UVM College of Medicine
Internal Grant Program (IGP) Guidelines

POLICIES – IGP monies are intended to support research studies by College of Medicine faculty aimed specifically at collecting preliminary data for extramural grant applications. **This program is not designed to fund pilot studies.** Instead, it is meant to supplement the investigator's current research program to strengthen upcoming grant submissions. Applicants should clearly outline how the proposed research relates to current work in their laboratory and how the results will support one or more specific aims in an upcoming grant submission.

PLEASE READ GUIDESLINES AND APPLICATION INSTRUCTIONS CAREFULLY PRIOR TO SUBMISSION

1. All **full-time/salaried College of Medicine faculty members (0.75 FTE or greater) are eligible** to request research support from the IGP funds.

2. Applications are accepted **three times annually** for standard funding cycles (Mar, July, Nov), are normally reviewed within 6 weeks and, if approved, are usually funded within two weeks of this action. All applications must be submitted to the Chair of the Research Committee electronically as **a single PDF file** (matthew.wargo@uvm.edu) by midnight the day prior to the start of the funding cycle (i.e., 2/28, 6/30, 10/31). If the deadline falls on a weekend, applications are due the next business day. It is the PI's responsibility to assure that all necessary components of the application are included and the application is received on time.

3. Applications are subject to competitive review. In all cases, major consideration is given to: 1) the extent to which the proposed studies, if successfully completed, will enhance the investigator's competitiveness for extramural funding; 2) the ability of the proposed studies to strengthen the research activity and productivity of the College of Medicine and other faculty within the College; and 3) the need of the investigator. In addition, new College of Medicine faculty, defined as a full-time faculty member for 3 years or less, will be given special consideration for funding in a manner similar to the NIH New Investigator designation.

4. IPG funds may be requested for only those items that are absolutely essential to accomplish the research and are **not** intended to fund investigator salaries. However funds can be used for salary support of technical staff. **Awards will not exceed $15,000 unless they are matched by departmental or center contribution. Funds up to $50,000 are available when matched by 25,000 departmental/center contribution (total $75,000 2:1 match).** Questions concerning the suitability of funding requests should be directed to the Chair of the committee, Matthew Wargo, PhD.

5. Investigators that have received prior funding through the IGP mechanism will not be eligible for repeat funding until **4 years after the start date of the prior award**. Furthermore, if the applicant received prior IGP funding, a separate section must be added to the new request for funding specifically outlining how prior IGP monies were spent and whether extramural support was obtained from the proposed studies (see Application Process instructions below for details).

6. Submission of **a progress report is mandatory at the end of the funding period (1 year)**. This report <u>**must**</u> include a) a brief discussion of the results of the proposed study and b) a copy of the extramural grant application for which the proposed studies provided preliminary data or a statement as to when such an application will be submitted. Funds will remain available for a total of 2 years with year 2 funding availability contingent upon timely progress report submission.

<u>Application Checklist</u>

- ❐ Cover letter

- ❐ Face Page, Itemized Budget, Other Support Information

- ❐ Body of Application

- ❐ Explanation of how IGP/BSP funds will enhance extramural funding requests

- ❐ Explanation of use of prior IGP/BSP funds (if applicable)

- ❐ CV

- ❐ Reviewer critiques from extramural funding applications (w/ scores)

- ❐ Department Chair Letter (required for BSP apps/optional for IGP apps)

- ❐ Appendices

UVM College of Medicine
Bridge Support Program (BSP) Guidelines

POLICIES – These funds are set aside for interim research support of faculty who currently or in the near term (within 6 months) will find themselves temporarily without extramural funding for research.

PLEASE READ GUIDELINES AND APPLICATION INSTRUCTIONS CAREFULLY PRIOR TO SUBMISSION

1. Applications will be accepted from **all full-time/salaried faculty members (0.75 FTE or greater)**

   - It is important that efforts be made to obtain support through the investigator's department. Note that the BSP award may be used to supplement such departmental support or be used without department support. Please provide a letter from the Chair detailing what bridge funding has been granted from the department or the reason for the absence of such funding, and why the current BSP request is being made.
   - The faculty member must provide evidence that grant applications have been submitted prior to the budgetary shortfall or provide an explanation as to the circumstances that prevented submission of applications for extramural funding.

2. Applications are accepted **three times annually** for standard funding cycles (Mar, July, Nov), are normally reviewed within 6 weeks and, if approved, are usually funded within two weeks of this action. All applications must be submitted to the Chair of the Research Committee electronically as **a single PDF file** (matthew.wargo@uvm.edu) by <u>midnight</u> the day prior to the start of the funding cycle (i.e., 2/28, 6/30, 10/31). If the deadline falls on a weekend, applications are due the next business day. It is the PI's responsibility to assure that all necessary components of the application are included and the application is received on time.

3. In order to be eligible, the applicant must have had a <u>minimum </u>of three years of continuous extramural funding at UVM through either individual grants or components of multi-investigator grants. Since this program is for bridging support, it is targeted for individuals whose loss of funds is imminent and, thus, their ongoing research operation is in jeopardy. Funds will be provided to maintain up to <u>one technical person </u>(staff person, post-doc, graduate student) in addition to those supplies necessary to maintain the integrity of the research project. No salary dollars will be available for the PI or for graduate students. Full-time/salaried research-track faculty must provide a statement from the Chair that there will be continued departmental support in this area of research. Bridge support may be **up to $50,000 per project**.

4. These funds will be available to any one person for <u>no longer than one calendar year</u>. This should allow adequate time for either a change of direction in research or resubmission of a renewal application. If less than one year of support is needed, this should be specified.

5. Four factors will be considered in the evaluation of these proposals:
   - <u>Scientific merit</u> will be assessed by the review committee. It is required that the investigator to provide evidence that grant applications have been submitted prior to the budgetary shortfall (or provide an explanation as to the circumstances that prevented submission of applications for extramural funding).
     o The application must include any critiques and scores from the extramural granting agency(agencies) for those submissions.
     o If an application for extramural funding was not made prior to the budget shortfall, the investigator must explain the circumstances surrounding their lack of attempt to obtain extramural funding.
     o The applicant should provide a detailed and focused plan of how the monies provided by the Bridge Support Grant will be used to address the critiques of the extramural review committee.
     o For those investigators that have not submitted extramural grants prior to seeking Bridge Support, the investigator should clearly describe how Bridge support monies will be directed towards obtaining preliminary support for 1 or, at most, 2 specific aims of their future submission(s) for extramural funding.
   - <u>Specific Aims</u>: The proposal should outline the strategy of the investigator for correcting any deficiencies in the original proposal. Please list the Specific Aims from the grant application that will be addressed in the proposed studies and how the results will address the deficiencies outlined by the Reviewers.
   - <u>All Current Support</u>: The fact that a faculty member has ongoing support for other projects within his/her laboratory will not disqualify the faculty member from consideration, but may lower the priority when viewed in relation to the needs of others.
   - <u>Prior Bridge/IGP Support:</u> Investigators that have received prior funding through the Bridge Support or Internal Grant Programs will not be eligible for repeat funding until 4 yrs following the start date of the prior award. Furthermore, if the applicant received prior funding through either mechanism, a separate section should be added to the new request for funding specifically outlining how prior monies were spent and whether extramural support was obtained from the proposed studies (see Application Process instructions below for details).

6. No funds will be disbursed to approved projects until all necessary institutional approvals (IRB, IACUC or IBC) have been received.

Application Checklist

- ❒ Cover letter

- ❒ Face Page, Itemized Budget, Other Support Information

- ❒ Body of Application

- ❒ Explanation of how IGP/BSP funds will enhance extramural funding requests

- ❒ Explanation of use of prior IGP/BSP funds (if applicable)

- ❒ CV

- ❒ Reviewer critiques from extramural funding applications (w/ scores)

- ❒ Department Chair Letter (required for BSP apps/optional for IGP apps)

- ❒ Appendices

APPLICATION INSTRUCTIONS

UVM College of Medicine
Internal Grant Program (IGP) and Bridge Support Program (BSP)

APPLICATION PROCESS – An **electronic version** of the full application **in PDF format** should be submitted to the Committee Chair (matthew.wargo@uvm.edu) **the day preceding the start of the funding cycle (e.g., midnight Feb 28, June 30, Oct 31)**. If the deadline falls on a weekend, applications are due the next business day. Paper applications will no longer be accepted. Late applications will be considered in the next funding cycle. **It is the PI's responsibility to assure that all necessary components of the application are included and the application is received on time.** If there are <u>any</u> questions regarding logistical, scientific or administrative aspects of the application process, please contact the chair of the committee <u>prior to</u> the deadline.

INSTRUCTIONS

1. COVER LETTER: Submit a cover letter briefly describing the submission (Title of application, IGP or BSP program, $ requested), the circumstances surrounding the need for the funds, and how the funds will be used to enhance extramural funding applications. This letter is not a substitute for more in depth discussions of these issues in other sections of the application, but is meant to provide an overview of this information at the beginning of the grant.

2. ADMINISTRATIVE INFO: Complete Face Page, Itemized Budget Page and Other Support.

3. BODY OF APPLICATION: The proposal **should not exceed 10 pages**, which addresses each of the items listed below (A to C). The format, including type size, is to follow the standard NIH PHS grant (PHS-SF424). That is, "type should be 10-12 points (approximately 1/8" in height for capital letters). If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should *average* no more than 15 cpi. Finally, there must be no more than 6 lines of text within a vertical inch." Leave 1/2" margins.
   A. Specific Aims and Hypothesis (<1 page); we recommend that you limit to 1 or, at most, 2 Specific Aims that can reasonably be completed within the 1-2 yr grant period.
   B. Background and Significance (1-3 pages); state the research problem and review relevant literature in the area.
   C. Preliminary Data (1-3 pages); include relevant preliminary data that has led to the proposed studies.
   D. Research Design and Methods (3-6 pages); outline the methods used to address the proposed studies.
   NOTE: If the application is a resubmission, a brief (2 pg) response to the prior critiques of the COM Review Committee should be included.

4. HOW WILL THIS LEAD TO EXTRAMURAL FUNDING: Explain how the results of the proposed studies will be used in an upcoming extramural grant application (<2 pages). This should include the title of the grant application, the organization to which the application will be sent and the expected date of submission.

5. PRIOR IGP/BSP FUNDING: If the applicant received prior funding through either mechanism, a separate section should be added to the new request for funding specifically outlining how prior monies were spent and whether extramural support was obtained from the proposed studies

6. CURRICULUM VITAE: Include a curriculum vitae of the PI in current NIH format (maximum 4 pages see the following link for details: http://grants1.nih.gov/grants/funding/424/index.htm#inst)

7. PRIOR REVIWER CRITIQUES: If this is a request for research support that is intended to address reviewers' critiques, you <u>must</u> include previous review critiques, including scores. It should be clear in the proposal how this support will be used to develop information to respond to the critique(s).

8. DEPARTMENT CHAIR LETTER: If this is a request for Bridge Support, a letter from the applicant's Department Chair <u>must</u> be included. Effort should be made to obtain support through the investigator's department prior to applying for BSP funds. If this proves to be impossible, applicants must submit a statement detailing why such funding is not feasible. This should also be addressed by the Departmental Chair in their letter. If IGP funds are requested with matching funds from the PI's Dept/Center, a letter from the Department Chair/Center Director <u>must</u> be included acknowledging that these funds will be provided.

9. APPENDICES: <u>Only</u> letters of support or reprints or their equivalents should be included that are germane to judging the science of the application or support for the proposed work/PI.

<u>A one page narrative progress report is required within 1 month of the termination of the award.</u>

APPLICATION FOR COLLEGE OF MEDICINE RESEARCH FUNDS

SUPPORT REQUESTED (check one):   DOES THIS PROJECT INVOLVE:

    Internal Grant Program ☐   Human Subjects ☐

    Bridge Support Program ☐   Vertebrate Animals ☐

 Date: Recombinant DNA ☐

 Proposed Title:

Principal Investigator: _____

Department: _____ Extension: _____

Co-Investigator, if any: _____

Department: _____ Extension: _____

Name of qualified local expert who could help the Committee as an ad hoc reviewer:

_____

Amount Requested: $ _____

Estimated Start Date: _____ Estimated End Date: _____

PI ASSURANCE: I certify that the statements herein are true and accurate to the best of my knowledge and that the research proposal reflects original work by myself and has not been submitted to other funding sources by students, trainees or junior faculty under my direct supervision. I am aware that any false, fictitious or fraudulent statements or claims may subject me to disciplinary action according to the bylaws of the College of Medicine and/or University of Vermont. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the grant is awarded.

Signatures:

Principal Investigator: _____

Department Chair: _____

Record of Committee Action

Received on: _____ Acted on: _____

Approved for: $ _____ Dates of Award: From: _____ To: _____

Notification to Applicant: _____

Comments:

BUDGET REQUEST

Please itemize individual categories in your budget using sections such as personnel, equipment, consumable supplies, patient costs, animal costs, and whatever else is necessary for the review committee to understand how you determined your budget; please provide justification for budget items on a separate page. The form below is a general template – please add categories as needed.

PERSONNEL

Name: _____

Monthly Salary - $_____

Fringe Benefits - $_____

Total Salary Requested - $_____

Consumable Supplies --- $ _____

Other Expenses --- $ _____

BUDGET TOTAL -------------------------- $_____

OTHER RESEARCH SUPPORT

Please list below all other research support (current, pending and planned) regardless of relevance to this application. Indicate and provide explanation for any overlap between this proposal and current or pending support. (INFORMATION SHOULD COVER THE PAST THREE YEARS). Any overlap between the current request for IGP/BSP funds and any on-going or pending applications **must** be clearly described.

Previous Research Support from College of Medicine:

Grant #	Project Title	Amount/year	Dates of Award

All Current Research Support:

Source/Agency	Project Title	Amount/year	Dates of Award

Pending Requests for Research Support:

Source/Agency	Project Title	Amount/year	Dates of Award

Other Requests for Research Support not funded:

Source/Agency	Project Title	Amount/year	Dates of Award