

## Application Instructions for Retreats/Workshops/Symposia

### DEADLINES

Retreat applications are accepted year-round.

For questions regarding these instructions, please contact [Venois Peebles](#), Program Manager.

- 1. Background:** The mission of the CCTST is to accelerate the development, dissemination, and implementation of innovative biomedical research discoveries that drive improvements in the health and health care delivery.
- 2. Funding Program:** Support is available for multidisciplinary retreats/workshops/symposia that will further the mission of the CCTST. Ideally, these events will provide a rich forum for basic, translational, and clinical scientists to interact and develop new initiatives.
- 3. Budget:** Up to \$3,000 per event is available from the CCTST. Funds are contingent upon matching funds derived from other resources (typically clinical or research division resources or grants). Awards are made on a continuing basis, so early application in the fiscal year is encouraged. PLEASE NOTE: Alcohol is **not** considered to be an allowable expense.
- 4. Eligibility:** Applications will be accepted from all 80% or greater FTE faculty members of Cincinnati Children's Hospital Medical Center, the University of Cincinnati, and the Cincinnati VA Medical Center, including nursing, health outcomes and other health care faculty with advanced degrees (M.D., Ph.D., or equivalent). Clusters of investigators spanning disciplines and programs made up of basic and clinical faculty are strongly encouraged to apply. **Events are encouraged to take place at CCHMC, UC or off-campus in the Greater Cincinnati metropolitan area.**
- 5. CCTST Membership:** All applicants for the Retreats/Workshops/Symposia grant consideration must be CCTST Members. The CCTST Academic Membership is free and open to AHC faculty conducting or participating in clinical or translational research. For more information about CCTST membership and our online membership registration form go to the [CCTST registration webpage](#).
- 6. Required format:** Applications must be submitted electronically at least 60 days prior to the proposed event. Send a PDF file of the proposal to the Program Manager, [Venois Peebles](#).
- 7. Proposals must be submitted in single spaced text, one-half inch margins, and no smaller than an 11-point Arial or Helvetica font is preferred. The primary applicant's name must appear in the upper right hand corner of each page. Applications for retreats are strongly encouraged to be 1-2 pages in length, with a maximum of 3 pages (including figures but excluding references).**

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**8. Composition of proposal:** Applications for support of a retreat/workshop/symposium should include:

1. Face page (located [here](#), under “Application Documents”)
2. Budget (PHS 98, located [here](#), under “Application Documents”)
3. Purpose of retreat/workshop/symposium
4. Anticipated attendees (categories of people, not specific people)
5. Format of meeting
6. Proposed main speakers (including those external to institution)
7. Location
8. Duration and timing of proposed retreat/workshop/symposium
9. Source of matching funds
10. Letter documenting source of matching funds