

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER (OUHSC)
and
PRESBYTERIAN HEALTH FOUNDATION

**SEED GRANT PROGRAM
GUIDELINES AND APPLICATION FORM**

DEADLINE June 27, 2014

Submit a letter of intent by June 2, 2014 to VPR@ouhsc.edu. This should include a draft title and abstract of your proposal.

June 27th, 2014 is the deadline for receipt of the completed bridge grant application.

Attached are the guidelines and application forms for the Seed Grant Program sponsored by the PRESBYTERIAN HEALTH FOUNDATION.

Please submit an electronic copy of the application to VPR@ouhsc.edu, and one hard copy to Sheri Melton, LIB-121, by June 27, 2014. In addition a Sponsored Programs Routing Form <http://research.ouhsc.edu/wp-content/uploads/2014/04/Sponsored-Activities-Research-Training-Public-Service-Routing-Form-4-25-2014-Reader-version.pdf> must be submitted to HSCORA@ouhsc.edu.

The funding period for the Seed Grant Program will be October 1, 2014 to September 30, 2015

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
and
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**SEED GRANT PROGRAM
GUIDELINES AND APPLICATION FORMS**

I. OBJECTIVES

The primary objective of the Seed Grant program is to provide a one-year grant of \$45,000 for junior OUHSC faculty to initiate research programs and for senior OUHSC investigators who are currently unfunded. A secondary objective is to provide start-up funding for mid-career OUHSC faculty who have not had active research programs but who wish to develop an area of research. OUHSC faculty funded through this program will gain valuable experience in designing, conducting and reporting biomedical research, thus enhancing their ability to compete for extramural funding beyond the local level.

II. ELIGIBILITY

OUHSC faculty members who meet any one of the following criteria are eligible to apply.

- A. Assistant professors with or without current extramural funding.
- B. Associate or full professors with no current extramural funding.
- C. Visiting faculty, fellows, research associates, residents, postdoctoral fellows, instructors and other non-tenure track faculty are not eligible.

Faculty who do not meet these criteria may apply only after receiving permission from the Vice President for Research. Faculty may not receive two Seed Grant awards funded by Presbyterian Health Foundation simultaneously.

III. SUBMISSION PROCEDURES

- A. A complete application consists of the following:
 - 1. Face Sheet
 - 2. Budget
 - 3. Budget Justification
 - 4. PI Biographical Sketch (current NIH format). Biographical sketches for other key personnel should be included as appendices.
 - 5. Resources and Environment
 - 7. Research Plan (not to exceed 4 pages)
 - a. Specific Aims }
 - b. Background and Significance }
 - c. Preliminary Studies }
 - d. Experimental Design and Methods }4 pages for sections a-d
 - 8. References
 - 9. Appendices

10. Plan for how these results will lead to extramural funding; include names of funding agencies you plan to submit to and a timeline for submission; maximum of 1 page.
- B. Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee and Institutional Biosafety Committee protocols must be submitted, where applicable, before Seed Grant applications can be accepted for review. All protocols must be approved by relevant review committees prior to award of funds.
- C. Submit an electronic version of the Seed Grant application as a pdf file to VPR@ouhsc.edu and one hard copy to Sheri Melton, LIB-121 by June 27, 2014. A completed Internally Funded Routing Form <http://research.ouhsc.edu/wp-content/uploads/2013/09/Internally-Funded-Research-Routing-Form-Rev9413.pdf> must also be submitted to HSCORA@ouhsc.edu.

IV. PROGRAM RESTRICTIONS

- A. The maximum project period is 12 months.
- B. The maximum budget request is \$45,000 for direct costs only.
- C. Funds may not be requested for the following:
 1. Faculty salaries and fringe benefits.
 2. Clerical support, including office supplies, except those carefully justified as specifically required for research purposes.
 3. Office equipment or furniture, laboratory furniture, or therapeutic equipment.
 4. Alterations and renovations.
 5. Hospital per diem charges.
 6. Purchase of books, periodicals or library services.
 7. Foreign travel.
 8. Laboratory equipment costing over \$5,000.
- D. No-cost extensions are not allowed, except in extenuating circumstances. All extension and rebudget requests must be approved by the Vice President for Research

V. REVIEW PROCEDURES

- A. The committee will evaluate the application for scientific merit according to the following criteria:
 1. Feasibility and scientific merit.
 2. Soundness of the approach and research design.
 3. Quality and appropriateness of data analyses.
 4. Qualifications and experience of the investigator.
 5. Potential of the research to attract extramural funding upon completion of the Seed Grant project.

Scoring: Applications will be scored for scientific merit using NIH Study Section Guidelines. Scientific Priority scores range from 1.0 (highest priority) to 9.0 (lowest priority).

- B. Upon completion of the peer review process, the VPR office will provide each investigator with a faculty peer review committee critique.
- C. Principal investigators whose applications are selected for funding will be notified directly by the VPR office as soon as funding decisions are made.

VI. AWARD CONDITIONS

- A. Grant administration: Questions about grant administration (e.g., budget modifications, changes in project personnel, extensions) should be addressed to the VP for Research.
- B. Progress reports: Awardees will provide a progress report to VP for Research within 30 days of project termination. The report shall include a brief summary of research results, manuscripts published, submitted, or in preparation; and presentations at professional meetings. The progress report will also include the plan submitted with the Seed Funding Grant application on how these results will lead to extramural funding, a discussion of whether this plan will be met, and, if not, why it will not be met.
- C. Review of application to be submitted to funding agency: Awardees are strongly encouraged to make use of the grant review mechanism that is being provided by the Vice President for Research office prior to submission of application to funding agency.
- D. Applications for extramural funding: Awardees are required to submit applications for extramural funding to continue their research within 18 months after receipt of Seed Grant awards.

FAILURE TO COMPLY WITH AWARD CONDITIONS WILL RENDER INVESTIGATORS INELIGIBLE TO APPLY FOR ANY FUTURE FUNDING.

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

PRESBYTERIAN HEALTH FOUNDATION

SEED GRANT

APPLICATION

Principal Investigator: _____

Faculty Rank: _____

College/Department: _____

Campus Address: _____ Phone _____

Budget Request: \$ _____

PROJECT TITLE:

PROJECT SUMMARY:

Signature of Principal Investigator

Date: _____

BUDGET

PERSONNEL (For faculty, list % time effort. For non-faculty, list % time effort, salary, fringe benefits, and total):

<u>Name/Position</u>	<u>% Effort</u>	<u>Salary</u>	<u>Fringe Benefits</u>	<u>Total</u>
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EQUIPMENT (List all items costing \$5,000 or less, specifying model and manufacturer):

EXPENDABLE SUPPLIES (List separately items such as biochemicals, glassware, and animal purchases):

TRAVEL (Travel will be reimbursed at actual and reasonable expense):

OTHER COSTS (include animal per diem and housing costs, if applicable):

TOTAL COSTS (Not to exceed \$45,000)

\$

BUDGET JUSTIFICATION
(Required)

BIOGRAPHICAL SKETCH
Principal Investigator

Note: Please use the current NIH biographical sketch format.

RESOURCES AND ENVIRONMENT

FACILITIES (Indicate location of facilities to be used and briefly indicate their pertinent capabilities, and extent of availability to the project. Use "OTHER" to describe the facilities at any other performance sites):

Laboratory

Clinical

Animal

Office

Other

MAJOR EQUIPMENT (List the most important equipment items already available to this project, noting the location and pertinent capabilities of each)

ADDITIONAL INFORMATION (Provide any other relevant information describing the environment for the project. Identify support services such as consultants, secretarial, machine and electronics shops, and describe the extent to which they will be available to the project.)

CONTINUATION PAGE
