratory research proposals will not be reviewed. Submissions with both a COVID-19/SARS-CoV-2 and environmental focus (e.g., built environments, environmental transmission) will receive special funding consideration. If you have questions regarding whether a COVID-19/SARS-CoV-2 proposal would be appropriate for the Fisher Center Discovery Program, please submit a Letter of Intent (see page 7 of this document).

Program Goals for 2022 – Round 2

The Fisher Center Discovery Program (FCDP) is designed to accomplish the following goals:
- To promote research by providing funds that will support projects focused on clinical or translational research related to environmental infectious diseases (ID). Environmental ID includes disease-causing agents found in traditional ecological environments, such as air, soil, and water, in addition to vector-borne or zoonotic diseases, as well as those found substantially on built environments (home, hospital, and community) capable of causing human illness.
- To support COVID-19/SARS-CoV-2 clinical and translational research during the pandemic crisis.
- To provide expertise, resources, and mentorship opportunities for pilot or clinical studies that may lack traditional funding mechanisms.
- To promote novel, cross-disciplinary collaborative clinical research among schools of the Johns Hopkins University and with non-Johns Hopkins University research partners.

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- To facilitate the careers of early career researchers (faculty or trainees) by providing funds for projects joined with a more senior investigator capable of providing hands-on training and mentoring in the science of clinical investigation.

Eligibility

- All full-time faculty members of Johns Hopkins University, especially junior faculty, are encouraged to apply.
- The grant is offered university-wide. We encourage cross-discipline and cross-school collaborative research. Any full-time faculty person from within Johns Hopkins University (JHU), including the schools of Medicine, Public Health, Nursing, Engineering, Business, Arts/Sciences, and Applied Physics Lab may apply.
- Only Johns Hopkins University faculty members holding a terminal degree (MD, DO, PhD, PharmD, DVM, or equivalent) may serve as Principal Investigator (PI).
- A faculty member may submit only one application per grant cycle as the PI. However, a faculty member may serve as a co-investigator on a different application within the same grant cycle.
- Hopkins-affiliated postdoctoral fellows, house staff, medical school students, PhD students, graduate students, and undergraduate students may submit an FCDP application and be included as research team members on FCDP proposals. However, they may not be the PI. If the applicant is not a faculty member, the supporting faculty member PI is required to write a letter indicating review, mentorship responsibility, and approval of the project. Letters of support may be saved as a Microsoft Word or PDF document.
- Johns Hopkins University School of Medical (JHU SOM) matriculated candidates for the MD degree are encouraged to be included as research team members. All research projects must be carried out at Johns Hopkins with a Johns Hopkins faculty preceptor.
  - The FCDP application must be accompanied by a letter of support from the Faculty member who is the proposed research preceptor. Letters of support should be saved as separate Microsoft Word or PDF documents. Do not combine multiple letters of support into a single file.
  - The student's performance to date in the JHU SOM will be considered in the award process. Therefore, an official transcript from the JHU SOM may be requested.
- Current and previous awards and grants to the PI, such as NIH grants, do not impact FCDP award eligibility.
- If an FCDP grant is awarded, additional awards obtained after the distribution of FCDP funds will not impact FCDP funds.

Regulatory Requirements

- All FCDP awarded projects involving human participants must be approved by a Johns Hopkins Institutional Review Board (IRB). Such projects will be carried out using the guidelines and policies developed by the Johns Hopkins Office of Human Subjects Research Compliance Team.
- All FCDP awarded projects involving animals must be approved by the Johns Hopkins University Institutional Animal Care and Use Committee (IACUC). Such projects will be carried out using the guidelines and policies developed by the IACUC.
- While advance approval by the IRB and/or IACUC is not a prerequisite for submitting an FCDP application, investigators should be aware of the impact of these and other necessary administrative or regulatory reviews on the project timeline and feasibility. If the project does not meet with IRB and/or IACUC approval, FCDP funding will be terminated and funds forfeited.

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- If the proposal is a clinical trial, after the FCDP award has been made and the project has received IRB approval, the research project must be registered at *clinicaltrials.gov* in a timely fashion.
- Compliance with regulatory requirements will be the responsibility of the PI.

Conflict of Interest

- At the time of application, before funds are awarded, and throughout the project period, it is the responsibility of the PI and all members of the research team to report any financial or fiduciary interest that might appear to present a conflict of interest to the FCDP and the University Office of Policy Coordination, using the JHU disclosure system.
- The presence of a conflict of interest does not disqualify investigators from receiving this award but will require the review and management of this conflict by the Committee on Outside interests.
- The failure of any research team member to disclose all outside interests could result in the termination of the FCDP award and the disallowance of all study costs.

Project Topics – Round 2

Proposals must be related to environmental infectious diseases and/or COVID-19/SARS-CoV-2. FCDP resources will be concentrated on generating clinical or translational research to generate pilot or more comprehensive data.

Environmental Infectious Diseases Proposals
Emphasis will be on understudied and/or traditionally under-funded infectious diseases caused by environmental pathogens, inducing human illness. Project proposals regarding already well-funded areas and/or not fitting within the theme of environmental infectious diseases will not generally be considered for awards: examples include HIV, Hepatitis A/B/C, influenza, measles, malaria and tuberculosis. Laboratory-based research will only be considered if clearly part of a translational or clinical research project.

COVID-19/SARS-CoV-2 Proposals
Emphasis will be on COVID-19/SARS-CoV-2 clinical and translational research. Basic science proposals will not be supported. Laboratory-based research will only be considered if it relates directly to clinical or translational research. COVID-19/SARS-CoV-2 proposals may include co-morbidities and infections, such as heart, lung, or renal disease, HIV, Hepatitis, TB, malaria, etc. COVID-19/SARS-CoV-2 proposals that include an environmental infectious diseases element will receive special consideration.

- Recognizing diversity in thought and experience strengthens the research team, collaborative research within the Johns Hopkins University community is strongly encouraged. Novel collaborations with non-traditional partners in the Krieger School of Arts and Sciences, Whiting School of Engineering, Carey Business School, School of Education, Applied Physics Lab, School of Nursing, Bloomberg School of Public Health, and School of Medicine are favorably viewed.
- Both domestic and international projects may be submitted, although projects that may lead to the advancement of North American-based health issues or have direct utility in North America will have a strong competitive advantage.
- International or global health-oriented projects may be favorably viewed if they cannot be carried out domestically and have the potential to impact healthcare within North America. Sound science and the relationship to clinical care remain important determinants for funding.

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- Projects with the potential for a broad impact will be more positively reviewed.
- Projects with an emphasis on the development or use of low-cost diagnostics will be more favorably reviewed.
- Mentoring provided by seasoned investigators is an important component of the FCDP. Projects with an early career investigator or student as the applicant, thus providing grant writing experience, will be more favorably reviewed.
- Projects may cover a wide range of topics relevant to environmental infectious diseases and/or COVID-19/SARS-CoV-2, including but not limited to these representative topics:

Clinical and Translational Research
- Improving the prevention, diagnosis or treatment of environmental infectious diseases and/or COVID-19/SARS-CoV-2
- Development or evaluation of diagnostic tests or procedures related to environmental infectious diseases and/or COVID-19/SARS-CoV-2
- Characterization of long-term outcomes of environmental infectious diseases and/or COVID-19/SARS-CoV-2
- Comparative effectiveness research
- Modes of environmental infectious disease and/or COVID-19/SARS-CoV-2 transmission, including fomites, aerosols, and ventilation
- Use and impact of healthcare informatics or "big data" in environmental infectious disease and/or COVID-19/SARS-CoV-2 research
- Impact of ecological and environmental changes on health and disease as it relates to environmental infectious disease and/or COVID-19/SARS-CoV-2

Education
- Effectiveness of training program development for clinicians concerning the diagnosis and treatment of environmental infectious diseases and/or COVID-19/SARS-CoV-2
- Evaluation of community education materials and modes of communication, including print, web-based, and social media regarding environmental infectious diseases and/or COVID-19/SARS-CoV-2

Animal Research
- Animal modeling of environmental infectious diseases and/or COVID-19/SARS-CoV-2
- Animal to human transmission of environmental infectious diseases and/or COVID-19/SARS-CoV-2

Business and Healthcare Management
- Economic impact of environmental infectious diseases and/or COVID-19/SARS-CoV-2
- Impact of health care reform on the diagnosis and treatment of environmental infectious diseases and/or COVID-19/SARS-CoV-2

Monetary Support

- **Requests must be no more than $60,000 USD.** Requests exceeding $60,000 will not be reviewed. Requests budgeted lower than the $60,000 ceiling and appear feasible to support research may score higher.
- A realistic budget proportionate to the scope of the project must be included in the FCDP application package. The budget must be submitted using the *FCDP Budget Template 2022*. **Please use the current template, as the template has changed from previous years.**

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- Funds may be used only for support of research conducted primarily at Johns Hopkins institutions. **Subcontracts with outside institutions or facilities are permitted but should not exceed 50% of the total requested budget.**
- In an effort to support early-career investigators, there will be no salary support for faculty beyond the level of Assistant Professor.
- Funds may be used for staff salary or student stipends. If salary support is requested for an individual, that individual must be listed as a member of the research team on the FCDP application.
- **Total salary support should not exceed 50% of the total requested budget** unless there is strong justification for an additional level of salary support. Justification for exceeding the 50% cap is to be submitted in the form of a written letter and appended to the application package.
- Funds may be used for travel essential to the conduct of the research, but not for travel to established meetings or conferences.
- Funds may be used for supplies, equipment, and laboratory services specific to the development of an assay, diagnostic test, or device. **Total laboratory supplies, equipment, and service costs should not exceed 50% of the total requested budget** unless there is strong justification for an additional level of laboratory supply, equipment, and service support. Justification for exceeding the 50% cap is to be submitted in the form of a written letter and appended to the application package.
- Funds will be released to the PI in the form of a Johns Hopkins University internal order number or cost center number.
- Funding will be for twelve months, with the award start date between February 7 and June 30, 2022 at the discretion of the PI.
- At the end of the grant period or at the time of early termination, all unspent FCDP funds will be returned to the Fisher Center for Environmental Infectious Diseases.

No Cost Extension (NCE)

- After completion of the initial twelve months of the grant award, the PI may apply for a no-cost time extension for up to 12 months. This extension period is to allow for the completion of research projects.
- Beyond one NCE period, no additional NCEs will be considered. Hence, the maximum time allowed for completion of the research project is 24 months.
- All grant extension requests must be submitted six weeks before the end of the initial 12-month project period using the *FCDP Award Extension Request* form, which can be requested via email, fishercenter@jhmi.edu.

How to Apply

- For the application and documents, go to the Fisher Center's website at https://hopkinsinfectiousdiseases.jhmi.edu/research/research-areas/environmental-id/fisher-center-discovery-program-grants/
- Applicants are advised to review the document *Fisher Center Discovery Program Application Guidelines 2022 – Round 2* before completing the application and supporting documents.
- Download and complete the application as directed
- Download the required supporting documents and complete them. Explanations for the use of these documents may be found in the *FCDP Application Guidelines 2022 – Round 2*, page 7, section *Application Documents*

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- Refer to the section **Documents Presentation and Formatting** (page 9 of this document) for formatting requirements.
- Send the completed application, protocol, budget, letters of support, biosketch (or CV, résumé) and other required documents as **separate files**, but attached to a single email to fishercenter@jhmi.edu before the published deadline. If the documents exceed the email file size, send the remaining documents in a second email.
- **NOTE: Once submitted, application documents cannot be changed by the applicant or PI.**
- Non-electronic submissions will not be accepted.

Application Documents

To maintain the integrity and formatting of each document, complete and save documents as <u>individual files</u>. Do not combine multiple documents, such as the protocol, biosketch (or CV, résumé), and letters of support into one large file.

Letter of Intent
- Optional
- **Submission of an LOI is not required** but is encouraged if uncertain whether the proposed research fits within the FCDP program.
- The Letter of Intent (LOI) informs the FCDP that you plan to respond to a request for application (RFA) and acts as a preliminary review tool for the FCDP.
- The FCDP Director will provide feedback for all submitted LOIs.
- All LOI must be submitted on the *FCDP Letter of Intent* form*.*
- Email the completed LOI form, the applicant biosketch (or CV, résumé), and the Principal Investigator biosketch (if different) to fishercenter@jhmi.edu. Call 443-287-4800 with any questions or submission issues.
- The LOI submission deadline is Monday, November 29, 2021 at 11:59 PM.

Application Form
- Required for all submissions
- Found on our website as a PDF fillable form
- Please note: Some users have reported issues using a Mac/Apple computer to complete the PDF fillable form.
- Completion of the *Fisher Center Discovery Program Application 2022 – Round 2,* in its entirety, is required for all proposals.
- List all co-investigators known at the time of application.
- **In addition, if you request salary support for an individual, that individual must be listed as a member of the research team on the application**. This includes study team members such as research nurses, study coordinators, lab personnel, technicians, etc. If the specific individual is unknown at present, please list the research team roll on the application [example *Research Coordinator, TBD*].
- Send via email to fishercenter@jhmi.edu.

Protocol
- Required for all submissions
- The Protocol is in addition to the Application Form. One cannot substitute for the other. <u>Both an application form and a protocol are required.</u>
- Submission of a research protocol is required. **If a protocol is not submitted, the proposal will not be reviewed.** The following sections must be included in the protocol:
  o Abstract (250 words maximum suggested length)

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- o   Introduction and Background (1-page maximum suggested length)
- o   Specific Objectives (1-page maximum suggested length)
- o   Procedures and Methods (3 pages maximum suggested length)
- o   Timeline of study activities (1-page maximum suggested length)
- o   Benefits or Significance of the research (1-page maximum suggested length)
- A list of citations that support the research protocol must be included as part of the protocol.
- **Please number the pages in the protocol document**.
- Insert the protocol title and the name of the PI in the protocol header.
- Create and save as a Microsoft Word or PDF document.
- Send via email to fishercenter@jhmi.edu.

Biosketch, Curriculum Vitae, or Résumé

- Required for all submissions
- The current biosketch, curriculum vitae (CV), or résumé, of the PI, co-investigators and persons listed on the study team, must accompany the application package.   To conserve paper, an NIH-style biosketch is the preferred option.
- In addition, if you request salary support for an individual, that individual must be listed as a member of the research team on the application and you must provide their biosketch, CV, or résumé. This includes research nurses, study coordinators, lab personnel, technicians, etc.
- **Please number the pages in the document**.
- Create and save as a Microsoft Word or PDF document. Send via email to fishercenter@jhmi.edu.Send each biosketch, CV, or résumé as an individual file. **Do not combine multiple biosketches, CVs, or résumés into a single file.**

Letters of Support

- Optional, but encouraged
- Required in this instance: A letter of support from the Faculty research preceptor (PI) is required for applicants who are JHU fellows, house staff, medical school students, graduate students, and undergraduate students.
- Letters of Support inform our reviewers of your collaborators' support and approval of the proposal. Letters of support are strongly encouraged from collaborators and research partners, within and outside the University relevant to the project.
- Limit letters of support to 1-2 pages.
- Create and save as a Microsoft Word or PDF document.
- Letters of support are to be saved as separate documents. **Do not combine multiple letters of support into a single file.**
- Send via email to fishercenter@jhmi.edu.

Budget

- Required for all submissions
- Please review the Monetary Support section (pages 5-6 of this document) before completing the budget proposal.
- All proposals must be accompanied by a budget formatted using the *FCDP Budget Template 2022*. The budget must include costs related to personnel, patient care, animal care, laboratory, travel, and other study-related expenses.
- If funds are not requested for a particular category, enter a zero in the total column.
- Total funding requests are limited to $60,000 USD.
- Create and save as a Microsoft Excel document. **Do not save the budget as a PDF document.**
- Send via email to fishercenter@jhmi.edu.
- Remember to include the *Project Title, PI, and Submission Date* at the top of the template.

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- To gauge if the proposed budget corresponds to the project protocol and the costs are reasonable, **specific line items are to be listed on the budget.**
- Under the section *Personnel*, list the name of the person and the role on the research team; if unknown at the time of application, TBD (to be determined) is acceptable [example, *Research Coordinator, TBD*].
- If you request salary support for an individual, that individual must be listed as a research team member on the application.
- On the budget, under the section *Personnel*, list only those persons slated to receive salary support from the FCDP funding. If a person is on the research team, but will not receive salary support, then do not list that person on the budget.
- For the sections Direct *Patient Care and Remuneration; Animal Care; Laboratory Supplies, Equipment, and Services; Travel; and Other Expenses*, **provide specifics** regarding costing allocations. For example, under the section *Laboratory Supplies, Equipment, and Services* the entry for a lab item should be, as an example: Pipettes (4 boxes, $20/box). In the total column, enter $80.
- *Direct Patient Care and Remuneration* is defined as items related to direct patient or study participant care and participant remuneration. Example: Blood collection kit (10 at $10/kit), $100 total.
- *Animal Care* is defined as items related to the purchase and care of animals. Example: Care of Mice ($0.64 per cage/day x 15 cages x 10 days), $96.00 total.
- *Laboratory Supplies, Equipment, and Services* are defined as items necessary to complete the research but are not related to direct patient care, such as lab supplies and testing. Examples: 30 ml 2% EDTA solution (2 bottles, $80/bottle), $160 total; PCR testing (50 tests, $100/test), $5000 total.
- *Travel* is defined as travel expenses related to the conduct of the research. **Funds may not be used for travel to established meetings or conferences.** Example: Airfare round trip to India to collect samples (1 RT flight at $3000.00), $3000.00 total.
- *Other Expenses* are defined as expenses that do not fit into the other categories. Example: Dell Laptop Computer to record study results in the field (1 at $1500.00), $1500.00 total. Publication fees and biostatistical consultation may be recorded under *Other Expenses*.
- On the budget template, do not delete rows or categories. Additional rows may be added within existing categories. Do not add new categories. Applicants are strongly encouraged to direct budget questions to the Fisher Center Research Manager (fishercenter@jhmi.edu) prior to the final submission of the application.

Documents Presentation and Formatting

Software
- Application documents are to be submitted in their original software format (Microsoft Excel for the budget, Microsoft Word or PDF for all other documents). Handwritten applications will not be accepted

Language
- All applications must be submitted in standard American English
- If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Font
- Arial or Calibri, 11-12 points, black type.
- A symbol font may be used to insert Greek letters or special characters

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- Type density, including characters and spaces, must be no more than 15 characters per inch
- Type may be no more than six lines per inch
- Shadings or colors may not be used in text portions of the application

Paper Size and Page Layout
- Use standard size (8.5" X 11") sheets of paper
- Use 1-inch margins on all sides (top, bottom, left, and right) for all pages
- Standard, single-column format for the text
- Single-sided and single-spaced
- Consecutive number pages throughout the application in the footer, centered, on each page. Do not use suffixes (e.g., 1a, 1b)
- Do not include unnumbered pages
- Do not include additional blank pages
- **The submission date, principal investigator, and project title should be in the header, in the top right-hand corner of each page of the protocol.**

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes/Endnotes
- Smaller type size is acceptable, but it must be in blank ink, readily legible and follow the font typeface requirement
- Footnotes or endnotes are to be consecutively numbered

Photographs and Images
- All photographs, graphs and other materials must be embedded directly within the application.
- Images may be included if they are critical to the content of the application.

Post-Submission of Application Materials

- Application materials will only be accepted after submission of the application if they result from unforeseen administrative or technical issues.
- Acceptable post-submission materials include:
  - Revised budget due to new funding
  - Letters of support or collaboration resulting from a change in personnel
  - Adjustments resulting from natural disasters
  - News of an article accepted for publication
  - Specific documents requested by the Fisher Center Advisory Board or the FCDP Research Manager

Review Process

- Upon submission, the FCDP will assign an application number. This number will be used in all future FCDP communication with the applicant.
- JHU senior faculty members will score applications with expertise in the field similar to the proposed research topic.
- All applications will be scored on a 1-5 scale in five areas:
  - Relevance to FCDP goals, environmental infectious disease, and/or COVID-19/SARS-CoV-2
  - Scientific impact, novelty, and merit in the experimental design
  - Feasibility of project completion within twelve months

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- o Collaboration between investigators and JHU schools
- o Potential for development of research and/or clinical leadership
- Only complete applications received by the deadline will be reviewed.
- The review process is as follows:
  - o FCDP staff will review the application for completeness and compliance with the grant process as outlined above. Document errors will be referred back to the applicant for correction.
  - o Application materials will be distributed to individual Faculty reviewers for preliminary scoring. Reviewers will submit written feedback regarding applications they have scored.
  - o The Fisher Center Advisory Board(s) will meet to discuss all applications, assign a final score to applications, and discuss funding awards.
  - o The FCDP Director will finalize the award, including funding. All funding decisions are final.
  - o Applicants will be notified in writing of acceptance or rejection of the grant proposal on or before January 31, 2022.
  - o The PI and a representative of the FCDP will sign a written agreement outlining the terms of the award.
  - o The FCDP offers flexible start dates for the release of funds, per PI request. The start date window should be between February 7, 2022, and June 30, 2022. On the application, please indicate a single preferred start date.
  - o The start and end date of the twelve-month period will be included in the FCDP written agreement.
- Additional review will not be permitted.
- Revisions after a rejection will not be permitted.
- Previously awarded FCDP PIs may apply for a new FCDP award for a significantly revised or different research project at the conclusion of the original research project.
- Re-submission of denied grants is discouraged except by invitation from the FCDP. However, unsuccessful applicants may apply in consecutive rounds with substantially different proposals.

Feedback

- As part of the mentoring objective, feedback to applicants after peer review is viewed as essential by the Fisher Center.
- All applicants will receive written feedback via the *FCDP Review Summary Statement*
- The meaning of numeric designations will be indicated on the *FCDP Review Summary Statement*.
- Denied applicants may make an appointment with the FCDP Director to discuss the application review outcome and obtain guidance for future applications.

Post Award Requirements

- Any substantive changes to the original research plan or budget must be discussed with and submitted in writing to the FCDP. Failure to do so will result in termination of the project and forfeiture of remaining funds. Protocol changes must be submitted to the responsible Johns Hopkins University regulatory body.
- The FCDP may suggest revisions to the application, protocol, research plan, budget, IRB application, or other pre- or post-award study documents.

Oral Presentations

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- Within three months of the release of funds, awarded PIs or their designees will orally present a preliminary overview of the research project in an FCDP Director-approved forum. The preliminary presentation allows for early feedback from more senior investigators for project improvement.
- Near the completion of the 12-month award or extension period, awarded PIs or their designees will orally present a comprehensive review of the research project in an FCDP Director-approved forum.
- Typically, the forum for oral presentations is the *ID Clinical and Research Topics Meeting*, held the first and third Tuesday of each month. FCDP staff will reach out to the PI and applicant to coordinate scheduling and discuss details.

Written Reports

Interim Report
- Within six months of the release of funds, awarded PIs or their designees will submit a written progress report using the *FCDP Interim Report* form.
- The *FCDP Interim Report* form will be forwarded to the PI or their designee six weeks before the due date.
- Within six months of the release of funds, awarded PIs or their financial management designees will submit an SAP *Non-sponsored YTD Transactional Detail Report*. The report is to include all revenues and expenditures, G/L breakdown, and all rows. The report is to be extrapolated into MS Excel, printed, and submitted along with the *FCDP Interim Report.*
- Near or just after the completion of the 12-month award or NCE extension period, awarded PIs or their designees will submit a written comprehensive review of the research project using the *FCDP Final Report* form.
- The *FCDP Final Report* form will be forwarded to the PI or their designee six weeks prior to the due date.
- Near the completion of the 12-month award period or NCE extension period, awarded PIs or their financial management designees will submit an SAP *Non-sponsored YTD Transactional Detail Report* that covers all fiscal years from the fund release data through the date of the final written report. The report is to include all revenues and expenditures, G/L breakdown, and all rows. The report is to be extrapolated into MS Excel, printed, and submitted along with the *FCDP Final Report.*

Annual Reports
- For the first five years after the initial award, the awarded PI or their designee will be asked to submit a brief update of the project related to impact and subsequent related grants, awards, and publications using the *Annual Award Follow Up* form.
- Information from all FCDP awarded projects is compiled into an annual report presented to the Fisher Center Discovery Program Advisory Board and donors to assess program goals and document post-FCDP funding awards and publication metrics.
- Failure to participate in oral presentations or submit reports as described above will result in termination of the project and forfeiture of remaining funds

Publication Requirements
- Publication of research is strongly encouraged.
- All publications resulting from research using FCDP resources are required to cite the FCDP as contributing sources of support. When publishing articles related to this research, the following language is suggested:
    This publication was made possible by support from the Sherrilyn and Ken Fisher Center for Environmental Infectious Diseases, Division of Infectious Diseases of the Johns Hopkins University School of Medicine. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of the Fisher Center or Johns Hopkins University School of Medicine.

The Fisher Center Discovery Program, Application Guidelines 2022 – Round 2
The Sherrilyn and Ken Fisher Center for Environmental Infectious Diseases
Johns Hopkins University, School of Medicine, Department of Medicine, Division of Infectious Diseases

Contact Information

- The FCDP encourages applicants to communicate with our staff concerning our programs, resources, and granting process.
- **Contact Us**
  The Sherrilyn and Ken Fisher Center for Environmental Infectious Diseases
  Phone   443-287-4800 (ask for the Research Manager)
  Fax   410-502-7029
  Email   fishercenter@jhmi.edu (preferred contact method)
  Website   https://hopkinsinfectiousdiseases.jhmi.edu/research/research-areas/environmental-id/fisher-center-discovery-program-grants/