

DEPARTMENT OF MEDICINE WOHLGEMUTH CARDIOLOGY RESEARCH FELLOWSHIP

APPLICATION INSTRUCTIONS

APPLICATION PROCESS – An electronic version of the full application in PDF format should be submitted to Tina Mazuzan (Tina.Mazuzan@uvmhealth.org) by 11:59PM the day of the deadline. 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 any questions regarding logistical, scientific, or administrative aspects of the application process, please contact the Vice Chair for Research (michael.toth@med.uvm.edu) prior to the deadline.

It is strongly recommended that you connect with the Department of Medicine Pre-Award Office (bridget.carney@med.uvm.edu or gretchen.argraves@uvm.edu) at least four weeks prior to the deadline for assistance with formatting and budgeting to assure that all application guidelines are met.

INSTRUCTIONS

1. **COVER LETTER:** Submit a cover letter briefly (1 page) describing the submission (Title of application, \$ requested) and how the funds will be used to enhance extramural funding applications and investigator productivity. Also identify the PI's mentor during this research project and certify that they have read the proposed application. Finally, PIs receiving funding through any UVM/UVMMC mechanism must outline what projects are supported and any scientific or budgetary overlap with the current proposal. Prior funding through other mechanisms is not disqualifying, but duplication of funding for a specific project is not allowed.

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. **BODY OF APPLICATION:** The application should not exceed 7 pages, which addresses each of the items listed below (A to D). The format, including type size, is to follow the standard NIH format (1/2" margins, 11-12 point fonts with no more than 15 cpi, with proportional spacing averaging no more than 15 cpi, and no more than 6 lines of text within a vertical inch).

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 a 1-2 year grant period.

B. *Significance and Innovation* (1-2 pages); Describe the importance of the research question and the innovation such work will provide in the field.

C. *Approach* (4-5 pages), including:

i. Discuss relevant work in the field (including appropriate citation of literature), preliminary data, and the rigor of the preliminary data or prior studies in the field.

ii. Research Design & Methods include experimental design details and methodology relevant to the proposed studies.

D. *References* (no limit): Applicants are urged to be succinct in their consideration of available literature.

E. *Human Subjects/Animal Use* (no limit but be succinct): Provide information on ethical considerations and plan for obtaining Human Subjects or Animal Use approval. Application for such approval is preferable prior to submitting this application since this can cause significant delays in startup.

3. **FUTURE EXTRAMURAL FUNDING/MANUSCRIPTS** (1 page): Explain what will result from the proposed research if successfully completed. This should include title of expected grant submissions and manuscripts,

the organization to which grant submissions will be made, the journal to which manuscript will be sent and the expected timing/date of these submissions.

4. **CURRICULUM VITAE:** Include a curriculum vitae of the PI in the current NIH Biosketch format, with the exception that all current research support should be listed.

5. **LETTERS OF COLLABORATION/SUPPORT/MENTORING:** Letters can be included to show material/scientific/intellectual support from colleagues at UVM or externally if it is germane to the conduct of the study or scientific development of the applicant. Individuals with minimal research experience, such as trainees and early career faculty, are strongly advised to seek out a research mentor and provide a letter of support from this mentor detailing their mentoring plan for the proposed research.

6. **BUDGET/BUDGET JUSTIFICATION:** The maximum allowed budget is \$40,000. Working with the DOM Pre-Award Office, complete the budget table using the format referenced below. In your Budget Justification narrative, briefly justify the costs included in the table. There are no restrictions for how monies can be divided between grant years. For personnel expenses, describe the person’s percent effort and their role on the project. For operating expenses, indicate major categories in your justification.

Line Item Budget

Category	Expense Code	Year 1	Year 2	Total
Faculty Salary	E50xx			
Staff Salary	E5200			
Faculty Fringe (UVM: 18.9% UVM: 46.6%)	E599x			
Staff Fringe	E5991			
Animal Maintenance/Animal Costs	E6001			
Consultant Services/Contract Services	E6120			
Equipment (>\$5K)	E6500			
Human Subjects Costs				
Inpatient Costs/Inpatient Care Expenses	E6000			
Outpatient Costs/Outpatient Care Expenses	E6000			
Participant Costs	E6000			
Publication Costs	E6011			
Supplies	E6001			
Travel	E6050			
Other	E6xxx			
	Total			

7. **PROGRESS REPORTS:** Submission of a progress report is mandatory near the end of Year 1 (10 months following official receipt of funding) of funding and at the completion of the award. The Year 01 report must include: a) a brief discussion of the progress towards the goals of the study and 2) discussion of work to be completed during Year 02 of the award. Availability of funding for Year 2 will be contingent upon acceptable progress towards study goals in Year 01.

The final progress report should include: a) a brief discussion of the progress towards goals of the study, b) 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.