

Submissions

- A. Letter of intent:** The first step in the submission process will be to submit a letter of intent. This should consist of a two page document which outlines the proposed scientific strategy for the study (or studies) of interest. Please include the following in the letter of intent:
- Rationale
 - Details about the specific question(s) to be addressed
 - Schema of the experimental design
 - Available preliminary data
 - Project goals, milestones, and anticipated timeline

Please also include CV(s) for the lead investigator(s).

The letter of intent and CV(s) are due at 5:00p Eastern Standard Time on May 12, 2017. Please submit the letter of intent as a PDF file by email to mstathi1@jhmi.edu and rjacks13@jhu.edu. A confirmation email will be sent upon receipt of the letter of intent. The letter of intent will be critically reviewed to make the decision regarding which projects will be advanced for a full proposal based on the criteria listed above. If a project is selected for a full proposal, the submitting investigator will be notified by May 31, 2017 about the expected format and timeline for submission of a full proposal.

- B. Submission of a solicited full proposal:** The template for a solicited proposal will be made available to the investigator when they are notified that their application has been recommended for second stage review. The full proposal is due by 5:00p EST on August 18, 2017. Please submit the full proposal as a PDF file by email to mstathi1@jhmi.edu and rjacks13@jhu.edu.
- C. Selection Process:** All letters of intent will be screened by NTAP Leadership and based on the review criteria above, proposals will be selected to be advanced for the second stage of review. Applications submitted for the second stage of review will undergo detailed peer-review by a minimum of three independent reviewers with appropriate subject matter expertise. Proposals will be scored based on: 1) The scientific strategy and feasibility of the proposal; 2) The quality and innovation of the methods and research plan; 3) Clarity of the plan as applied to the stated categories of interest; 4) Investigator commitment, environment and resources; and 5) Appropriateness of budget. Projects that highlight collaboration and proposals from investigators new to NF1 research are encouraged. All reviewers will be under a confidentiality agreement with NTAP to ensure the privacy of ideas and data within applications. Investigators will be informed of the final decision for acceptance and funding by October 6, 2017. Please note that revisions may be requested by NTAP in order to proceed with confirmed funding (inclusive of SOW, timeline/deliverables, and budget/budget justification exhibits) as part of the process.
- D. Proposal acceptance:** If a proposal is advanced for funding, the primary investigator will be required to travel to Baltimore, Maryland, to participate in an investigators meeting on October 26, 2017 (please plan for 9:00a-4:00p). Members of NTAP Leadership, all investigators whose proposals were advanced for funding, and experts who participated in the review will be present at this meeting to discuss the scope and proposed milestones for each project and the overall research program goals. The purpose of this meeting is to establish communication between all funded investigators for this announcement and provide expert technical feedback with the goal of minimizing overlap and maximizing the chances for successful progress in identifying and understanding biological factors underlying the initiation and pathogenesis of cutaneous neurofibroma. Participation in this meeting

is required. The final research plan (the scope of work, budget and timeline) incorporating the details agreed to at the investigators meeting will be requested to be sent to NTAP by 5:00p EST on November 10, 2017. If the research plan is complete, funds will be available for release immediately upon completion of contract agreements with the investigators institution. A signed contract and completed material transfer agreement (MTA) between the primary investigator's institution and Johns Hopkins University are required prior to funds being released. Applications must meet all of the NTAP conditions for funding (www.n-tap.org; Research Opportunities). Applying to this RFA will not preclude an application to NTAP for other projects.

E. Overall Timeline:

RFA Release Date: April 18, 2017

Letter of Intent Submission Deadline: May 12, 2017 at 5:00p EST.

Notification of proposal solicitation: May 31, 2017

Proposal Submission Deadline: August 18, 2017 at 5:00p EST.

Notification of award: October 6, 2017

Planning Meeting Date: October 26, 2017

Final Research Plan Due: November 10, 2017 at 5p EST

Funds Available: TBD (pending contract and MTA)

F. For Questions or Concerns,

Please contact:

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