

**2014-2015 INTRAMURAL GRANTS**

**APPLICATION INSTRUCTIONS**

**FACULTY RESEARCH PILOT GRANTS**

**Purpose and Program Scope:**

The purpose of this intramural grant program is to support the exploration and launch of new research projects by faculty researchers at the UNT Health Science Center. Research proposals submitted to this program must belong to areas of research interest to the UNT Health Science Center and must be suitable for external funding by a federal agency, a non-profit organization, or a commercial entity.

**Review Procedures and Evaluation Criteria:**

Each proposal submitted to this program will undergo a three stage review process including administrative, scientific, and council review. Two scientific review panels (Biomedical and Pharmaceutical Science Panel and Clinical-Community-Population Health Panel) will be comprised of UNTHSC faculty members. Reviewers involved in any of the submitted proposals, or members with any real or perceived conflict-of-interest will recuse themselves from discussion of that proposal. Members of the review panels are appointed by the VP for Research & Innovation

The scientific review panel will utilize standard criteria that include significance, innovation, approach and environment in conjunction with an overall impact score.

Since this is a pilot grant program heavy consideration will be given to the potential for future support to continue the research. If the proposed research is suited for industrial support, a letter(s) of support with tentative commitment from the company is strongly suggested.

Also important in the evaluation process is that investigators describe how this research translates to improving the human condition. Translational research can fall into two categories. T1 translation is the process of applying discoveries generated during research in the laboratory and in preclinical studies to the development of trials and studies in humans. T2 translation is research aimed at using research results to enhance the adoption of best practices in the community.

**KEY DATES:**

* **Application Due: December 8**
* **Award Period: 18 months**

**Award Amounts and Grant Payments:**

Grants are intended for pilot funding and requests should be reasonable and well justified. Amounts awarded may differ from submitted budget requests at the discretion of the Review Panel. Up to $20,000 may be requested per proposal.

All awarded funds will be available for a period of 18 months. No grant funds will be distributed to investigators until all UNT Health Science Center regulatory requirements have been fulfilled (IRB approval, IACUC approved protocols, RCOI Training and Annual Disclosure documents, biosafety review, safety training, etc.).

**Grant Advisors**

A new feature of this year’s intramural grant program is the Grant Advisor: an experienced investigator that works with the pilot-funded PI to craft specific aims that are competitive for extramural funding. Once a PI is awarded an intramural Faculty Research Pilot Grant, he/she will be required, as a condition of funding, to recruit one experienced research scientist with study section/review panel experience to serve as their Grant Advisor. During the course of the intramural pilot project, the Grant Advisor will meet periodically with the PI to gauge progress and help steer the project toward a competitive extramural application. If the pilot project leads to extramural funding, an incentive payment will be made to the Grant Advisor by depositing funds in his/her F&A account.

**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 on the proposal will be responsible for monitoring the research progress and providing the final research report. The final 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 potential sponsors to whom grant requests were submitted (PIs, amount, duration, etc.). The final report is due to the Research Funding Development Manager, [Aurelio.Rodriguez@unthsc.edu](mailto:Aurelio.Rodriguez@unthsc.edu), and 60 days after the termination of the grant.

**Submission Deadline:**

**Only electronically submitted proposals in Adobe PDF format will be accepted.** The Lead Principal Investigator must email the proposal to Aurelio Rodriguez, [Aurelio.Rodriguez@unthsc.edu](mailto:Aurelio.Rodriguez@unthsc.edu).

Proposals must be received by **5 PM on December 8**. An email confirming receipt of the proposal will be sent to the submitting PI only.

**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 must be clear, legible and use Arial, Times New Roman, or Calibri 12 pt. fonts. 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 using the form provided.
   1. Include information regarding any previous intramural funding received, dates and if any external funding was received as a result of the funding.
2. Description of the project, not to exceed five pages, including figures, tables, etc. The project description must address the evaluation criteria: scientific merit, potential for federal and/or industry funding, and qualifications of the investigators.
3. A brief paragraph, not to exceed 250 words, summarizing how the expertise gained or the results generated by your proposed project could potentially lead to translation to humans.
4. Bibliography (not to exceed two additional pages)
5. A maximum four-page biographical sketch for each principal investigator in NIH format, including a list of current funding.
6. Budget page including budget justification

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

**Questions:**

**Questions should be directed to Aurelio Rodriguez,** [**Aurelio.Rodriguez@unthsc.edu**](mailto:Aurelio.Rodriguez@unthsc.edu)