



# The University of Oklahoma College of Pharmacy

## Seed Grant Proposals

### Purpose

Seed grants provide funds to College of Pharmacy investigators to enhance their competitiveness in research. Proposals designed to collect preliminary data for projects that will eventually be submitted for extramural funding are strongly encouraged. Proposals should be developed that can be accomplished within a 1-year time frame. The maximum amount of each award is \$10,000.

### Eligibility

The Principal Investigator (PI) submitting an application must be a College of Pharmacy faculty, resident or fellow holding a full-time appointment. An individual PI may hold only one Seed Grant Award at any given time. Previous recipients of the Seed Grant program will be asked to demonstrate efforts to secure extramural funding before their new proposals are considered for review.

### Review

Proposals will be reviewed by the College of Pharmacy Research Affairs Committee, which will make recommendations regarding funding to the Dean. The committee will evaluate proposals on the significance and feasibility of the project, the qualifications of the PI and other project personnel, and the potential for attracting future extramural funding. Priority will be given to the following types of applications:

- Collaborative projects between faculty in basic, clinical, or social/administrative sciences
- New investigators who are currently unfunded
- Established investigators wishing to develop a new area of research activity

Proposals will be reviewed in detail by a *primary* and a *secondary* reviewer, assigned to each application by the Research Affairs Committee. These reviewers will be mainly responsible for providing a written critique of the proposal. (Note: Research Committee members who serve as co-investigators on a submitted seed grant application or otherwise helped in formulating the proposal will be excused from serving on the review panel for that application). A summary statement, which includes the critique as well as comments by other members of the review panel, will be provided to the PI after the review process is complete.

## Instructions

**Form Page 1:** Provide the specific information that is requested. A short abstract describing the project should be included in the space provided. The Principal Investigator will be responsible for all aspects of this project.

**Form Page 2:** Estimate the cost of the project under the categories of Personnel, Supplies, Travel, Equipment and Other Expenses. No costs will be allowed toward salary for the Principal Investigator or Co-Investigator. If salary is requested for support personnel, please include cost for fringe benefits as per OUHSC rates. Please include percentage effort on the project for all personnel even if there is no salary support. Travel budget must be for justified project-related expenses and should not exceed \$500. Equipment requests should not generally exceed \$1000 and will be allowed only for justified project-related purchase and use. Proposals can be reviewed without institutional approval (at the time of proposal submission) for isotopes, animals, etc., but these approvals must be provided before an account is established for funded proposals.

**Form Page 3:** Specify the location(s) where the work will be performed. If institutional assurances are necessary for the project, place a check mark on the relevant item(s). Provide the reference number if the protocol has already been approved or mark as pending.

## **Research Plan**

Please limit this section to **five pages** (prepared on 8 ½ x 11-inch white paper with Arial or Helvetica font, 11 pt, black typeface and at least ½-inch margins on all sides) inclusive of figures and tables. Literature cited does not count toward the page limit but should be kept to the minimum necessary. Material such as glossy photographs that do not photocopy well, or survey/consent forms, may be attached as an appendix. Under no circumstances should the appendix section be used to circumvent the page limitations of the research plan. Each page of the application should contain the name of the PI on the top right-hand corner and be numbered serially. Proposals not meeting these guidelines may be returned without review.

Organize the Research Plan under the following headings:

- Hypothesis: Provide a clear, concise and testable hypothesis. If this is a content-driven application, please state this and provide a reasonable justification.
- Specific Aims: Define the objectives and goal(s) of the proposed research. e.g., to test a hypothesis, solve a specific problem, challenge an existing paradigm in treatment or clinical practice or develop a novel technology. State long-term objectives and how the results from the proposed studies will help you achieve these.
- Background and Significance: Briefly describe the background of the proposed project. State clearly how your proposed work will fill in gaps in existing knowledge in the area of the proposed work and how this will move the field forward.
- Preliminary Data (if any): Provide an account of the PI's progress which led to the formulation of the proposal and any other information that will assist the reviewers in assessing the PI's competence to perform the proposed work.
- Research Design and Methods: Describe adequately how you will conduct your studies, the methods you will use, availability of any instrumentation involved and statistical analysis and interpretation of data (if applicable).
- Future Goals: If your initial studies are successful, describe briefly how you plan to use the results to expand the study and continue the project?
- Literature Cited: Number the references in order of appearance in the text and provide full citations.

## Mini-CV

Starting on a separate page, please list your professional experience, any current research support, your publications in the past five years and any other relevant scholarly or research-related activities. Please limit your mini-CV to **one page**.

## Checklist

Compile your application in the following order.

1. Form page 1
2. Form page 2
3. Form page 3
4. Mini-CV (one page)
5. Research Plan (5 pages maximum)
6. Literature cited
7. Appendix (if applicable) – Letters of support are encouraged if it is anticipated that principal investigator will be utilizing people and/or resources from other departments or institutions. These letters should be placed in the appendix.

## Submissions

Submit your proposal electronically to Ms. Paula Meder. **One paper copy identical to the electronic version is also requested.** Questions on the application process can be addressed to Ms. Meder at the address below.

Paula A. Meder, Administrative Manager  
Pharmacy Sponsored Programs  
OUHSC College of Pharmacy, CPB 331  
Tel: 405-271-6593, ext. 47271 / Fax: 405-271-7505  
Email: paula-meder@ouhsc.edu

## Seed Grant Award Provisions

The award of a College of Pharmacy Seed Grant shall be contingent upon the following:

1. Documented verification of all institutional assurances before commencement of any work on the project.
2. Declaration by the PI that he/she is not receiving funds from another source to support any portion(s) of the proposed research described in the Seed Grant application.
3. Submission of a brief progress report at the end of 6 months from the start date of the project describing the progress to date. A final project report will be due within 30 days after completion of the project and will need to contain the following information:
  - a. Summarize the work funded by the seed grant (no more than 500 words).
  - b. Provide a list of publications resulting from this work.
  - c. Provide a list of meeting presentations.
  - d. Provide a list of grant submissions/planned submission.
4. Seed Grant awardees may be asked to present the results of their research as part of the College of Pharmacy research seminar series.

Seed Grant Program Application

University of Oklahoma College of Pharmacy

Project Title:

Principal Investigator:

Degree(s):

Contact Information:

**Other Personnel:** Please list other individuals who will be involved in this project, and indicate their role (e.g., co-investigator, collaborator, technician, student). If some of these individuals have appointments outside of the College of Pharmacy, please list their affiliation.

<u>Name</u>	<u>Role on Project</u>	<u>Percent Effort</u>
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**Requested Project Start Date:**

**Signature of the PI:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Abstract:** (Do not exceed the space provided).

**Form Page 2**

**Seed Grant Program**  
**University of Oklahoma College of Pharmacy**

**Budget:**

Please list the estimated costs of the project under the categories below. Explain any expenses that may not be obvious. Then total the anticipated cost of the project (not to exceed \$10,000).

<b>Category</b>	<b>Description and justification</b>	<b>Amount \$</b>
<b>Personnel</b>		
<b>Supplies</b>		
<b>Travel</b> (max. \$500)		
<b>Equipment</b> (max. \$1000)		
<b>Other</b>		
	<b>Total</b>	_____

*(additional space for justification if necessary)*

**Form Page 3**

**Performance Site(s):** Where will the work be conducted? (Specify all sites involved)

**Institutional Assurances:** Check all that apply. Proof of approvals must be submitted before an account will be established.

\_\_\_\_ Radioisotopes, Minilicense number: \_\_\_\_\_

\_\_\_\_ Vertebrate animals, IACUC number: \_\_\_\_\_

\_\_\_\_ Human subjects, IRB number: \_\_\_\_\_

\_\_\_\_ Recombinant DNA, Microorganisms, Biological Toxins, Human Gene Transfer,  
IBC number: \_\_\_\_\_