

Letter of Support Requests

If you would like a letter of support from CTSI for your grant application, please complete the [CTSI REDCap service request form](#). Required information and documents include:

- Contact PI name, title, and inside (mailing) address (if multiple PI, all PI names and titles)
- Grant application title
- Funding Opportunity Announcement (link or PDF)
- Specific Aims page (working draft is fine) or equivalent if the application does not include a Specific Aims page
- Summary Statement if submitting an amended (A1) application to the NIH
- Date signed letter needed

Below is the checklist available in the [REDCap form](#), which you can use in considering how CTSI can support your research in advance of submitting your request. Our Research Facilitators can explain any service or resource in more detail and help provide details specific to your application (e.g., number of potentially eligible participants enrolled in Pitt+Me based on your study criteria).

Human subjects research

- Assistance with IRB, single IRB, & other regulatory requirements
- Assistance with setting up & managing Data Safety & Monitoring Board/Plan
- Statistical/bioinformatics help with power calculations, study design, data management plans, data sharing plans, data analysis
- Single and multi-site clinical trial planning (sites, cohort discovery, collaborator discovery, regulatory approvals, documentation, oversight, training, clinical trialist network/mentoring, etc.)
- REDCap data collection
- eConsent support
- TeleResearch support
- Community-Stakeholder Engagement through referrals, Community Ambassadors, Community Engagement Studios, human-centered design exercises, Stakeholder Engagement Playbook, Community PARTners Research Ethics Training (certifies community member(s) to serve on IRB-approved protocols)
- CTSI Research Facilitators specializing in regulatory affairs, ethics, community and stakeholder engagement, human-centered design, implementation science, recruitment, special populations, clinical trials, and commercialization
- Recruitment assistance (Pitt+Me, social media) – for Pitt+Me cohort numbers, please provide:
 - Target cohort details (age range, gender, ancestry, geography)
 - Eligibility criteria based on EHR diagnoses or other criteria – please provide inclusionary ICD9/10 codes
- Use of Clinical & Translational Research Center (inpatient/outpatient visits):
 - Hillman Cancer Center
 - Children's Hospital
 - MACRO (ICU-inpatient)
 - Magee Womens Hospital
 - Montefiore Hospital
 - Neuroscience/Sleep

- Newborn Nursery
- Physical Therapy
- Use of Practice-Based Research Network:
 - Older Adult Research Network
 - Pediatric PittNet
 - Women's Health Network
- CTSI Discovery Biobank enrollment of study participants for biospecimen collection and storage, DNA extraction, DNA analysis in CLIA-certified lab on pharmacogenomics chip optimized for medication response and ancestry, clinically actionable pharmacogenomics data returned to UPMC EHR and to participants, DNA/biospecimens banked for future analyses (whole genome, epigenome, etc.), all data (entire Biobank cohort) available for secondary analyses
- Research Data Warehouse for provisioning electronic health record and other data, integrating data from multiple sources (including data collected for research) in a secure data mart
- Clinical Research Coordinator training, networking, continuing education, & diversity hiring opportunities
- Pilot research funding (special populations, across the lifespan, social determinants of health, research dissemination, health inequity, etc.), bonus awards, and competitions (Pitt Innovation Challenge/PInCh, Pain Research Challenge)
- Assistance selecting an implementation framework, conducting an implementation needs assessment, selecting implementation strategies and outcomes, incorporating community input into intervention designs, evaluation tools, and other aspects of planning and conducting implementation projects, usability testing, and hybrid efficacy-implementation research
- Assistance developing a dissemination plan
- Assistance returning study results to research participants and community
- Participation in Implementation Lab implementation projects with operations partners (UPMC, UPMC Health Plan, Children's Community Pediatrics, VA Pittsburgh, Allegheny County Health Department)

Translational, in vivo, in vitro, and in silico research

- Regulatory Facilitator assistance with IACUC and other regulatory approvals
- Statistical/bioinformatics help with study design, data management plans, data sharing plans, data analysis
- Research Data Warehouse to integrate data from multiple sources (EHR, genomic, environmental, data collected for research) in a secure data mart
- Health Record Research Request (R3) service for provisioning electronic health record data
- REDCap data collection
- Informatics tools to apply AI or causal discovery algorithms to big data
- Pilot research funding (e.g., modeling, quantitative methods), bonus awards, and competitions (Pitt Innovation Challenge/PInCh, Pain Research Challenge)
- CTSI Discovery Biobank data (demographic, ancestry, pharmacogenomic, UPMC EHR) and DNA available for analyses (details under Human Subjects Research)
- CTSI Research Facilitators specializing in regulatory affairs, ethics, community and stakeholder engagement, human-centered design, implementation science, and commercialization

Resources to support research teams

- Authorship Agreement (author order, responsibilities, timeline, etc.)
- Team Charter Agreement (goals, objectives, principles)
- Collaborative Agreement (prenup for collaborators)
- Welcome to My Team (onboarding template)
- Project management training
- Integrating IDEA (Inclusion, Diversity, Equity, Accessibility) in research teams & process
- Playbooks for clinical trial planning, recruiting participants, using social media, engaging stakeholders, and other research processes

Resources to support training, faculty development, and/or center grant applications

- Online instructor-led, competency-based micro-credentials for students, trainees, staff, faculty (e.g., qualitative methods, entrepreneurship, implementation science, science writing, clinical trials, etc.)
- Mentoring resources (multidisciplinary mentor database, training for mentors & mentees, mentor-mentee contracts & tools)
- ICRE career development programs, degree programs (PhD, MS), and certificates
- Dissemination and Implementation Science training and consultations (including specialty track in the MS in Clinical Research degree program)
- Pilot research funding (special populations, across the lifespan, social determinants of health, research dissemination, health inequity, etc.), bonus awards, and competitions (Pittsburgh Innovation Challenge/PInCh, Pain Research Challenge)
- Online pilot research program management (Powered by PInCh Platform – text, animated PPT, video submissions supported), help organizing review process
- Responsible Conduct of Research (RCR) Center Workshops (5-6 in-person workshops per month), Rigor & Reproducibility series (Plans for Instruction in Methods for Enhancing Reproducibility), customized RCR plans for T and K applications, role-play training