



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 one-year time frame. The maximum amount of each award is \$10,000. Seed grant annual submission deadline is September 15 (5 p.m., central time). Late proposals will not be accepted (no exceptions). Submission announcements will be made no later than July 15.

Approved Seed grants for funding will be specified for a 12-month period starting from Jan. 1 through Dec. 31 (provided institutional assurances are processed). Semi-annual progress reports must be submitted no later than July 1. Grant recipients can request a 12 month no-cost extension, provided a progress report has been submitted (after six months). The request for an extension must be received by the Chair of the Research Committee at least 30 days prior to the end date of the grant.

Eligibility

The Principal Investigator (PI) submitting an application must be a College of Pharmacy faculty, resident or postdoctoral fellow holding a full-time appointment. Residents and postdoctoral fellows must provide approval/assurance from their mentors. 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, College of Pharmacy. 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
- All investigators wishing to generate preliminary data for an extramural grant proposal

Proposals will be reviewed in detail by a *primary* and a *secondary* reviewer, assigned to each application by the Research Affairs Committee Chair. 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

The instructions for the college seed grant application are very similar to an R03 NIH grant proposal. For more information on how to construct the application, it is suggested that you look at the tutorial at: <http://funding.niaid.nih.gov/researchfunding/grant/cycle/pages/part05.aspx>

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 (Budget): 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 itemized cost for fringe benefits as per OUHSC rates (as shown). 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. This includes travel necessary to conduct patient interviews, etc. Travel cannot be conducted after the seed grant period. 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 for isotopes, animals, human subjects, etc. at the time of proposal submission, but these approvals must be provided before an account is established for funded proposals.

Form Page 3 (Budget Justification): A budget justification should include a written explanation of personnel involved (even if no salary is requested, and an itemized justification of supplies and services needed. Usual office overhead (copying, paper, office supplies and computer supplies) should not be included in the budget.

Form Page 4: 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 a total of seven pages. One page for the specific aims and hypothesis and **six pages** for the Research Strategy. The application should be 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. Materials such as 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 will be returned without review.

Please refer to the review sheet criteria for further guidance.

Organize the Research Plan under the following headings:

- **Introduction (for resubmissions only):** This page is not included within the seven page limit. If you are resubmitting a college seed grant application, please use this page to respond to the comments of the original reviewers. Format the amended text for the research plan using brackets, indenting, a different font – so it can be easily identified. NIH suggests that a bracket in a large font at the beginning and end of the amended text will identify it without sacrificing text space.
- **Specific Aims:** One page limit. Provide a clear, concise and testable hypothesis, if applicable. If this is a content-driven or exploratory research application, please state this and provide a reasonable justification. 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..

Research strategy: Six page limit. Structure the research strategy to include the following components.

- Significance: Explain the importance of the problem. How the project will improve scientific knowledge, technical capability and/or clinical practice. Describe how your successful findings will change/impact the field.
- Innovation and Research Impact: Briefly describe the background of the proposed project with emphasis on the impact your research findings and how the research will exert a sustained influence on the associated research area and if applicable, the novelty of your proposed research design or technique.
- Strategy: 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, statistical analysis and interpretation of data (if applicable) availability of any instrumentation and resources required for the successful completion of the goals.
- 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?
- Bibliography and References Cited: Not included in the 6 page limit. Please cite pertinent references only. Number the references in order of appearance in the text and provide full citations.

Biosketch

Starting on a separate page, please format an NIH-approved biosketch. Information about the correct style can be found at: <http://grants.nih.gov/grants/funding/424/index.htm>

Checklist

Compile your application in the following order.

1. Form pages 1-4
2. Introduction (resubmission only)
3. Biosketch (NIH format)
4. Specific aims (1 page maximum)
5. Research Strategy (6 pages maximum)
6. Bibliography and references cited (1-3 pages maximum)-pertinent references only
7. If a postdoc or resident is applying for a seed grant, a letter of support from his/her advisor is needed that confirms there is no conflict of time, a statement of the applicant's capabilities, achievements and a brief plan of action for the next 12 months. If possible, a letter is recommended from the Chair of the Department.
8. A statement of work (SOW) with detailed time-frame and personnel responsible for each task proposed is highly encouraged. Illustrate a timeline for completion of the project within 12 months.
9. 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 paula-meder@ouhsc.edu or telephone her at 405-271-6751, ext. 47271.

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 that requires them. For e.g. a proposal has both animal and cell culture work. Cell culture work could begin from Jan 1, however, animal work will have to wait for IACUC approval.
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 60 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 or news highlights 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.

Form Page 1

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. **The PI is responsible to obtain letters of consent for participation and attach it to the grant application.**

Name

Role on Project

Percent Effort

Signature of the PI: _____

Date: _____

Abstract: (Do not exceed the space provided).

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).

| Category | Itemized Description | Amount \$ |
|------------------------------------|----------------------|-----------|
| Personnel (Salary) | | |
| Personnel (fringe benefits) | | |
| Supplies | | |
| Travel (max. \$500) | | |
| Equipment (max. \$1000) | | |
| Other | | |
| | Total | _____ |

Budget Justification:

Using your own budget, justify/explain each line item in the order it appears in your budget (you may use more than one page).

PERSONNEL: (describe all personnel involved in the project). The justification should be clear as to time commitment and impact on your project.

FRINGE BENEFITS: Fringe benefits are charged at the currently approved and anticipated rates. Please refer to http://www.ou.edu/ouhsc/ora/home/institutional_information.html

EQUIPMENT: If less than \$5,000, please list under supplies.

SUPPLIES: Please itemize supplies needed for the project. Do not include normal overhead costs (copy paper, office supplies).

TRAVEL: Justification for travel must include the name of traveler, conference name (do not use acronyms or abbreviations). Travel must occur within the dates of the project, and may not exceed \$500.

OTHER COSTS: Other Costs may include some or all of these expense categories: publication costs (include funds requested for the publication of the results and the preparation of presentations and posters); services rather than items (such as honoraria, long distance phone charges, FedEx charges, maintenance contract fees, and payments to human subjects involved in the research).

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 conducting research on items that require any of the approvals below. A copy of the approved institutional agreement must be provided to the business office (Paula or Jeff) by e-mail or hard copy within 15 days of approval.

____ Radioisotopes, Minilicense number: _____

____ Vertebrate animals, IACUC number: _____

____ Human subjects, IRB number: _____

____ Recombinant DNA, Microorganisms, Biological Toxins, Human Gene Transfer,
IBC number: _____