

## I. HHDC NOVEL PILOT GRANT OVERVIEW

The HHDC Novel Pilot grant provides up to two years of funding to establish new research projects on diabetes or closely related topics. Proposals may include basic, translational, clinical, bioinformatic, behavioral, or community-based research approaches. Novel Pilot offers a HHDC track for proposals focused exclusively on diabetes and diabetes-related complications; and a HHDC-SCC track for interdisciplinary proposals integrating both diabetes and cancer research. Two categories of investigators are eligible to apply for Novel Pilots: faculty appointees (or equivalent), and postdoctoral fellows under the guidance of a faculty Sponsor.

### **Funding Priorities**

Applications should be closely aligned with the mission of the HHDC to increase understanding about the causes and consequences of diabetes and closely related cardiometabolic conditions like obesity, liver disease, and cancer (HHDC-SCC proposals), as well as strategies for prevention or treatment of these conditions. Proposals may include basic science approaches, pre-clinical models, clinical studies that enroll new participants, or analyses of existing samples and data. The goal of all HHDC funding projects should be to support the development of successful extramural grants from the NIH, American Diabetes Association, Breakthrough T1D, etc.

Proposals that address one or more of the following themes are HHDC funding priorities:

**Theme 1: Diabetes and Obesity, origins within the first 1000 days of life or changes across the lifespan.** These are proposals that aim to gain basic science and clinical knowledge on the inter-relationship of obesity and diabetes during fetal development and early life, or across the lifespan. For example, we are interested in studies of the genetic, epigenetic, and environmental basis of susceptibility to developing insulin resistance, metabolic dysregulation, inflammation, macrovascular and microvascular diabetic complications, obesity, and diabetes. This includes studies of type 1, type 2, and gestational diabetes, and pre-diabetes.

**Theme 2: Complications from diabetes and related metabolic disease.** Proposals in this area examine how diabetes, obesity, or complications thereof result in increased morbidity and mortality. Translational research focused on basic mechanisms of disease in pre-clinical models of obesity/diabetes are acceptable.

**Theme 3: Clinical Research/Public Health.** We seek proposals to investigate new treatments, interventions, and technology for diabetes management, along with strategies to raise awareness, promote prevention, or improve diabetes care. Proposals that address health disparities related to diabetes, and early-stage clinical investigators are particularly encouraged.

**Theme 4: Diabetes/Obesity and Cancer.** Proposals in this area examine how diabetes or obesity affect the risk or treatment of cancer. Proposals may include basic and/or clinical models. Team science and novel pilot projects in this area are jointly supported by HHDC and Stephenson Cancer Center.

## **II. SUPPORT**

Applicants may request support equal to \$70,000 for the first year. Funding can be extended for up to two years, if funds are available, based on: 1) successful achievement of identified milestones and 2) the quality of specified milestones to be met during the next year of funding. Note: Those investigators requesting funds beyond \$70,000 in any one year may apply with permission of the Director of the HHDC.

## **III. ELIGIBILITY**

All HHDC Novel Pilot Program applicant Principal Investigators (PIs) must be affiliated with a higher education or research institution located within the state of Oklahoma. Two categories of investigators are eligible to apply for Novel Pilots: faculty appointees (or equivalent), and post-doctoral fellows, under the guidance of a faculty sponsor.

### **A. Faculty appointed (or equivalent) applicants:**

The PI must be an active HHDC Member or Associate Member at the time the Letter of Intent is submitted. The PI may not have an active HHDC Novel, Bridge, I2 Accelerator, or Team Science grant in the role of PI or MPI concurrent with a new Novel Pilot proposal. The PI of a new Novel Pilot proposal may maintain roles as Co-Investigators (Co-Is) on active HHDC-supported grants.

Priority will be given to applicants who fall into one of the following categories, in order of priority:

1. New investigator without current or past major independent research support (e.g., NIH R01, P01 or equivalent). K awardees are encouraged to apply. Applications from new investigators (within 5 years of first full academic appointment and never having received independent federal funds) are given special consideration during peer review and at the time of funding.

2. Established, funded investigator with no previous work in diabetes or related areas who will apply their expertise to a diabetes or diabetes-related problem.

3. Established investigators in diabetes or related areas who will test the feasibility of a new or innovative idea that represents a significant departure from their funded research. Emphasis will be given to projects that initiate a new collaboration with one or more investigators active in diabetes or related research or establish a new approach or analysis that will increase the likelihood of future external funding.

### **HHDC Apply Eligibility Criteria - Faculty (or equivalent) Applicants**

Before submitting an application, the Principal Investigator (PI) must confirm agreement with the following eligibility criteria:

- I am affiliated with a higher education or research institution located within the state of Oklahoma.
- I am a current Member or Associate Member of the Harold Hamm Diabetes Center (HHDC).

- I do not hold PI or MPI status on any active HHDC Novel, Bridge, I2 Accelerator, or Team Science grant that will run concurrently with this proposed grant.

**B. Postdoctoral fellow applicants:**

This mechanism is designed to support postdoctoral fellows in establishing themselves as productive, independent investigators by providing research funds and protected time to pursue projects in diabetes (HHDC), cancer (HHDC-SCC), or closely related conditions under the guidance of a faculty Sponsor. Applicants must be MD/MBBS/DO and/or PhD (or equivalent terminal degree) postdoctoral fellows. All applicants are required to have an identified, formal Sponsor who is an HHDC member. The Sponsor serves as the faculty advisor overseeing the postdoctoral fellow’s research and career development. If additional guidance is provided by another faculty member, that individual may be designated as a Co-Sponsor. Proposed research may not involve leading an independent clinical trial, a clinical trial feasibility study, or an ancillary clinical trial; however, applicants may propose research conducted within a clinical trial led by their Sponsor or Co-Sponsor.

**HHDC Apply Eligibility Criteria - Postdoctoral Fellow Applicants**

Before submitting an application, the Postdoctoral Principal Investigator (PI) must confirm agreement with the following eligibility criteria:

- I am affiliated with a higher education or research institution located within the state of Oklahoma.
- I am a current Associate, Affiliate, or Trainee Member of the Harold Hamm Diabetes Center (HHDC).
- I am a MD/MBBS/DO and/or PhD or equivalent postdoctoral fellow.
- I have identified a Sponsor who is a HHDC Member (listed on the HHDC website) and who has agreed to serve in this role.

**IV. APPLICATION PROCEDURES**

**Please note:** There are two distinct application procedures: one for Year 1 proposals (new applications) and one for Year 2 or renewal applications. Postdoctoral fellow applicants have additional instructions which are denoted with an arrow bullet and titled [Additional Instructions for Postdoctoral Fellow Applicants](#) in orange font within each application type. Applicants must follow the guidelines and requirements specific to the application they are submitting.

**YEAR 1 PROPOSALS (NEW)**

**A. Year 1 - Letter of Intent (LOI) (NEW)**

The purpose of the LOI is to provide an initial description of your proposed project so that the HHDC Grants Review Committee can determine: if the proposed project fits within the HHDC research mission; the novelty, significance, and feasibility of the proposed project; if appropriate collaborators have been identified; and the likelihood of the findings to support future external grant applications once successfully completed. Basic science/pre-clinical projects must describe the clinical-translational

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significance. Applicants may submit project ideas that were previously declined, but they should state how the project has been revised to overcome prior limitations. Resubmitting the same project without revisions is unlikely to be successful.

The required LOI elements for Year 1 applicants include:

1. Face Page with investigators names and contact information.
2. Project Title. (200-character limit)
3. Personal Statement that describes why the PI (and the study team, if applicable) are well-suited for their roles in this project, as well as the rationale for submitting this application. (No more than 250 words)
  - [Additional Instructions for Postdoctoral Fellow Applicants:](#)  
Provide the names of your Sponsor and, if applicable, Co-Sponsor, and explain why each is well-suited to support you in your project. Provide the number of years of postdoctoral fellowship training, what you have gained thus far and describe the skills, methods, and conceptual approaches you plan to develop during the award, including expertise in research design, experimental methods, quantitative approaches, and data analysis. (No more than 250 words)
4. Project Summary. (Layman's terms. No more than 500 words)
5. Project Specific Aims. Be sure to include a well-constructed study question. (1 page maximum, NIH Format).
6. Contact information for at least 3 external reviewers. Please provide the name, credentials, and email address of at least 3 external reviewers with relevant subject matter expertise. The list should consist of people who are able to provide an unbiased, objective assessment of the proposal. However, they should not be current or former mentors, collaborators, or trainees of the PI or Co-investigators. External reviewers should be at institutions outside of Oklahoma but within the United States.
  - [Additional Instructions for Postdoctoral Fellow Applicants:](#)  
Postdoctoral fellow proposals do not undergo external review. Do not complete this section.
7. NIH format Biosketch(es) (5 pages max per Biosketch) for the PI and any Co-Investigators that are listed as Key Personnel.
  - [Additional Instructions for Postdoctoral Fellow Applicants:](#)  
Include biosketch(es) for Sponsor and Co-Sponsor (if applicable)

**B. Year 1 - Full Application - *By Invitation Only* (NEW Proposals)**

**Please note:** Year 1 Full Applications are by invitation only. Notification of invitation will be sent on Friday, February 6, 2026.

A complete Year 1 full application consists of the following:

1. Face Page with investigator names and contact information.
2. Project Title. (200-character limit)
3. Project Summary. (Layman's terms. No more than 500 words)
4. Detailed Budget for Year 1. (Follow SF-424 format. Direct costs = \$70,000)
5. Provide a detailed budget justification only for Year 1. Follow NIH format.

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If you expect to request additional years of support, **briefly** describe the budget for Year 2. This is not a place to insert a full study plan beyond Year 1. The purpose of this section is to briefly state which budget items are expected to remain similar and which will significantly vary across years. For example, some patient or animal testing activities may only be performed in Year 1, while specific sample analysis with a major budgetary impact may only be planned for Year 2. It is not necessary to describe minor variations in budget categories across years. The budget for Year 1 and plans for Year 2 should align with the Project Aims and Milestones so that reviewers can understand the scope of work proposed and its feasibility. As a reminder, Year 2 funding is not guaranteed; it is contingent on demonstrating significant progress in each year, as described in the Post Award Conditions, below.

6. NIH format Biosketch(es) (5 pages max per Biosketch) for the PI and any Co-Investigators that are listed as Key Personnel.
  - [Additional Instructions for Postdoctoral Fellow Applicants:](#)  
Include biosketch(es) for Sponsor and Co-Sponsor (if applicable).
7. Resources and Environment (use current NIH format).
8. Research Plan. 7-page limit for sections a.- d. (include e. if postdoctoral application):
  - a. Specific Aims.
  - b. Background and Significance.
  - c. Preliminary Studies.
  - d. Experimental Design and Methods.
  - [Additional Instructions for Postdoctoral Fellow Applicants:](#)
    - e. Career Development Plan:
      - i. For fellows with less than 24 months of fellowship experience at the start of the funding period, include a Career Development Plan with the following elements: Please describe scientific and career activities that will fill critical gaps in the applicant's training to date and should be developed with proposed Sponsor(s). Applicants are required to form a mentoring committee that is comprised of their Sponsor + 2 additional mentors. Mentors should be other faculty that bring complementary expertise to the project. Describe the scientific and career development roles of each mentor.
      - ii. For fellows with 24 months or more of fellowship experience at the start of the funding period, include a Career Development Plan with the following elements: Please describe scientific and career activities that will fill critical gaps in the applicant's training to date and how the proposed project will support a pathway to independence. Confirm that scope of work proposed can be completed within the applicant's remaining fellowship period.
9. Literature cited.
10. If appropriate, complete sections 10a Human Subjects and 10b Animal Care Use and Plan. As with NIH grants, it is not appropriate to use this section to add preliminary data, methods, or other information that does not fit within the Research Plan.
  - a. Human Subjects (if appropriate): Follow the NIH guidelines to describe plans for protection for human subjects; inclusion of women, minorities, and individuals

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- across the lifespan; subject recruitment and retention; and data and safety monitoring.
- b. Animal Care and Use Plan (if appropriate): Follow the NIH guidelines to include information on the species, strain, ages, sex and number of animals to be used; justification for number and number of animals used; plan for veterinary care; plans for minimizing discomfort, distress, pain, and injury; and methods of euthanasia and reasons for selection.
11. Milestones (2-page limit). Provide milestones and research goals to be accomplished by the end of each year of the project. The milestones should be tangible and measurable outcomes that the proposed work is likely to produce. The first-year milestones are expected to be met, or nearly met, in order to obtain a second year of funding. While second year milestones may change based upon revisions in the project, changes to the listed first-year milestones will require justification to obtain a second year of funding. There should also be a description of how this work will lead to extramural funding and the planned funding program to which proposals will be submitted. Included in this section is the required question: “What is the most important thing that you need to accomplish in this project to be able to competitively apply for external funding and when do you expect that to occur?”
12. Appendix Items
- a. Letters of Support from project collaborators (Optional).
    - **Additional Instructions for Postdoctoral Fellow Applicants:**  
A letter of support from the Sponsor is **required** and must: (1) confirm that the postdoctoral fellow has the documented expertise to design and carry out the proposed experiments as an independent investigator; (2) describe the fellow’s path to independence; (3) confirm that a defined mentoring plan is in place; (4) state that the proposed project belongs to the fellow trainee and represents an independent line of investigation the mentee can build upon; and (5) document departmental support available to the fellow trainee during the 1–2 year period of the proposed project. The letter should be limited to 2 pages maximum.
  - b. A letter from the Department Chairperson and approval from the Vice President for Research (Required only if a PI has a Temporary Faculty Appointment).
13. Required Signatures: Signature of PI and ORA Official (or equivalent) are required prior to submission.

**YEAR 2 PROPOSAL (RENEWAL)**

**C. Year 2 - Statement of Intent (RENEWAL)**

The purpose of the Statement of Intent is to confirm the PI’s intention to submit a full application for Year 2. HHDC will notify all eligible Contact PIs/Team Leaders, who will then respond to confirm their intent to apply for an additional year of funding. No additional information is required at this stage.

**D. Year 2 - Full Application (RENEWAL)**

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The purpose of the Year 2 renewal full application is to provide the HHDC Grant Review Committee with detailed information on milestone progress, plans for the upcoming year, and the pathway to extramural funding in order to determine eligibility for continued support.

The Year 2 full application proposal requirements include:

**Progress Report:**

1. Applicants must demonstrate that prior-year milestones have been met or are near completion (Year 2 applicants: Year 1 milestones). Any proposed changes must be clearly justified.
2. Specify the milestones you plan to achieve in Year 2 of funding, ensuring they are clear and measurable. (Milestones for Years 2 may be revised as the project evolves.)
3. Summarize the results of your project/research thus far, and how this will lead to extramural funding.
4. Describe plans to obtain funding (e.g., NIH, another federal agency, or the ADA).
5. List any publications and presentations resulting from your Pilot Grant research.

**Year 2 Proposal:**

6. Detailed budget for Year 2.
7. Budget justification for Year 2.
8. Updated research plan. (Max of 7 pages for items a. through d. (e. if applicable))
  - a. Specific Aims.
  - b. Background and Significance.
  - c. Preliminary Studies.
  - d. Experimental Design and Methods.
  - Additional Instructions for Postdoctoral Fellow Applicants:
    - e. Changes to Career Development Plan: Only include if there are career development changes in Year 2. For example, if a mentoring committee member has changed, use this section to describe the new mentor and their scientific and career development role in the project.
9. Required Signatures: Signature of Contact PI/Team Lead and ORA Official (or equivalent) are required prior to submission.

**V. BUDGETARY GUIDELINES**

**Allowable Costs**

- A. The maximum budget request is \$70,000 per year for direct costs only. Each budget item should be carefully justified as necessary for the project.
- B. Domestic travel is allowed and includes travel within and between any of the 50 states of the United States and its possessions and territories and travel between the United States and Canada and within Canada.
- C. Publication fees may be included.

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- D. Salary and fringe benefits may be requested for University of Oklahoma Health Campus Principal Investigator up to \$25,000 in total (salary + fringe benefits = \$25,000). If the proposed project has multiple Principal Investigators, salary and fringe benefits may be split between the OU Health Principal Investigators.
- Additional Instructions for Postdoctoral Fellow Applicants:  
Sponsors, Co-Sponsors, and mentoring committee members are not eligible for salary support. Postdoctoral fellow applicants may request salary and fringe benefits up to the maximum allowable budget. If additional funds are needed to fully support the fellow's salary, the Sponsor must identify the source of those funds in their letter of support (see Appendix).
- E. The majority of the project is expected to be performed within the University of Oklahoma by OU Health Campus PI(s) and their research teams. External partners are allowed (e.g., as consultants or on a fee-for-service basis), especially if they strengthen the approach, increase feasibility, or otherwise improve the project. However, the subaward is limited to 35% of the total budget. Please note that indirect costs are not allowed on sub-awards.
- F. Salary and fringe benefits are allowed for research staff, students, postdoctoral research fellows, residents, and clinical fellows who are not PIs and/or key personnel on the grant.
- Additional Instructions for Postdoctoral Fellow Applicants:  
Exception granted for postdoctoral fellow applicants who are considered the PI on their grant applications and ARE eligible for salary and fringe benefit support.
- G. Graduate Research Assistants (GRAs) with committed effort on a project may include applicable tuition and insurance costs in the budget.

**Program restrictions**

- A. Funds may not be requested for the following:
1. Clerical support, including office supplies, except those carefully justified as specifically required for research purposes.
  2. Office equipment or furniture, laboratory furniture, or therapeutic equipment.
  3. Alterations and renovations.
  4. Hospital per diem charges.
  5. Purchase of books, periodicals, or library services.
  6. Foreign travel (any travel outside of Canada and the United States and its territories and possessions).
  7. Laboratory equipment over \$5,000.
  8. Salary, fringe benefits, and indirect costs for non-OU Health Principal Investigators, including investigators from OMRF and other non-OU Health institutions.
  9. Salary support for Co-Investigators with faculty appointments.
  10. Indirect costs.

## VI. ADMINISTRATIVE REQUIREMENTS

- A. The maximum initial project period is 12 months. Support for a second year of the project up to \$70,000 will be considered, if funds are available, and the progress report demonstrates successful accomplishment of research goals, development of the project, and significant progress towards submission of a major grant application.
- B. Any unspent funds must be returned upon termination of the grant; carryover of funds is not permitted.
- C. HHDC may allow a no-cost extension if circumstances warrant it. All requests for a no-cost extension must be submitted to the Office of Research Administration **AT LEAST 40 CALENDAR DAYS PRIOR** to the end date of the grant. Exceptions will not be entertained unless there are extenuating circumstances and approval has been obtained from the Director of the HHDC. The submission to ORA must include the HHDC Contract and Budget Modification Request Form, and a final version signed by both ORA and the PI must be provided before submission to HHDC.
- D. Re-budget requests must be submitted on the HHDC Contract and Budget Modification Request Form to the Office of the Research Administration and approved by HHDC. Any significant change in the budget (e.g., deviation of expenditures in a single category, increase or decrease by 25% or more of the total amount awarded) will require approval from the HHDC.
- E. Formatting Requirements: Font and margin specifications must be followed for the LOI and Full Application. The approved font options include two serif fonts (Palatino and Georgia) and two sans serif fonts (Arial and Helvetica). Font must be 11 points or larger. Use at least one-half inch margins (top, bottom, left, and right). Any figures or tables should use fonts and images that are large enough to read at normal print size without magnification.
- F. Approvals by Authorized Official: In accordance with OU Health Campus policy, all OU Health Campus applicants must submit a SoonerTrack routing form **at least three to five full business days prior to the full grant application deadline**. Applicants are expected to work with their assigned Sponsored Program Administrator (SPA) for review of the application, and to confirm the deadline for routing. Once the review is complete, the Full Application must be signed by the ORA Official before submission to HHDC. **\*Please note** this requirement only applies to Full Application submissions and does not apply to the Letter of Intent.
  - **Additional Instructions for Postdoctoral Fellow Applicants:** Please note that the postdoctoral fellow will be considered the PI of the application for HHDC purposes, but the Sponsor will need to be named as the PI for routing the grant through the Office of Research Administration at OU Health Campus. (Applies only to OU Health Campus applicants.)
- G. External applicants (outside of OU Health Campus) will need to use their own institution's offices for any grant processing and comply with their institution's grant application policies and

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procedures. Once the review is complete, the Full Application must be signed by their authorized signing official (equivalent to OU Health Campus ORA signing official) before submission to HHDC.

- H. Applicants who are selected for funding are responsible for getting the approval of the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee and Institutional Biosafety Committee, where applicable. Applicants do not need to submit this information unless it is requested by HHDC. All protocols must be approved by the relevant review committees before funds are awarded.
- I. **External Reviewer Recommendations:** Provide the name, credentials, and email address of at least 3 external reviewers with relevant subject matter expertise. The list should consist of people who are able to provide an unbiased, objective assessment of the proposal. However, they should not be current or former mentors, collaborators, or trainees of the PIs or Co-Investigators. External reviewers should be at institutions outside of Oklahoma but within the United States. The HHDC Grant Review Committee may contact the suggested reviewers but will seek additional reviewers if there are conflicts of interest or potential reviewers are unavailable. The goal is to secure two external reviewers for each application.
- [Additional Instructions for Postdoctoral Fellow Applicants:](#)  
Does not apply to postdoctoral fellows.
- J. **Letter of Intent Submission Instructions (Year 1 New Proposals Only):** Submit the final Letter of Intent as a single PDF to [HHDCGrants@ouhsc.edu](mailto:HHDCGrants@ouhsc.edu) no later than **5:00 PM on Wednesday, January 14, 2026**. Complete the Year 1 Letter of Intent form provided below and submit it as a single PDF. To extract the form, go to Menu → Print, select “Print to PDF”, and save pages 14–19. **Name the PDF application as follows:** [Contact PI Last Name\_First Name\_Novel Pilot]. To request a WORD version of the Letter of Intent form, e-mail [HHDCGrants@ouhsc.edu](mailto:HHDCGrants@ouhsc.edu). Failure to follow these instructions may result in your application being overlooked and not reviewed by the HHDC Grants Review Committee.
- K. **Statement of Intent Submission Instructions (Year 2 Renewals Only):** An email titled “Statement of Intent for Renewals” will be sent to all eligible PIs. The PI must reply to [HHDCGrants@OUHSC.edu](mailto:HHDCGrants@OUHSC.edu) indicating whether they intend to apply or not to apply for additional funding by **5 PM on Wednesday, January 14, 2026**.
- L. **Full Application Submission Instructions:** Submission timelines differ depending on whether the proposal is a Year 1 (New) Proposal or a Year 2 (Renewal) Proposal. Please follow the guidance below:
- Year 1 (New) Proposals: Applicants invited to submit Full Application proposals will receive instructions at the time of invitation on how to submit their Full Application. If invited, Year 1 Full Applications are due to HHDC no later than **5 PM on Wednesday, March 11, 2026**.

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Year 2 (Renewal) Proposals: Eligible Year 2 PIs will be e-mailed the application template and instructions on how to submit their Full Applications. Year 2 Renewal applications are due to HHDC no later than **5 PM on Friday, April 10, 2026**.

Please note all Full Applications require approval by an authorized official (refer to section IV Administrative Requirements, Letter G.) If you have questions regarding the Full Application submission process, please contact [HHDCGrants@ouhsc.edu](mailto:HHDCGrants@ouhsc.edu).

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**VII. REVIEW CRITERIA**

A. **Year 1 Proposals (NEW proposals) - Letter of Intent Review Criteria** The purpose of the LOI is to provide an initial description of your proposed project so that the HHDC Grants Review Committee can determine: a) if the proposed project fits within the HHDC research mission; b) the novelty, significance, and feasibility of the proposed project; c) if appropriate collaborators have been identified; and d) the likelihood of the findings to support future external grant applications once successfully completed.

B. **Year 1 Proposals (NEW proposals) - Full Application Review Criteria**

The HHDC Grants Review Committee will solicit evaluations of each proposal from two external reviewers and one local reviewer. External reviewers will be specifically selected for each application based on their subject matter expertise. Local reviewers will be selected who are not in the same department and do not have a conflict of interest with the project PIs. Applicants are required to provide the names of at least three potential external reviewers in their LOI to help the committee efficiently secure the required evaluations. However, final selection of the external reviewers will be made by the HHDC Grants Review Committee. HHDC Grants Review Committee will use the expert reviewers' comments to complete a final evaluation and reach a funding decision.

➤ Additional Instructions for Postdoctoral Fellow Applicants:

Postdoctoral fellow applications will not be reviewed by internal and external reviewers. In addition to the criteria outlined below, they will also be reviewed on the appropriateness of mentoring plan.

Reviewers will evaluate the application for scientific merit according to the following criteria:

1. Feasibility and scientific merit.
2. Soundness of the approach and research design.
3. Quality and appropriateness of data analyses.
4. Potential of the research to attract extramural funding upon completion of the project.
5. Feasibility within the allotted time frame and budget.

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Scoring for scientific merit will use NIH Study Section Guidelines. Scientific Priority scores range from 1.0 (highest priority) to 9.0 (lowest priority). Applicants will receive an NIH-style summary that includes strengths and weaknesses after the review is completed.

**C. Years 2 (RENEWAL proposals) - Full Application Review Criteria**

Funding can be extended for up to two years, if funds are available, based on: 1) successful achievement of identified milestones; and 2) the quality of specified milestones to be met during the next year of funding. The first-year milestones are expected to be met, or nearly met, in order to obtain a second year of funding. While second year milestones may change based upon revisions in the project, changes to the listed first-year milestones will require justification to obtain a second year of funding. There should also be a description of how this work will lead to extramural funding and the planned funding program to which proposals will be submitted.

**VIII. POST AWARD CONDITIONS**

- A. Grant administration: Questions about grant administration (e.g., budget modifications, changes in project personnel, extensions) should be addressed to the Sponsored Program Administrator assigned to the Contact PI/Team Lead (find your SPA: <https://research.ouhsc.edu/Research-Administration/About-ORA/SPA>).
- B. Progress Reports:
1. Year 2 Progress Report/Renewal Application: Awardees who request a second year of funding will be required to: a) send a brief statement of intent to continue by the deadline for new proposals letters of intent (**January 14, 2026**); and b) submit a revised proposal that includes a progress report, an updated research plan, a budget, and budget justification for Year 2. Proposals for Years 2 will undergo full review alongside new full application proposals.
  2. A Final Progress Report is due to HHDC within **30 days of project termination**. It is the responsibility of the PI to submit the Final Progress Report. The report shall include a summary of research results; concise summary of significant discoveries, outcomes and progress in layman's terms; funding that has been secured with the help of HHDC dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from HHDC funds.
  3. Upon request by HHDC, the PI will be asked to provide periodic updates about funding that has been secured with the help of HHDC dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from HHDC funds.
- C. Awardees are required to attend the HHDC Diabetes Research Symposium, held each November at the OU Health Campus, as a requirement for a second year of support. Awardees are highly encouraged to submit an abstract to the meeting by the second year of funding.
- D. Acknowledgment of Funding – Recipients must cite this funding mechanism in any future scientific products, including publications, presentations, press releases, or other outputs, resulting from

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the supported work. The specific acknowledgement of the HHDC grant support to be used is, “Funded by a Harold Hamm Diabetes Center (grant type) Grant supported by the Harold Hamm Foundation”.

**FAILURE TO COMPLY WITH AWARD CONDITIONS WILL RENDER INVESTIGATORS INELIGIBLE TO APPLY FOR FUTURE HHDC FUNDING.**

Questions:

For questions, please contact [HHDCGrants@ouhsc.edu](mailto:HHDCGrants@ouhsc.edu)

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER  
HAROLD HAMM DIABETES CENTER

**HHDC Novel Pilot Letter of Intent - Year 1**

**SECTION 1: FACE PAGE**

**Faculty (or equivalent) applicants:**

- HHDC Novel Pilot
- HHDC-SCC Novel Pilot

**Postdoctoral fellow applicants:**

- Postdoctoral HHDC Novel Pilot
- Postdoctoral HHDC-SCC Novel Pilot

**Principal Investigator (PI):** \_\_\_\_\_

PI Title/Appointments: \_\_\_\_\_

Institution/ College/  
Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**FOR POSTDOCTORAL TRACK ONLY: Sponsor (required) and one Co-sponsor (if applicable)**

**Sponsor** \_\_\_\_\_

Title/Appointments: \_\_\_\_\_

Institution/ College/  
Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**FOR FACULTY TRACK ONLY: Provide the following for each additional Co-Investigator (if applicable)**

**Co-Investigator Name:** \_\_\_\_\_

Title/ Appointments: \_\_\_\_\_

Institution/ College/  
Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Repeat the above section for each Co-Investigator .**

**PI's Grants****Administrator Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 2: PROJECT TITLE** (200-character limit)

Which diabetes focus area best aligns with your research proposal?

 Type 1 Type 2 Complications Obesity Cancer**SECTION 3: PERSONAL STATEMENT** (Briefly describe why the PI and study team (if applicable) are well-suited for the role(s) in this project and the reason for the application. No more than 250 words)➤ **Additional Instructions for Postdoctoral Fellow Applicants:**

Provide the names of your Sponsor and, if applicable, Co-Sponsor, and explain why each is well-suited to support you in your project. Provide the number of years of postdoctoral fellowship training, what you have gained thus far and describe the skills, methods, and conceptual approaches you plan to develop during the award, including expertise in research design, experimental methods, quantitative approaches, and data analysis. (Included in word count limit)

SECTION 4: PROJECT SUMMARY (Layman's terms, no more than 500 words.)

SECTION 5: SPECIFIC AIMS (Be sure to include a well-constructed study question. NIH format. 1 page max, 800 words max.)



**SECTION 7: EXTERNAL REVIEWER RECOMMENDATIONS** (Does not apply to postdoctoral applicants)

Please provide the name, credentials, and email address of at least 3 (up to 5) external reviewers with relevant subject matter expertise. The list should consist of people who are able to provide an unbiased, objective assessment of the proposal. However, they should not be current or former mentors, collaborators, or trainees of the PI or Co-investigators. External reviewers should be at institutions outside of Oklahoma but within the United States. An example of what is expected is included below.

Name	Department/Institution	Email	Areas of expertise
<i>Example:</i> Jane Doe, MD, PhD	Department of Physiology, Alaska State University	<a href="mailto:Doe.jane@alaskast.edu">Doe.jane@alaskast.edu</a>	Mouse models of obesity and diabetes; GLP1-RA treatments
1. (required)			
2. (required)			
3. (required)			
4. (optional)			
5. (optional)			

**SECTION 8: KEY PERSONNEL BIOSKETCHES** (Include biosketches for the PI and all Key Personnel. *If a postdoctoral applicant, include Sponsor and Co-Sponsor (if applicable).* 5-page max per individual biosketch. Upload a single PDF file of all biosketches.)

The following example template applies to full applications and is provided for planning purposes only. If your letter of intent is approved, you will be invited to complete the full application.

[The rest of this page is left intentionally blank.]

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

HAROLD HAMM DIABETES CENTER

**HHDC Novel Pilot Full Application – Year 1**

SECTION 1: FACE PAGE

**Principal Investigator (PI):** \_\_\_\_\_

PI Title/Appointments: \_\_\_\_\_

Institution/ College/  
Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**FOR POSTDOCTORAL TRACK ONLY: Sponsor (required) and Co-Sponsor (only if applicable)**

**Sponsor** \_\_\_\_\_

Title/Appointments: \_\_\_\_\_

Institution/ College/  
Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Repeat for Co-Sponsor (if applicable)**

**FOR FACULTY TRACK ONLY: Provide the following for each additional Co-Investigator (if applicable) on the project**

**Co-Investigator Name:** \_\_\_\_\_

Title/ Appointments: \_\_\_\_\_

Institution/ College/  
Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***Repeat for each investigator.***

**PI Administrative**

**Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SECTION 2: PROJECT TITLE (200-character limit)

SECTION 3: PROJECT SUMMARY (Layman’s terms, no more than 250 words.)

SECTION 4: YEAR 1 BUDGET (Use the template provided below. Year 1 budget should equal \$70,000.)

(\*For personnel who will be paid from the grant, list % time effort, salary, fringe benefits, and total requested. For people who will not be paid, list % time effort.)

**A. \*KEY PERSONNEL**

Name/Role	Base Salary	% Effort	Salary Requested	Fringe Requested	Total Requested
<i>(add/delete rows as needed)</i>					
<b>TOTAL</b>					

**B. \*OTHER PERSONNEL**

Name/Role	Base Salary	% Effort	Salary Requested	Fringe Requested	Total Requested
<i>(add/delete rows as needed)</i>					
<b>TOTAL</b>					

**C. TRAVEL:** (Domestic only. Travel will be reimbursed at actual and reasonable expense.)

Item (i.e. Mileage, lodging, etc.)	Total Requested
<i>(add/delete rows as needed)</i>	
<b>TOTAL</b>	

**D. OTHER DIRECT COSTS:** (Separate items such as materials and supplies, publication costs, consultant services, and other allowable direct costs if applicable, such as animal per diem and housing costs, payment to study participants, etc.)

Item (i.e. Materials and supplies, publication costs, etc.)	Total Requested
<i>(add/delete rows as needed)</i>	
<b>TOTAL</b>	

**TOTAL DIRECT COSTS = \$70,000**

SECTION 5: BUDGET JUSTIFICATION FOR YEAR 1 (Follow NIH format)

SECTION 6: KEY PERSONNEL BIOSKETCHES (Include biosketches for the PI and all Key Personnel. **If a postdoctoral applicant, include Sponsor and Co-Sponsor (if applicable).** Max 5 pages per individual biosketch. Upload a single PDF file of all biosketches.

SECTION 7: RESOURCES AND ENVIRONMENT  
(Use current NIH format)

SECTION 8: RESEARCH PLAN For each section of the research plan, provide clear, concise, and focused information. 7 page maximum for items a. through d (postdoctoral track includes a. through e.). Single upload one PDF file.

- a. Specific Aims.
- b. Background and Significance.
- c. Preliminary Studies.
- d. Experimental Design and Methods
  - Additional Instructions for Postdoctoral Fellow Applicants:
- e. Career Development Plan:
  - i. For fellows with **less** than 24 months of fellowship experience at the start of the funding period, include a Career Development Plan with the following elements: Please describe scientific and career activities that will fill critical gaps in the applicant's training to date and should be developed with proposed Sponsor(s). Applicants are required to form a mentoring committee that is comprised of their Sponsor + 2 additional mentors. Mentors should be other faculty that bring complementary expertise to the project. Describe the scientific and career development roles of each mentor.
  - ii. For fellows with 24 months or **more** of fellowship experience at the start of the funding period, include a Career Development Plan with the following elements: Please describe scientific and career activities that will fill critical gaps in the applicant's training to date and how the proposed project will support a pathway to independence. Confirm that scope of work proposed can be completed within the applicant's remaining fellowship period.

SECTION 9: LITERATURE CITEDSECTION 10A: HUMAN SUBJECTS (IF APPROPRIATE)SECTION 10B: ANIMAL PROTOCOLS (IF APPROPRIATE)

SECTION 11: MILESTONES (2 page max) Provide milestones to be accomplished by the end of each year of the project. (Include a minimum of two and maximum of 4 milestones per year.) The milestones should be tangible and measurable outcomes that the proposed work is likely to produce. The first-year milestones are expected to be met, or nearly met, in order to obtain a second year of funding. While second year milestones may change based upon revisions in the project, changes to the listed first-year milestones will require justification to obtain a second year of funding.

SECTION 12: ADDITIONAL APPENDIX ITEMS:

- A. Optional - Letters of Support from project collaborators.
  - Additional Instructions for Postdoctoral Fellow Applicants:

A letter of support from the Sponsor is **required** and must: (1) confirm that the postdoctoral fellow has the documented expertise to design and carry out the proposed experiments as an independent investigator; (2) describe the fellow’s path to independence; (3) confirm that a defined mentoring plan is in place; (4) state that the proposed project belongs to the fellow trainee and represents an independent line of investigation the mentee can build upon; and (5) document departmental support available to the fellow trainee during the 1–2 year period of the proposed project. The letter should be limited to 2 pages maximum.

B. A letter from the Department Chairperson and approval from the Vice President for Research (Required only if a PI has a Temporary Faculty Appointment).

SECTION 13: FULL APPLICATION – REQUIRED SIGNATURES Signature of PI and ORA Official (or equivalent) are required prior to submission

_____	_____
Signature of Principal Investigator	Date
_____	_____
Signature of ORA Official	Date