BRAIN U24 Research Resource Grants
Cooperative Agreement Funding Plan Template

Milestones:
Year 1

Milestone 1.1:	**Establish steering committee and hold two Scientific Steering Group (SSG) meetings**
Success Criteria:	(1) The committee members should be agreed upon by both NIH and the principal investigator. Provide NIH a finalized list of accepted committee members with relevant technical and scientific expertise.
	(2) Invitation to SSG meetings must be sent to NIH program staff at least two weeks prior to meeting. Meeting reports, including participants, proceedings and decision(s) made submitted to NIH staff in the yearly progress report. Decisions and feedback on management plan, project prioritization, and data sharing should be reflected in meeting notes.
Rationale:	Responding to guidance and feedback from the steering committee is a requirement of the RFA and ensures the project is well integrated and not redundant with related efforts on an international scale.

Milestone 1.2:	**Onboard TBN Staff (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), any outstanding management, project selection, scale-up, data sharing, and outreach plans (If applicable)**
Success Criteria:	The following should be established and approved by the steering committee and provided to NIH staff:

(1) Establishment of sustainability plan with yearly goals (e.g. establish fee structure)

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

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, should be SPECIFIC and QUANTIFIABLE. Examples include:
(1) Quality assurance plans/ metrics
(2) Create or improve software and/or user websites (streamline and modularize code, greate user-friendly GUIs, create or improve documentation, etc.)
(3) Improve and validate technology interoperability with applicable software, operating systems, and hardware
(4) Improve data pipeline and storage capabilities
(5) Improve manufacturing and testing capabilities
Rationale: To be provided by applicant.

Milestone 1.5: **Conduct outreach activities and solicit user feedback**
Success Criteria: Success criteria should be sourced from the application; content and pace vary across projects. Should be SPECIFIC and QUANTIFIABLE. 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 five 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 (Year 1 may not apply for all projects)**

Success Criteria: Success criteria should be sourced from the application; content and pace vary across projects. Provide information in yearly progress report which include numbers of unique users/ unique labs, and collect information on user institution, career stage, and geographic location.

Rationale: Provide rationale for dissemination metric of success. E.g. how was user number determined?

Year 2+

Milestone X.1: **Hold two Scientific Steering Group (SSG) meetings**

Success Criteria: (1) Invitation to SSG meetings must be sent to NIH program staff at least two weeks prior to meeting. Meeting report, including participants, proceedings and decision(s) made submitted to NIH staff in the yearly progress report. Decisions and feedback on management plan, project prioritization, and data sharing should be reflected in meeting notes.

Rationale: Responding to guidance and feedback from the steering committee is a requirement of the RFA and ensures the project is well integrated and not redundant with related efforts on an international scale.

Milestone X.2: **Conduct optimization and standardization activities (if applicable)**

Success Criteria: Success criteria should be sourced from the application and contiguous with prior year. Should be SPECIFIC and QUANTIFIABLE.

Rationale: To be provided by applicant.

Milestone X.3: **Sustainability plan activities**

Success Criteria: (1) Perform sustainability plan activities and adhere to plan approve by SSG in Year 1 and updated in subsequent years.

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.4: **Conduct outreach activities and solicit user feedback**

Success Criteria:	Success criteria should be sourced from the application and adhere to plan approved by Steering Committee. Should be SPECIFIC and QUANTIFIABLE.
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 X.5: 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 X.6: **Disseminate technology**

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 which includes numbers of unique users/ unique labs, and collect information on user institution, career stage, and geographic location.
Rationale:	To be provided by applicant. Provide rationale for dissemination metric of success. E.g. how was user number determined? Note it is expected that user numbers should be increasing over the years.