Catalyst Grant Program
Applicant Roles & Responsibilities

Each Catalyst Grant application must include two Primary Applicants, as defined below. All Primary Applicants must be SRAlab employees. Employees may serve as the Primary Research Applicant on up to three Catalyst Grant applications. For additional eligibility details, please refer to Catalyst Grants 101 at https://www.sralab.org/catalystgrants

Definitions

Project, Mentorship, Foundational 1, Foundational 2, and Renewal Grants must include a Primary Research Applicant and a Primary Non-research Applicant.

Primary Research Applicant: SRAlab Research Scientist or Team Scientist who is primarily responsible for overseeing all aspects of planning and conducting the research project. Engineers may be the Primary Research Applicant for a Project Grant.

Primary Non-research Applicant: Team member who is primarily responsible for the aspects of the project that include clinical care, business operations, or environmental/operational support.

Quality Improvement Grants must include a Primary QI Applicant and a Primary Project Applicant.

Primary QI Applicant: QI mentor who is primarily responsible for overseeing all aspects of planning and conducting the project, including following QI protocol and format.

Primary Project Applicant: Team member who has knowledge of the clinical or research process or outcome targeted in the project. They are responsible for completing QI activities as planned in collaboration with the Primary QI Applicant.

Collaboration between researchers and non-researchers is essential to the success of the Catalyst Grant Program. Below are the application and project responsibilities for each Primary Applicant. Please review carefully and confirm you meet these criteria and understand your responsibilities if the grant is awarded.

Primary Research Applicant/Primary QI Applicant

Application Responsibilities

1. Assist the Primary Non-research Applicant or Primary Project Applicant (the “mentee”) in confirming that they meet the eligibility criteria.
2. Meet with the mentee in person at the beginning of the Catalyst Grant application to discuss the idea, establish a writing timeline and provide a general overview of the grant application process.
3. Verify that the mentee has read and understands the RFA and the application specific to their grant type.
4. Verify that the mentee has reviewed the Catalyst Grant Submission Checklist and the application resources on the Catalyst Grant website (https://www.sralab.org/catalystgrants)
5. Verify the mentee is aware of the deadlines and lead times required for timely grant submission.
6. Discuss with the mentee the general review process (e.g., internal review committee, individually

scored and discussed as a group).

7. Help complete appropriate sections for the grant application, which may consist of the background, significance, impact, aims, and method.
8. Help create a budget and justification and discuss the personnel, equipment (if any), supplies and “other” items needed to perform the project.

Project Responsibilities

1. Support the mentee in completing all necessary regulatory training for research as needed, such as NetID, CITI training, Responsible Conduct of Research (RCR), and REDCap access, upon grant award notice.
2. Assist in directing mentee regarding IRB permissions and IRB approvals as needed for this project.
3. Meet 1-4 times per month as appropriate with the mentee during the course of the Catalyst Grant project period to assess progress and address barriers that arise.

Primary Non-Research Applicant/Primary Project Applicant

Application Responsibilities

1. Review the RFA, application guidelines, and timeline created with the research partner.
2. Provide your clinical or discipline-specific expertise and feedback to develop the idea.
3. Draft sections of the application as determined in collaboration with your mentor.
4. Access application resources and attend office hours or workshops to strengthen the submission.

Project Responsibilities

1. Follow the approved timeline, protocols, budget, and deliverables agreed upon during the project planning phase.
2. If applicable, recruit, consent, and monitor participants as outlined in the study protocol.
3. If applicable, collect and document clinical data accurately, ensuring compliance with ethical and regulatory standards.
4. Meet with your research/QI partner 1-4 times per month to discuss progress, provide your discipline-specific insights, address barriers that arise, and determine solutions to keep the project on track.

Signatures *(Physical or electronic signatures accepted. Please do not type.)*

_____

Primary Research Applicant *Date*

_____

Primary Non-research Applicant *Date*