**Department of Medicine Pilot Grant Program**

*Request for Proposals - Due: May 5, 2023*

The Department of Medicine Pilot Grant program is designed to advance the research mission of the Department of Medicine by funding innovative research projects by faculty that enhance their competitiveness for extramural funding and/or advance their research career. Projects spanning the research continuum are acceptable, including basic science, clinical, outcomes, and epidemiological research.

This program seeks to fund milestone-driven proposals that:1) are feasible within the project period, the funds provided, and the abilities of the investigative team; 2) are focused on providing new or additional data to support defined extramural grant applications and 3) strengthen existing research programs within the department, build new research programs and/or develop novel collaborations between programs/divisions.

Principal Investigators must hold a full-time faculty appointment in the Department of Medicine. Early career faculty (within 5 years of their faculty appointment) or associate professor rank who are initiating a research program for the first time during their appointment are encouraged to apply but must engage a mentor prior to submission and are urged to contact the Vice Chair prior to submission to discuss their proposal. For these faculty, a letter of support addressing a mentoring plan and biographical sketch from the mentor must be included in the application packet.

**Budget (up to $50,000):**

* Salary support for faculty, staff, research coordinators, and trainees with a primary assignment in the Department of Medicine is allowable. Applicants are advised to balance personnel and operating expenses appropriately.
* Equipment: the purchase of specific items of equipment exceeding $5,000 are discouraged unless they are unique to the proposal and are not available for use by the applicant in any core facility or laboratory in the department or college.
* Utilization of departmental and college core facilities is strongly encouraged. The award should be used only for support of laboratory and clinical studies conducted at the University of Vermont. Use of specific, unique outside resources is allowable, especially if such resources are not available at UVM, but justification must be provided for their use.

Funding will be for one-year, with the possibility of a no-cost extension upon written request. The budget period is anticipated to begin on July 1, 2023 (pending proposal review and all applicable regulatory approvals). A written progress report will be required within 4-months of the project’s completion and recipients will present their findings at a Department of Medicine Grand Rounds. Request for a no-cost extension must be received within the 12-month period of the original award. All funded Investigators or their designees will be required to present their ongoing research at periodic departmental meetings or other venues. Failure to participate in meetings by investigators or designates or to respond to requests for information may result in termination of funding.

**Instructions and Deadlines:**

All applicants must submit a letter of intent to Bridget Carney ([Bridget.Carney@med.uvm.edu](mailto:Bridget.Carney@med.uvm.edu)) by **April 7, 2023**, which should include the PI and expected title of the application. This LOI will be used to assist with peer review process. Applicants must follow the application format/instructions, which includes the NIH-style biographical sketch and budget, with a detailed list of current funding and discussion of any overlap with current or pending applications. Applicants are encouraged to discuss the content of their proposals with Michael Toth, PhD (michael.toth@med.uvm.edu). Submit proposals in one PDF file (in the order outlined in the instructions to Tina Mazuzan at [Bridget.Carney@med.uvm.edu](mailto:Bridget.Carney@med.uvm.edu) by **May 5, 2023**. Funding decisions are anticipated by mid-June.

**Review Process:**

Applications will be reviewed by the Department of Medicine Research Committee, with 2-3 committee members acting as reviewers. In rare cases, an external reviewer may be asked to comment. Applications will be evaluated based on the potential impact that successful completion of the proposed studies will have on the competitiveness of the PI/research team for extramural funding. The Chair of the Research Committee will report proposal scores to the Department Chair, who will make the final funding decision.

If you need assistance in understanding these instructions or developing your proposal, seek input from any member of the Department of Medicine Research Committee in your respective Division (<http://www.med.uvm.edu/medicine/dom-committees/research-committee>) or the Vice Chair for Research ([michael.toth@med.uvm.edu](mailto:michael.toth@med.uvm.edu)).