# NCATS ASPIREREDUCTION-TO-PRACTICE CHALLENGE

## Submission Instructions and Template for Planning Stage

### INSTRUCTIONS

#### Solution Due Dates: 5:00 p.m. ET November 30, 2020 to 5:00p.m. ET February 28, 2021

**Please use the template below to format your submission(s).**

To participate in the NCATS ASPIREReduction-to-Practice Challenge, the name of every innovator, whether an individual, or team of individuals, or entity, must be listed on the required Cover Page. To submit a solutionto the NCATS ASPIRE Reduction-to-Practice Challenge: Development of a Comprehensive Integrated Platform, send the submission to: [NCATSASPIREChallenge@mail.nih.gov](mailto:ncatsaspirechallenge@mail.nih.gov) (link sends e-mail).

Please review the rules and information below. All submissions must include a statement agreeing to the Challenge terms & conditions by including the following in the Cover Page**: “I understand and agree that each innovator for the Challenge must comply with all terms and conditions of the Challenge rules, and participation in this Challenge constitutes each such innovator’s full and unconditional agreement to abide by these rules.”** Submissions that do notinclude this language will be deemed non-compliant and will not be evaluated.

Detailed submissions should be created using the word template below and must be submitted in pdf format to: [NCATSASPIREChallenge@mail.nih.gov](mailto:ncatsaspirechallenge@mail.nih.gov) (link sends e-mail).

**Note: While the challenge announcement is posted at Challenge.gov** (<https://www.challenge.gov/>)**, submissions will not be accepted there.**

#### Submission Requirements

Submissions must:

1. Be written in English and observe all page limits, page dimensions (8.5 x 11 inches), font size of 11 point or greater, and 1-inch margins (the template that follows meets these requirements)
2. Include four required sections: cover page, plans for reduction-to-practice of the prototype, qualifications statements and references.
3. Abide by page limits defined below. Any material that exceeds stated page limits will be considered supplemental and will be used at the reviewers’ and judges’ discretion.
4. In the Cover Page, include a project summary (abstract) that describes the model. Also describe how the research community can benefit from the solution and explain why the approach is innovative.
5. Describe clearly your solution to the Challenge. Include figures/illustrations where appropriate (please note that this will count towards the page limit). Briefly describe how your solution integrates the four component areas of this Challenge.
6. Each solution should provide a detailed description of the proposed workflow of the comprehensive platform.
7. Explain the methods you used to meet the main requirement for the challenge.
8. Innovators should include in the methods a list of databases that were utilized to access the datasets included in the application. Please provide the license and terms under which the databases were accessed for all included datasets.
9. Include a “Qualifications Statement” for each innovator/team member. Please provide sufficient evidence of your technical competence and describe skills and experiences that are relevant to the challenge. While not required, you may use the NIH Bibliographic Sketch format (see <https://grants.nih.gov/grants/forms/biosketch.htm>) for this purpose.
10. If team members are at different locations, include a brief statement to describe how exchange of knowledge, ideas, and solutions was facilitated among team members.

Submissions **must not** include HHS’s logo or official seal or the logo of NIH or NCATS and **must not** claim federal government endorsement.

Please divide the submission into the sections indicated in the template below.

### TEMPLATE

#### SECTION 1

**COVER PAGE** (up to 1 page; this does not count toward the 12-page limit)

Please include the following information on the cover page:

* The innovator or lead innovator’s name and contact information

Please also include the following statement:

**“I understand and agree that each innovator for the Challenge must comply with all terms and conditions of the Challenge rules, and participation in this Challenge constitutes each such innovator’s full and unconditional agreement to abide by these rules.”**

#### SECTION 2

**DESCRIPTION OF THE PROPOSED REDUCTION-TO-PRACTICE PLAN** (12-page limit)

Please include the following sections and content in the description of the proposed solution*.*

* **Project Summary**
  + Include a project summary (abstract) of 300 or fewer words that clearly states the advantages and novelties of the proposed solution.
* **Background/Significance**
  + Include background and describe any existing methods or technologies that would be used, combined or built based on the proposed design.
  + Cite references to peer-reviewed articles that support the proposed solution (see “REFERENCES” below).
  + Describe the tools, technologies and protocols that would be needed to develop the proposed solution.
  + Clearly state how the proposed solution would advance discovery and development of novel treatments for pain, opioid use disorder and overdose.
* **Innovation and Team**
  + Include a statement that discusses the advantages and potential pitfalls of the proposed approach, and how and why combining technologies or protocols may provide advantageous results; highlight cross-discipline integration of approaches.
  + Describe the ability of the innovator to execute the proposed solution.
  + If an innovator consists of multiple experts residing in different locations, include a brief plan that describes how the team will be structured and how the exchange of knowledge, ideas and implementation of solutions will be facilitated.
* **Research Design and Methods** 
  + Include preliminary data, if applicable.
  + Provide an overview of the design.
  + Describe methods and analyses used, including any new methodology used and why it represents an improvement over the existing ones.
  + Describe any strategy to establish feasibility and address the management of any high-risk aspects of the proposed design.
  + Discuss the way(s) in which the results will be collected, analyzed and interpreted.
  + Include estimated timeframes, supporting precedents and any special resources that would be needed.
  + List potential difficulties and limitations and how these could be overcome or mitigated.
  + If applicable, address protections of human subjects and compliance with policies related to use of human stem cells, biosafety issues and use of technologies covered by patents or other intellectual property protection.

*Please review the Judging Criteria for the Challenge and address the criteria in your submission.*

#### SECTION 3

**QUALIFICATIONS STATEMENTS** (5-page maximum each; this does not count toward the 12-page limit)

For each innovator, include a Qualifications Statement (up to 5 pages for each team member). Please provide sufficient evidence of technical competence and describe skills and experiences that are relevant to the challenge. The qualification statements will not count toward the 12-page limit.

#### SECTION 4

**REFERENCES** (1 page; include only the most relevant citations; this section does not count toward the 12-page limit)

Please use APA style (<https://apastyle.apa.org/learn/tutorials/basics-tutorial>) for citations and references.