

Rocky Vista University College of Osteopathic Medicine Intramural Research Grant: Policies, Procedures, and Instructions

Purpose

The purpose of the Intramural Research Grant Program is to provide pilot funding to help faculty, students, residents, and post graduate fellows to obtain preliminary data to support an extramural research grant application. All current RVU faculty, students, residents, and post graduate fellows are eligible to apply for intramural research funding. Grant support will be for up to one year from the receipt date. Intramural research funding is not to be used as a means to fund ongoing research.

This policy provides transparency regarding all processes involved in seeking and obtaining intramural funding, and serves to make all stakeholders equally aware of those processes.

Deadlines for Submission

Grant submissions are accepted quarterly with due dates of January 15, April 15, July 15, and October 15.

Submission

The Principal Investigator must submit the completed proposal to the Intramural Grant Coordinator located at the opposite campus.

- **Colorado applicants** must submit their proposals to Anthony Pappas, PhD:
apappas@rvu.edu.
- **Utah applicants** must submit their proposals to Vickie Roettger, PhD:
vroettger@rvu.edu.

Only electronically submitted proposals in Adobe PDF format will be accepted. A confirmation email will be sent to the submitting PI and lead faculty/student investigators.

Award Amount

The maximum funding offered per application per academic year is \$15,000. Awards will be granted according to merit (Review Criteria: https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf) and potential for obtaining subsequent extramural funding. The maximum amount that can be requested in a single application is the remainder of the budget during that academic year or \$15,000, whichever is lesser. Contact your Intramural Grant Coordinator for further information.

Grant Period

If a grant is funded, the funding period will begin on the date that the Principal Investigator is notified, and will continue for up to one year.

Items Covered

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/rental. Conference registration fees, conference travel, and publication costs are also permitted.

Review & Approval

The project must be approved by the Principal Investigator's department chairperson or supervisor (for faculty), or the faculty mentor (for student) and the cover letter signed by that individual before it is submitted to the Intramural Grant Coordinator. The Coordinator will review the application and disperse to faculty reviewers with expertise in the field of investigation (which may include members of the Office of Research). The reviewers will submit comments, critiques, and funding recommendations to the Coordinator according to the Review Criteria (link:

https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf). The Coordinator will consider the reviewers' recommendations and will make the final decision as to whether a grant is funded, partially funded, or not funded. Applicants will receive the final funding decision within six weeks of submission.

By accepting the award, faculty or staff grant awardees/mentors agree to serve as a reviewer during two submission cycles within the year following their award. Note that they may not submit any proposals (as PI, Co-I, or mentor) during a cycle in which they are reviewing.

Although students can apply for this award as the Principal Investigator, the faculty mentor listed on the proposal is responsible for all budget expenditures and for ensuring submission of the post-award narrative and financial reports (see below).

End of Award Requirements

The Principal Investigator will be responsible for monitoring research progress and providing a Final Narrative Report and a Final Financial Report to their respective Intramural Grant Coordinator. Both Final Reports must be submitted within four weeks of the completion of the study. In addition, it is expected that pilot projects with positive outcomes will result in 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.

Following completion of the project, Final Reports will be due as described above and all investigators must sign off on these documents. 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 successful acquisition of additional support funds must be included. If the funded work is submitted for publication the intramural grant must be acknowledged as

supporting funds. A copy of any publication resulting from the RVUCOM Intramural Grant Program should be submitted with the Final Narrative Report or when first available.

Final Financial Report

This report must include documentation (dated and itemized receipts) of all expenditures. Any portion of grant funds not used and not committed at the completion of the project or at the end of the grant period must be returned to RVUCOM immediately upon submission of the final financial report.

Copyrights and Patent Rights

All intellectual property developed as part of a funded project will be governed by the policies of RVUCOM.

Preparing the Application

It is important that the applicant 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.

Section 1: Cover Page (*form provided on page 5*)

Section 2: Abstract

Provide a summary of the project and its significance in language that can be readily understood by persons in disciplines other than yours.

Section 3: Specific Aims

This should be a brief introduction to your study and explanation of 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. *Do not exceed one page.*

Section 4: Background & Significance

Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify gaps 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. *Do not exceed 3 pages.*

Section 5: Research Design & Methods

Discuss in detail the experimental design and the procedures to be used to accomplish the Specific Aims of the project. Describe the protocols to be used and the tentative sequences of the investigation. Include the means by which the data will be analyzed and interpreted. Describe any new methodology and its advantages over existing methodologies. Discuss the potential difficulties and limitations of the proposed

procedures, and alternative approaches to achieve the Aims. Describe any hazardous procedures or materials and the precautions to be taken. *Do not exceed 6 pages.*

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.

Detailed Research Methods, Anticipated Outcomes, and Alternative Approaches: Describe the research methodology for each Aim, including all anticipated outcomes and alternative approaches if part of your project does not proceed as expected. 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.

Anticipated Start/Finish Dates: Include when you plan to begin and end the study.

Future 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.

Section 6: Budget

This may be submitted in Excel file format. Describe which research item(s) or services you are seeking, list the cost per item, and justify the amounts. 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 travel or salaries. Clearly state the total amount requested.

Section 7: Biographical Sketch (*form on page 6; Word document available on the RVU website*)

Describe the qualifications of those doing the work, especially the Principal Investigator, and attach current biographical sketches of each Investigator in NIH format. A sample can be found here: <https://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>. Do not exceed four 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

RVUCOM Intramural Research Grant Cover Page

1. Project Title:

2. Date:

3. Principal Investigator information:

Name:

Title:

Department:

Telephone:

E-mail Address:

4. Budget Requested: \$

5. Committee Approvals: (Attach copies to proposal)

Animal Use: Yes Pending Not Applicable

Human Subjects: Yes Pending Not Applicable

If yes, IRB protocol number and approval date: _____

Biosafety approval: Yes Pending Not Applicable (DNA & Biohazards)

If yes, Biosafety protocol number and approval date: _____

Radioisotopes: Yes Pending Not Applicable

6. Signatures:

The undersigned certify that all information in this proposal is accurate, and that this proposal is submitted with the approval of the Department Chair, Direct Supervisor, or Faculty Mentor of the Principal Investigator, and that RVU will execute a grant agreement if a grant is awarded.

Principal Investigator

Co-Principal Investigator (add more lines for more than one Co-PI)

Department Chair, Direct Supervisor, or Faculty Mentor

Send completed forms to the appropriate intramural grant coordinator (see pg. 1 of this document)

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:

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

Please refer to the Biographical Sketch sample in order to complete sections A, B, C, and D of the Biographical Sketch.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0001 and 0925-0002). Do not return the completed form to this address.