
POLICY TITLE: INTRAMURAL RESEARCH GRANT POLICY**Date of Initial Approval:** 5/9/2018**Date Revised:** 4/25/2024**Category:** 1.0 Academic Programs**Responsible Department:** Research and Scholarly Activity**Stakeholders Involved in Review:** Internal Grant Coordinators, Research Advisory Council, Faculty Senate Executive Committee, Provost Advisory Council, Leadership Council

PURPOSE & SCOPE

The Intramural Research Grant Program applies to faculty, staff, students, residents, and postgraduate fellows seeking pilot funding to obtain preliminary data in the support of extramural funding applications. All current Rocky Vista University (RVU) faculty (full-time will be given preference), students, residents, and postgraduate fellows can apply for intramural research funding. Intramural research funding is not to be used to fund ongoing research. This policy provides transparency regarding all processes involved in seeking and obtaining intramural funding and makes all stakeholders equally aware of those processes.

POLICY STATEMENT

This policy contains information regarding the purpose, procedures, and funding limits available to support the work necessary to produce preliminary data for extramural grant and contract applications. Students, residents, postgraduate fellows, faculty, or staff seeking funding can apply via the iNET. (<https://inet.rvu.edu/home/forms-2/intramural-grant-submission-form/>). All investigators listed on a proposal must approve the submission. The Department Chair or Vice Chair must also approve the proposal for residents, postgraduate fellows, faculty or staff. The Office of Research and Scholarly Activity (RSA) will support meritorious proposals with a strong potential for obtaining extramural funding, as recommended by an appointed intramural grant review committee, aligned with the RSA strategic focus areas and metrics (Appendix 1), and according to available budget resources. Specific policies and guidelines are outlined below:

Budget: The maximum funding offered per application per academic year is \$15,000.

Allowable Expenses: Funds awarded must be utilized as outlined in the budget and justification submitted with the grant proposal. Items covered include consumable supplies, statistical support, equipment purchase/rentals, conference registration fees, conference travel, and publication costs. Intramural funds may not be used for items that do not have a clear relevance to the proposed research, and they may not be used for salaries. Note that although students can apply for this award as the Principal Investigator (PI), the faculty mentor listed on the proposal is responsible for all budget expenditures and ensuring the submission of post-award and financial reports.

Grant Submission Deadline: All grants must be submitted via iNET for consideration by midnight on May 15th, or November 15th. Any proposals submitted after this deadline will not be considered in the current funding cycle. If May 15th and/or November 15th fall on the weekend, proposals will be due on the following business day.

- Incomplete proposals or proposals that do not address all the criteria will not be considered and will be returned to the submitter without review.
- **Review Timeline:** Applicants will receive the final funding decision within six weeks of the submission deadline.
- **Grant Period:** All funds must be spent by the end of the fiscal year the grant was awarded (July 1-June 30). No-cost extensions will only be given under extreme circumstances at the discretion of the Vice Provost of RSA. However, the work period for the final reports is one year from the award notification date. Therefore, funds awarded based on the November 15th deadline will be available on January 1st and must be spent by June 30th of the same year. Funds awarded from the May 15th deadline will be available July 1st and must be spent by June 30th of the following year.

Public disclosure: The proposal title, investigators, and abstract for all awarded proposals will be publicized on the RSA website and potentially through external media, including social media notifications.

End of Award Requirements: The PI (submitting individual) will monitor research progress and provide a final narrative report (including financials) to the Vice Provost of RSA. Both Final Reports must be submitted within four weeks of the completion of the study. In addition, pilot projects with positive outcomes are expected to result in the submission of extramural research grant applications and/or publications. Failure to submit the Final Reports, extramural research grant applications (when warranted), or publications (when warranted) may be grounds for ineligibility for future intramural research funding for the PI and the faculty mentor when applicable.

Copyright and Patent Rights: The university's policies will govern all intellectual property developed as part of a funded project.

Conflict of Interest (COI): The same conflict of interest policy that applies to IRB applications shall govern internal grant submissions. Specifically, individuals directly involved in conducting, designing, or reporting research should not have more than a minimal personal financial interest in a company that sponsors the research or owns the technology being studied. Additionally, when an Investigator (or other Key Person) is in a position where their own interest may be placed above the best interests of research, a conflict-of-interest issue is created. Such conflicts at any level of review will be mitigated with transparency and oversight where required.

COI in review: There are three circumstances under which an individual cannot review any applications in each cycle:

- The reviewer is named in a significant professional role on competing applications (e.g., PI, Co-PI, Senior/Key Personnel, Project/Site/Core Director, collaborator, consultant, sponsor, or mentor) in the same review cycle. .
- The reviewer, or a close family member, will receive any financial benefit if an application is funded.
- The reviewer has a direct supervisory role for any PI, Co-PI, or Key Personnel listed on an application in a given review cycle.

Unsuccessful Grant Applications and Partial Funding: Unsuccessful applicants may resubmit their proposals up to three times. Partial funding may be provided at the discretion of the Vice Provost of RSA. If partial funding is awarded, then the grant team will be required to submit a revised budget and aims to demonstrate that they can complete a meaningful amount of work with the funding provided

Additional Guidelines and Restrictions: Given the competition for limited funds, a Principal Investigator (PI) can hold no more than one internal grant at any time. Once a report of the previous project is submitted and approved by the Office of RSA, the investigator could apply for another internal grant. Faculty may mentor up to 2 proposals simultaneously. If the PI receives an extramural award for the same project (>\$15,000), unspent funds on the seed grant must be returned to the University. Internal grant funds will follow the PI if the study PI is transferred to a different campus within RVU. If the PI leaves RVU, they can appoint a CO-PI who will monitor the progress and financial status of the research study and submit all final reports. If a Co-PI is added to the project, the PI will notify the Office of RSA. Each awardee's history of internal grant awards and their outcomes (i.e., extramural grant applications, presentations, publications) will be tracked such that investigators with a history of receiving internal grants (2 or more) without associated outcomes may be prohibited from future internal grant applications or awards.

Questions should be emailed to director.research@rvu.edu

ROLES & RESPONSIBILITIES

Intramural Grant Coordinator	Receive submitted grant proposals and review before sending to intramural grant committee. Receives final reports and reviews for completeness before sending to the Vice Provost of RSA.
Intramural Grants Committee	Reviews grant proposal and provides critique and recommendations.
Vice Provost of RSA	Receives recommendations from Intramural Research Coordinator and makes final funding decision. Reviews final reports and creates an outcome report to be provided to the Provost and President of RVU.
Intramural Grant Applicant	Writes and submits a complete application, including necessary signatures and ancillary documents. Submits required final reports.

RELATED PROCESSES, PROCEDURES, AND/OR DEFINITIONS

- Appendix 1: **RSA Strategic Goals**
- Appendix 2: **Instructions for Preparing the Application**
- Appendix 3: **Description of Necessary Final Reports**
- Appendix 4: **Biosketch template**

POLICY REVISION HISTORY

05/09/2018 Original policy approved

04/25/2024 Revised for change in oversight and approval process as well as deadlines and application sections

Appendix 1: Scholarly Areas of Focus

Rocky Vista University (RVU) has purposefully selected five areas of strategic focus to build a more cohesive research program at the university level. Each area and its metrics are defined below:

- 1) Innovation in Medical Education
 - a. To Achieve New Heights in Healthcare Education and fulfill our institutional mission, we will focus on promoting research and scholarship in medical education.
 - i. Measure: Provide one faculty development seminar annually on medical education research, including the importance of including underrepresented (UR) / health disparity (HD) groups, as appropriate.
 - ii. Measure: Increase the number of medical education or medical education innovation Projects presented or published by 10% by year 5
 - iii. Measure: Promote cross-campus and cross-departmental collaboration by funding at least 1 internal grant submission per year to support medical education projects, giving priority to projects that specifically address or include UR or HD groups.

- 2) Promote Population Health and Patient Care
 - a. Based on the Rocky Vista Mission to provide compassionate service as well as our leadership as a Healthcare University
 - i. Measure: Create a seminar series to provide a seminar on population health/public health once per quarter annually. This series will include modules on the importance of UR / HD group inclusion in research.
 - ii. Measure: Increase the number and or impact of population health and patient care projects presented or published by the RVU community by 10% by year 5
 - iii. Measure: Sponsor 1 research project annually that integrates population health, service learning, and inclusion of UR or HD groups.
 - iv. Measure: Promote cross-campus and cross-departmental collaboration by funding at least one internal grant submission to support population health or patient care, giving priority projects that specifically address or include UR or HD groups.

- 3) Basic and Translational Work
 - a. To continue our pattern of excellence, we will maintain a focus on basic and translational research
 - i. Measure: Provide education for faculty and students about what is included in basic and translational research, including the importance of targeting or adapting interventions or treatments to UR or HD groups as indicated by an increase in the number of projects self-reported as basic or translational year over year.
 - ii. Measure: Develop at least one new collaboration and/or externships each year to support the pursuit of research and scholarship in basic and translational science.
 - iii. Each campus will endeavor to form at least one new collaboration with, or that includes a local UR or HD group in the next five years.
 - iv. Measure: Increase the number and variety of basic and translational research projects occurring at RVU by 5% over the course of 5 years.

- 4) Applied and Basic Research into OPP and/or OMM
 - a. As an osteopathic medical school, we want to be leaders in the use and scholarship of applied OMM/OPP, including differences in treatment response across UR or HD populations, as appropriate.
 - i. Measure: Integrate OMM/OPP into more than 50% of the research or scholarly projects done with RVU clinics or our clinical partners that include UR and HD populations to the greatest extent possible and practical.
 - ii. Measure: Increase the number of OMM/OPP projects presented or published by 10% by year 5
 - iii. Measure: Promote OMM/OPP research by funding one annual internal grant with an integrated OMM/OPP component that includes UR and HD populations to the greatest extent possible and practical.

- 5) Wellness and Precision Medicine
 - a. To promote the acceptance of diversity and the osteopathic tenets, we will focus on research and scholarship that integrates whole-body wellness and treating the individual, including evidence-informed options that are more accessible or preferred by UR or HD populations.
 - i. Measure: Develop 2 strategic partnerships in precision medicine over the next 5 years. Each campus will endeavor to form at least 2 new strategic partnerships with or that include a local UR or HD group in the next 5 years
 - ii. Measure: Become a thought leader in wellness and precision medicine by increasing the number of wellness or precision medicine projects presented or published by 10% by year 5.
 - iii. Measure: Fund one internal grant each year within the focus area of wellness and precision medicine, and to include UR and HD populations to the greatest extent possible and practical.

Appendix 2: Instructions for Preparing the Application

The applicant must follow the required format and guidelines below for proposal preparation. Well-written, concise proposals that clearly describe the research are more likely to receive favorable consideration. The proposal should not exceed six pages, excluding the abstract, the references, the budget, and all biosketches. Proposals that exceed this will be returned without review. All proposals should be formatted with 0.5" margins and 11 pt. Nirmala UI font.

Section 1: Abstract *Do not exceed 30 lines of text*

Provide a summary of the project and its significance in language that can be readily understood by persons in disciplines other than yours. Note that abstracts of awarded proposals will be made public, which may have implications for future IP protection.

Section 2: Specific Aims *Do not exceed ½ page*

This should briefly introduce your study and explain the "big picture"- what it will mean to the field if your study is funded and you accomplish your goals. The aims should be the specific studies you will do or the steps you will take to answer your research question(s). State concisely and realistically what the research described is intended to accomplish and what hypothesis is to be tested.

Section 3: Background & Significance *Do not exceed 1 page*

Briefly sketch the background relevant to the present proposal. Your background should include the following elements:

- Critical evaluation of the existing knowledge
- Identify gaps in the field which the project is intended to fill
- State concisely the importance of the research described in the application by relating the Specific Aims to long-term objectives
- Highlight any previous work you have done that has contributed to the field
- Make sure to include sufficient references using AMA style referencing

Section 4: Research Design & Methods *Do not exceed 4 pages*

A sufficiently detailed Research Design and Methods section should include the following elements:

- Discuss in detail the experimental design to be used to accomplish the Specific Aims of the project.
- Describe the research methodology (protocols) for each aim, including all anticipated outcomes and alternative approaches if part of your project does not proceed as expected. Use references as appropriate.
- For research involving human subjects, you must include a description of the inclusion and exclusion criteria, the anticipated number of subjects, details regarding the randomization procedures if single or double-blind, and parameters to be measured. Supply the IRB number if you have already received approval. Note that any human subjects research funded, must obtain IRB approval before beginning. If IRB approval has not been obtained within 3 months of the award, the PI must contact the VP of RSA and discuss their plans. Awarded funds may need to be returned to the office of RSA if IRB approval cannot be obtained.
- Include the means by which the data will be analyzed and interpreted.
- Describe any new methodology and its advantages over existing methodologies.

- Discuss any controls and identify dependent and independent variables as appropriate.
- Discuss the potential difficulties and limitations of the proposed procedures, as well as alternative approaches to achieve the aims.
- Describe any hazardous procedures or materials and the precautions to be taken.

Section 5: Supporting Information *Do not exceed 1/2 page*

- Investigation Site:** Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project.
- Resources:** Specify the facilities to be used to conduct the proposed research. Identify major equipment, laboratories, clinical sites, animal facilities, electronic equipment, office space, or other support services (i.e., machine shop, electronics shop, etc.) and specify the extent to which they will be available.
- Anticipated Start/Finish Dates:** Include when you plan to begin and end the study.
- Extramural Funding Plans:** Describe your plans for continuing or extending the work if the current project is successful. In particular, describe how the current work will support a plan for continued extramural funding.
Note that proposals that do not address this point will not be reviewed.

Section 6: Budget

The budget may be submitted in Excel file format. Intramural funds may not be used for items that do not have a clear relevance to the proposed research, and they may **not** be used for salaries.

- Describe which research item(s) or services you are seeking
- Clearly delineate the cost per item
- Justify the amounts.
- Clearly state the total amount requested

Section 7: Biographical Sketch (*template in Appendix 4; Word document available on the RVU website*)

Describe the qualifications of those doing the work, especially the PI, and attach current biographical sketches of each Investigator in NIH format. <https://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>. Do not exceed five pages for each biographical sketch, and do not attach full curriculum vitae.

Section 8: Other Support - List all current and past institutional support and list all pending extramural support

Section 9: References

Include sufficient references to support the proposed studies and their impact upon the field (e.g., how will the work potentially advance the knowledgebase).

Appendix 3: Final reports to be submitted

Final Narrative Report: The written report must state the research objective, describe details of activities completed, and summarize conclusions drawn. An estimation of the degree to which project goals were achieved should also be provided. In addition, a statement as to whether the intramural grant led to the successful acquisition of additional support funds must be included. The intramural grant must be acknowledged as supporting funds if the funded work is submitted for publication. A copy of any external grants, presentations, or publications resulting from the RVU Intramural Grant Program should be submitted with the Final Narrative Report or when first available.

Final Financial Report: This report must include all documentation of expenditures (dated and itemized receipts). Any portion of grant funds not used and not committed at the fiscal year's completion or the project's completion must be returned to RVU immediately upon submission of the final financial report.

Appendix 4

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login): **(NOT REQUIRED FOR INTERNAL GRANT SUBMISSION)**

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

- A. Personal Statement**

- B. Positions, Scientific Appointments, and Honors**

- C. Contributions to Science**