

**BRAIN U24 Research Resource Grants
Cooperative Agreement Funding Plan Template**

Guidance for template use: This template should be used as a general guideline for drafting U24 award milestones. The template contains boilerplate language and addresses the broad overall categories all U24s share. It is expected that this template will be significantly adapted for each award to align to the scope and pace of approved aims.

This Funding Plan is developed by NIH in collaboration with the cooperative agreement Principal Investigator. Milestones and success criteria have been established that will be used to help determine if the effort funded by this award should be continued or discontinued. If justified, future year milestones may be revised based on data and information obtained in the current year. In addition to milestones, the decision regarding continued funding will also be based on the robustness of the entire data package that adequately allows an interpretation of the results, overall progress, portfolio balance and program priorities, competitive landscape, and availability of funds. Therefore, continuation is based upon all available evidence at annual review that there remains a reasonable expectation that the project will achieve the goal initially judged to be meritorious by peer review. A Milestone Report from the Principal Investigator will be submitted to the NINDS Grants Management Branch 60 days before the Budget End date. The Milestone Report will be included in the non-competing year progress report via RPPR. Please note that milestone/progress reports should include an executive summary of progress and milestone achievement, followed by a more detailed description of progress. This information will be used by NIH program staff to evaluate the overall robustness of the data package and path forward.

Milestones:

Year 1

Milestone 1.1: Establish steering committee and hold at least two Scientific Steering Group (SSG) meetings (required)

Milestone 1.2: Onboard any important TBH staff positions (senior staff scientists, engineers, computer scientists, research assistant, etc.) (if applicable)

Success Criteria: Provide NIH the CV of the individual hired and updates to the personnel list and percent effort for approval.

Rationale: This/these individual(s) is/are required for significant project activities, site management, and/or required to coordinate junior staff

Milestone 1.3: Establish sustainability plan (required) and establish any outstanding management, project selection, scale-up, data sharing, and outreach plans (if applicable)

Success Criteria: The following may be included as required elements to be approved by the steering committee and provided to NIH staff:

(1) Establishment of sustainability plan

(2) Documented methods to validate technology across the consortium

- (3) Outline of future user costs and services provided based on year 1 performance
- (4) Letters of intent from possible users
- (5) Work plan for year 2
- (6) Finalized outreach plan that includes a calendar outlining outreach efforts.
- (7) Training plan including clear criteria for site selection, trainee feedback survey, and process and criteria for selecting training session attendees that demonstrates how laboratory diversity will be maintained
- (8) Process and criteria for accepting and prioritizing new projects
- (9) Quality assurance and control plan for public distribution to users
- (10) Data sharing policy agreement
- (11) Governance structure for solving disputes

Rationale:

A detailed plan of how to prioritize new projects is needed to ensure fairness and sustainability of provided services. Scaling up projects for broader resource sharing requires a combination of grant support and user reimbursement. To optimize collaborations, there must be an understanding of research capacity and how to sustain the facility in the long term. Effective advertisement and outreach are necessary to ensure that there is diversity in the groups and scientific questions served by this resource. Grantees are expected to have sought additional resources to maintain their operations after NIH funding and should include plans for other sources of support for program sustainability, including descriptions of all institutional support, financial and collaborative arrangements, and/or agreements for payment for services.

Milestone 1.4: Conduct optimization and standardization activities (if applicable)

Success Criteria:

Success criteria should be sourced from the application; content and pace vary across projects. Examples include:

- (1) Create or improve software and/or user websites (streamline and modularize code, create user-friendly GUIs, create or improve documentation, etc.)
- (2) Improve and validate technology interoperability with applicable software, operating systems, and hardware
- (3) Improve data pipeline and storage capabilities
- (4) Improve manufacturing and testing capabilities

Milestone 1.5: Conduct outreach activities including user feedback (required)

Success Criteria:

Success criteria should be sourced from the application; content and pace vary across projects. Examples include:

- (1) Conduct advertising in accordance with approved outreach plan
- (2) Conduct at least ___ interviews with current or potential users via email or video. Provide a summary report to steering committee and NIH that includes rationale for who was interviewed, community needs, and community usage of offline analysis programs
- (3) Conduct ___ large scale surveys (at least ___ total unique participants per survey) via mailing list and twitter. Provide a report to the steering committee and NIH summarizing the survey results. The report should include number of users and unmet community needs.

- (4) Conduct a workshop. Draft agenda should be sent to NIH staff at least 1 month prior to the workshop. Final agenda and participant list should be sent to NIH staff no more than 1 month following.
- (5) Conduct in-person training. Provide steering committee and NIH staff the agenda, number of applicants, trainee list, and summary of surveys administered for one in-person session to train users in _____. At least ___ separate labs need to be represented.
- (6) Select ___ laboratories for on-site integration.

Rationale: Community outreach is critical to the success of these projects. Interviews and surveys are used to understand real-life use of technologies and unanticipated barriers to adoption. In-person training and workshops ensure technology dissemination and success of the projects.

Milestone 1.6: Select users (if applicable)

Success Criteria: Success criteria should be sourced from the application; content and pace vary across projects. Examples include:

- (1) Select ___ users using the established prioritization plan. Provide summary of data to NIH and steering committee for all applicants/users.

Rationale: Successful and fair dissemination will be achieved through the appropriate selection of users.

Milestone 1.7: Disseminate technology (if applicable, yr 1 may not apply for all)

Success criteria should be sourced from the application; content and pace vary across projects.

- (1) Provide summary of data to NIH and steering committee for all dissemination activities. Should include number of users, unique labs, and collect information on user institution, career stage, and geographic location. Add'l information of interest to NIH can be found here: https://braininitiative.nih.gov/sites/default/files/pdfs/brain_demographics_fy14-20_508c.pdf

Year 2+

Milestone X.1: Hold at least two Scientific Steering Group (SSG) meetings (required)

Milestone X.2: Sustainability plan activities (required), conduct optimization and standardization activities (if applicable)

Success Criteria: Success criteria should be sourced from the application and contiguous with prior year. Sustainability plan activities should be occurring by yr 2 and adhere to plan approved by Steering Committee.

Rationale: Grantees are expected to have sought additional resources to maintain their operations after NIH funding and should include plans for other sources of support for program sustainability, including descriptions of all institutional

support, financial and collaborative arrangements, and/or agreements for payment for services.

Milestone X.3: Conduct outreach activities including user feedback (required)

Success Criteria: Success criteria should be sourced from the application and adhere to plan approved by Steering Committee.

Milestone X.4: Select users (if applicable)

Success Criteria: Success criteria should be sourced from the application and adhere to plan approved by Steering Committee.

(1) Select ___ users using the established prioritization plan. Provide summary of data to NIH and steering committee for all applicants/users.

Rationale: Successful and fair dissemination will be achieved through the appropriate selection of users.

Milestone X.5: Disseminate technology (required)

Success Criteria: Success criteria should be sourced from the application and adhere to plan approved by Steering Committee.

(1) Provide summary of data to NIH and steering committee for all dissemination activities. Should include number of users, unique labs, and collect information on user institution, career stage, and geographic location. Add'l information of interest to NIH can be found here: https://braininitiative.nih.gov/sites/default/files/pdfs/brain_demographics_fy_14-20_508c.pdf