



UNTHSC

2009/2010 Institutional Seed Research Program

POLICIES, PROCEDURES, AND APPLICATION INSTRUCTIONS

Purpose:

To foster UNTHSC areas of research ideas/concepts and enhance UNTHSC based opportunities for external research funding particularly from Federal Agencies.

Program Scope:

Research projects submitted for this seed grant program must belong to areas of research interest to UNTHSC and must be suitable for external funding.

The total amount of funds available for this program FY 2009 / 2010 is \$200,000. Utilizing historical data we anticipate that six to ten grants will be funded under this mechanism. However, the final number of grants ultimately funded will depend on the quality of grants received.

Eligibility and Limitations:

Any UNTHSC faculty member eligible to apply for external support may submit a proposal. Proposals are restricted to providing research support at UNTHSC. If a multi-investigator proposal, a Lead Principal Investigator shall be denoted, with any additional investigator(s) listed as Co-Principal Investigators. Only one proposal may be submitted naming a particular faculty as the lead principal investigator. However, a PI or a Co-PI may serve as a Co-PI on more than one proposal.

Funding Priorities:

As noted this is a seed grant program. Thus those proposals judged to be most likely to result in extramural funding will be given highest priority. Within that framework, the following additional priorities will be considered.

- Participation of new faculty hires, particularly junior faculty
- Collaborative efforts, such as but not limited to multi school or department / HIT Institute
- Proposals directly responsive to reviewers comments from a recently scored proposal (must submit entire summary statement)
- Senior investigators with a temporary hiatus in funding

Review Procedures and Evaluation Criteria:

Each proposal submitted to this program will be reviewed by a UNTHSC Review Panel. The Review Panel will be composed of UNTHSC faculty. Reviewers involved in any of the submitted proposals, or members with conflicts will reclude themselves from discussion of that

proposal. Members of the Review Panel will be appointed by the Director of the Office Strategic Research Initiatives at UNTHSC. Members of the panel will be chosen in relation to their expertise and relevance to the research areas encompassed by the submitted proposals.

Submitted proposals will be evaluated using a standard NIH scoring system with a 1-9 scale. Five review criteria including significance, investigator, innovation, approach and environment will be used in conjunction with an overall impact score. Since this is a seed grant program additional consideration will be given to the potential for future Federal Funding Support to continue the research, and, if applicable, the relationship of the proposed work to a response obtained from an agency on a reviewed, but unfunded proposal or white paper. If the proposed research is suited for industrial support, letter(s) of support with tentative commitment from the company is required.

KEY DATES

- Proposal submission deadline: Friday October 30th, 2009, 5:00 pm
- Award notification: Friday December 18th 2009
- Award period: January 15th 2010 – January 14th 2011

Award Amounts and Grant Payments:

Grants are intended for seed funding and requests should be reasonable and justified. Amounts awarded may differ from submitted budget requests at the discretion of the Review Panel.

All awarded funds will be available at the start of the award period. No grant funds will be distributed to investigators at an institution until all regulatory requirements at that institution have been fulfilled (IRB approval, IACUC approved protocols, biosafety review, safety training, etc.).

No carryovers into the next year will be allowed.

Award Bonuses:

During or shortly after completion of the grant period, should a FEDERAL GRANT proposal be submitted directly relating to the funded project, or as an outcome of the funded project, a bonus of \$2,000 will be provided to the Lead PI and up to two Co-PIs. ***These bonus funds can be carried forward into the next year, and can be used at the discretion of the investigators (subject to the bounds on expenditures of State funds).***

Grant Budgets:

Expenditures will be restricted by state regulations. Funds may be utilized for direct expenditures beneficial to the research in the following categories under this program:

1. Personnel Support: Funds can be used for Post-doctoral, graduate and undergraduate student assistantships, as well as for technical staff.
2. Fringe Benefits as they pertain to the type of appointment listed in personnel support.
3. Expendable scientific items, services and equipment maintenance needed for the execution of the proposed research project.

4. Equipment: modest amounts may be considered
5. Publication expenses
6. Reasonable Travel Expenses.

Funds may not be budgeted or used for the following:

1. Faculty salaries
2. Building construction, alteration, renovation, rent, or utilities
3. Student tuition or fees
4. Student Scholarships or Fellowships
5. Membership dues
6. Overhead
7. Non-UNTHSC personnel.

Grantee Requirements:

The Lead PI will be responsible for monitoring the research progress and providing the year-end research report. The year end report requires a statement of the research objective, a brief report on the research progress made under the grant, a list of publications resulting from the grant, and a list of Federal Agencies to whom grant requests were submitted (PIs, amount, duration, etc.). The final report is due to the Grant Administrator 60 days after the termination of the grant.

Submission Deadline: Only electronically submitted proposals in Adobe pdf format will be accepted. (Printing and saving to a PDF document is recommended over converting directly to a PDF document.) The Lead Principal Investigator must email the proposal to sri@hsc.unt.edu . Proposals must be received by 5:00 PM on Friday, October 30th 2009. An email confirming receipt of your proposal will be sent to the submitting PI only.

Final Report:

The Lead PI is responsible for filing a Final Report within 60 days of the termination of the grant. Reports are to be submitted to the Program Administrator. Final Report forms will be available at the Research Office website.

Copyrights and Patent Rights:

All intellectual property developed during the course of a funded project will be governed by the policies of UNTHSC.

Grant Application:

The application kit (cover page and budget template) can be downloaded from http://www.hsc.unt.edu/research/researchoffice/Current_Intramural_Funding_Opportunities.html You must use Arial 11 pt. font size with type density no more than 15 characters per inch and standard spacing between words. Margins should be set at narrow (0.5" top, bottom, left and right). Applications text should be single spaced.

The application must contain the following components:

1. Cover page form including summary (description)
2. Research plan, not to exceed 5 pages including:
 - Introduction
 - Specific Aims
 - Background and Significance
 - Research Design and Methods

- Key Personnel
 - Facilities and Other Resources
 - Budget Justification
3. Detailed Budget Form
 4. Bibliography (not to exceed two pages)
 5. Biographical Sketches of Lead PI and any Co-Investigators (max 4 pgs / investigator in NIH format)
 6. If your application seeks to address critiques of a previously reviewed external proposal, you must submit the complete summary statement

APPLICATIONS NOT MEETING THE ABOVE CRITERIA WILL NOT BE CONSIDERED FOR FUNDING

Program Duration:

The level of success, as measured by the number of proposals submitted to and ultimately funded by Federal Agencies (the intended outcome of this grant program), will dictate the continuance of this program in future years.

Other Questions or Concerns:

Additional questions or concerns not addressed or clarified should be directed to: Peggy Smith-Barbaro, PhD, Director Strategic Research Initiatives pbarbaro@hsc.unt.edu .