

**Larner College of Medicine**  
**New Methodologies in Basic Research**  
**Grant Awards**  
***Request for proposals: Due May 1, 2018***

The Larner College of Medicine (LCOM) New Methodologies in Basic Research Grant Awards will support laboratories in learning new research methodologies that will be suitable for implementation in one of our research cores at LCOM, will be used by a range of investigators, and that will position our institution for success in future extramural grant applications. Up to **four awards from a pool of \$20,000 will be offered. The maximum award will be \$10,000.** These awards may be used to for faculty, post-doctoral fellows, senior scientists or senior technicians to attend relevant training experiences or courses. For example they could be used to learn a new methodology in a laboratory at another institution. They could also be used to support relevant web-based training opportunities. **Note that a two-tiered review timeline is described below with an award process that could culminate in additional funds (\$80,000) to support the offering of the new methodology by one of our research cores.**

Applications must be submitted by a PI who is a full-time/salaried LCOM faculty member (0.75 FTE or greater). If a laboratory member other than the faculty member will be engaged in the training, then the PI must describe an appropriate supervision and mentorship plan. Preference will be given to applications that include a research core director as a co-investigator. Applications will be subject to competitive review, with major consideration given to the ability of the proposed methodology to lead to competitive extramural grant applications. **The budget period for the 2018 funding cycle will begin July 1, 2018 and will run until December 31, 2018 (6 months).** Carry-forward will be considered under appropriate circumstances upon written request to the Dean. Awardees will provide a final progress report to the Senior Associate Dean for Research within one month of completion of the training project. The progress report should include a description of any equipment needs, personnel, and other related expenses that would be required to implement the new methodology in one of the research cores at LCOM. The progress report should include justification for such investment by LCOM, evidence for the broad applicability of the methodology for our investigators, and a sustainable business plan.

These reports will be reviewed by the Research Core Directors Working Group on February 1, 2019. Additional review team members will be appointed as needed by the Senior Associate Dean for Research to address specific content expertise. If a proposed methodology investment is scored of highest priority, then **up to \$80,000 in funds will be awarded to aid in implementation of the methodology and/or equipment purchase (if necessary) by one of our research cores for spring 2019.** If the equipment is more than \$80,000 then the funds can be used as institutional support for extramural shared instrumentation proposals. The lead investigator that submitted the original new methodology proposal will be provided up to \$5,000 in free service vouchers for said methodology.

*Application Guidelines*

Applicants must follow the format detailed below, which includes the NIH-style biographical sketch and a budget for the proposed training or courses, a list of current funding, and a letter of support from their Department Chair. Applications that fail to follow the guidelines below will not be considered for review.

- ❑ **All full-time/salaried College of Medicine faculty members (0.75 FTE or greater) are eligible to serve as PI.**
- ❑ **PI/Co-I salary is not allowed.** Funds can only be used for faculty, post-doctoral fellows, senior scientists or senior technicians to attend relevant training experiences or courses.
- ❑ **Funds will support up to 4 awards from a pool of \$20,000 for the training phase of this request for proposals. The maximum award will be \$10,000.**
- ❑ Applications must clearly describe **how the training phase and implementation of new methodology will position our institution for success in future extramural grant applications.**
- ❑ Applications must **follow instructions below for grant sections and page limitations.** Applications that fail to comply with these guidelines will not be reviewed.

### Application Instructions

**APPLICATION PROCESS** – An **electronic version** of the full application in **PDF format** should be submitted to the Committee Chair ([matthew.wargo@med.uvm.edu](mailto:matthew.wargo@med.uvm.edu)) by the due date (11:59PM **May 1, 2018**). Paper applications will not be accepted and late applications will not be considered. It is the PI's responsibility to assure that all necessary components of the application are included and the application is submitted on time. 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

COVER LETTER: Submit a cover letter briefly describing the submission (Title of application, category - **New Methodologies in Basic Research Grant Awards**, dollars requested – up to \$10,000) and how the training funds and proposed new methodology will position our institution for success in future extramural grant applications. This letter is not a substitute for more in depth discussions of these issues in other sections of the application, but provides an overview of this information.

1. **FACING PAGE:** Complete Face Page, Itemized Budget Page (Explain how training and/or course funds will be spent. Travel may be included.) and Other Support.
2. **BODY OF APPLICATION:** The proposal **should not exceed 4 pages** (note that this is shorter than our other internal pilot grant programs), which address 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 11-12 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 at least 1/2” margins.
  - A. Specific Aims (1 page); describe the training and/or coursework to be completed.

- B. Significance and Innovation (1 page); state the significance of the new research methodology and its innovative aspects. Describe how the training funds and proposed new methodology will position our institution for success in future extramural grant applications.
  - C. Approach (1-2 pages); describe the new methodology in detail; its development, validation, and rationale for use. If implementation of the new methodology will require new equipment or other measures, please describe.
3. BIOSKETCH of the PI in current NIH format (maximum 5 pages see the following link for details: <http://grants1.nih.gov/grants/funding/424/index.htm#inst> )
  4. DEPARTMENT CHAIR LETTER: A supporting letter from the PI's Department Chair must be included that endorses the proposal and the proposed training and/or coursework activities. It must also endorse any required PI time commitment for training.
  5. DOCUMENTATION: Provide documentation of training or course availability. If training will occur in another laboratory facility, please include a letter of support from the director of that facility. If a qualified member of the PI's laboratory will undertake the training for this award mechanism, provide a mentorship and supervision plan of no more than one page.
  6. APPENDICES: **None allowed**

Awardees will provide a **final 1-3 page narrative progress report to the Senior Associate Dean for Research within one month of completion of the training project**. The progress report should include a description of any equipment needs, personnel, and other related expenses that would be required to implement the new methodology in one of the research cores at LCOM. The progress report should include justification for such investment by LCOM, evidence for the broad applicability of the methodology for our investigators, and a sustainable business plan.

### **Application Checklist**

- Cover letter
- Face Page, Itemized Budget, Other Support Information
- Body of Application
- NIH biosketch
- Department Chair Letter (required)
- Documentation (training or course availability, supporting letter from director of any proposed training laboratory facility), mentorship/supervision plan if applicable

- BUDGET REQUEST** - Please itemize individual categories in your budget using sections such as course registration and training-related travel fees and whatever else is necessary for the review committee to understand how you determined your budget. **Note that funds cannot be used for faculty salary support.** Any requested personnel salary support will require justification in the context of training and must fall within the \$10,000 award limit.
  
- Appendices – **none allowed**

**Application for New Methodologies in Basic Research Grant Award Funds**

Proposed Title:

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Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Co-Investigator(s), if any: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

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

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Amount Requested: \$ \_\_\_\_\_ (not to exceed \$10,000)

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:

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Comments:

**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 funds and any on-going or pending applications **must** be clearly described.

Previous Research Support from the Larner College of Medicine:

Grant #	Project Title	Amount/year	Dates of Award
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All Current Research Support:

Source/Agency	Project Title	Amount/year	Dates of Award
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Pending Requests for Research Support:

Source/Agency	Project Title	Amount/year	Dates of Award
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Other Requests for Research Support not funded:

Source/Agency	Project Title	Amount/year	Dates of Award
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