

**UVM Larner College of Medicine
Internal Grant Program (IGP) Guidelines**

Goals – The goals of the IGP program are to fund preliminary work in support of garnering the investigator’s first substantial extramural grant or to bolster applications to expand the research portfolio to compete for additional extramural funding. The IGP is primarily intended for new investigators, as per the NIH definition (has not held a substantial independent award), though investigators outside of this definition are not barred from application.

Funding decisions for the IGP program will prioritize proposals that align with the above goals. We will continue to offer the BSP program as a mechanism for bridging gaps in funding for more senior faculty. 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.

In addition, **these funds are not meant to enhance or extend existing startup funds** for new investigators. For new investigators who did not receive any startup or who have fully spent their startup, the department must demonstrate at least 20% protected time for research for the duration of the award.

*****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. The only exceptions for funding priority are noted in the goals section.
2. Applications are accepted **once annually** on December 10th by 11:59pm or the next business day if Dec 10th falls on a weekend. All applications must be submitted to the Chair of the Research Committee electronically as a **single PDF file** (matthew.wargo@uvm.edu). 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 and are normally reviewed within 6 weeks. 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 and the career stage of the investigator.
4. IGP funds may be requested for only those items that are essential to accomplish the research and **cannot** be used to fund investigator salaries. Funds **can** be used for salary support of technical staff including graduate students.

5. **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). The departmental match cannot be salary support of the PI, i.e. the departmental contribution must follow the same funding guidelines of the LCOM contribution. Questions concerning the suitability of funding requests should be directed to the Chair of the committee, Matthew Wargo, PhD.
6. Investigators that have received prior funding through either IGP or Bridge Support (BSP) mechanisms 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 or BSP funding, a separate section must be added to the new request for funding specifically outlining how prior LCOM monies were spent and whether extramural support was obtained from the proposed studies (see Application Process instructions below for details).
7. Submission of a progress report is mandatory after the first funding period (1 year) and is due 30 days after the first year is complete. This report **must** 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. The chair of the research committee will reach out to you on the award anniversary to remind you of the report. Funds will remain available for a total of 2 years with year 2 funding availability contingent upon timely progress report submission.

Application Checklist

- Cover letter
- Face Page, Itemized Budget, Other Support Information
- Body of Application
- References Cited
- Explanation of how IGP funds will enhance extramural funding requests
- Explanation of use of prior IGP or BSP funds (if applicable)
- Biosketch
- Reviewer critiques from a related extramural funding application (w/ scores)
- Department Chair Letter (required if using departmental matching funds)

Appendices

APPLICATION INSTRUCTIONS

UVM Larner College of Medicine Internal Grant Program (IGP)

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 of the start of the funding cycle (e.g., 11:59 pm Dec 10th)**. Please review all guidelines noted above. If there are any questions regarding logistical, scientific, or administrative aspects of the application process, please contact the chair of the committee prior to the deadline.

INSTRUCTIONS

1. **COVER LETTER:** Submit a cover letter briefly describing the submission (Title of application, specify 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 application.
2. **ADMINISTRATIVE INFO:** Complete Face Page and Itemized Budget Page
3. **OTHER SUPPORT:** Please include an Other Support document in current NIH format.
4. **RESUBMISSION (if applicable):** If the application is a resubmission, a brief (1 pg limit) response to the prior critiques of the COM Review Committee should be included and does not count towards the 7 pg limit.
5. **BODY OF APPLICATION:** The proposal **should not exceed 7 pages (1 specific aims page and 6 pages for the body of the proposal)**, which addresses each of the items listed below (A to C). The format, including font selection and size and ½” margins is to follow the standard NIH format. Failure to conform to NIH guidelines will inform assessment of fundability and could, if egregious, result in rejection of the proposal.
 - A. **Specific Aims Page (<1 page); we recommend that you limit to one or, at most, two Specific Aims that can reasonably be completed within the limited grant period.**
 - B. **Significance and Innovation (~1-1.5 pages);** Describe the importance of the research question and the innovation such work will provide in the field.
 - C. **Approach (~5 pages), including:**
 - i. **Integration of the work within the field (including appropriate citation of literature) and preliminary data**
 - ii. **Research Design & Methods include relevant preliminary data that has led to the proposed studies.**

NOTE: The proposal will be reviewed by at least one person from outside of your field and will be discussed by a committee whose members' combined expertise is broad.

Therefore, copy and paste of text from proposals sent to specialist study sections is not helpful to the evaluation of your proposal.

NOTE 2: Figures must be contained within the page limit of the proposal and be of image quality and text size as to be legible.

6. REFERENCES CITED: References should contain the full author list unless greater than 10 author **or** have the PMID number associated. This section does not count towards the page limit.
7. HOW WILL THIS LEAD TO EXTRAMURAL FUNDING: Explain how the results of the proposed studies will be used in an upcoming extramural grant application (1 page max). This should include the title of the grant application, the organization to which the application will be sent, and the expected date of submission.
8. 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
9. BIOSKETCH: Include a Biosketch of the PI and any Co-PIs in **current** NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>)
10. PRIOR PROPOSAL and EXTERNAL REVIEWER CRITIQUES: If this is a request for research support that is intended to address reviewers' critiques, you **must** include previous proposal and 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).
11. DEPARTMENT CHAIR LETTER: If IGP funds are requested with matching funds from the PI's Dept/Center, a letter from the Department Chair/Center Director **must** be included acknowledging that these funds will be provided and used as stipulated in these guidelines.
12. APPENDICES: Only letters of support or their equivalents should be included that are germane to judging the science of the application or support for the proposed work/PI.

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

APPLICATION FOR LARNER 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: _____

Names of qualified local experts who could help the Committee as ad hoc reviewers (must not currently Co-I or Co-PI on a grant for which the applicant is a PI, and must be outside of the applicant's department (or division in the Dept of Medicine):

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 ----- \$ _____