

## 2013-14 Intramural Grants

### APPLICATION INSTRUCTIONS FOR CORE SUPPORT

#### **Purpose and Program Scope:**

The purpose of this intramural grant program (CORE) is to support existing or new research projects by facilitating access to core facilities at a Texas academic research center, where such core services are not available at the UNT Health Science Center. Funds awarded by this program will cover up to half the cost of such core services. Funds from this program must be matched in an equal amount by the investigator's chair or dean. Requests must be based on a realistic assessment of the costs to obtain the core services.

#### **Review Procedures and Evaluation Criteria:**

Each proposal submitted to this program will be reviewed by a UNTHSC Review Panel. The Review Panel will be composed of UNTHSC faculty or others as appointed by the Vice President of Research & Innovation. Reviewers involved in any of the submitted proposals, or members with conflicts will recuse themselves from discussion of that proposal. Members of the panel will be chosen in relation to their expertise and relevance to the research areas encompassed by the submitted proposals.

Submitted proposals will be evaluated using a standard NIH scoring system with a 1-9 scale. Five review criteria including significance, investigator, innovation, approach and environment will be used in conjunction with an overall impact score.

Since this is a seed grant program consideration will be given to the potential for future support to continue the research, and, if applicable, the relationship of the proposed work to a response obtained from an agency on a reviewed, but unfunded proposal or white paper. If the proposed research is suited for industrial support, a letter(s) of support with tentative commitment from the company is required.

Also important in the evaluation process is that investigators consider when designing their research the importance of translating their research to the human condition. Translational research can fall into two categories. T1 translation is the process of applying discoveries generated during research in the laboratory and in preclinical studies to the development of trials and studies in humans. T2 translation is research aimed at using research results to enhance the adoption of best practices in the community.

#### **KEY DATES:**

- Application Due: September 9
- Award Period: 12 months

#### **Award Amounts and Grant Payments:**

Grants are intended for seed funding and requests should be reasonable and justified. Amounts awarded may differ from submitted budget requests at the discretion of the Review Panel. Up to \$10,000 may be requested per proposal. Investigators must provide a letter from their chair or dean committing 1:1 matching funds to the project, upon award.

Awarded funds will be distributed to individuals within departments. All awarded funds will be available for a period of twelve months. No grant funds will be distributed to investigators until all UNT Health Science Center regulatory requirements have been fulfilled (IRB approval, IACUC approved protocols, RCOI Training and Annual Disclosure documents, biosafety review, safety training, etc.).

### **Grant Budgets:**

Expenditures will be restricted to those directly necessary for obtaining specific core services at another Texas academic research institution. Funds may not be budgeted for any other purpose. A quotation for the cost of the core services must be included in the proposal.

### **Grantee Requirements:**

The Lead PI on the proposal will be responsible for monitoring the research progress, presenting an oral 15-minute progress report at the mid-point of the funding period and providing the final research report. The final report requires a statement of the research objective, a brief report on the research progress made under the grant, a list of publications resulting from the grant, and a list of potential sponsors to whom grant requests were submitted (PIs, amount, duration, etc.). The final report is due to the Grant Administrator 60 days after the termination of the grant.

### **Submission Deadline:**

**Only electronically submitted proposals in Adobe pdf format will be accepted.** The Lead Principal Investigator must email the proposal to Susan Harlin. Proposals must be received by 8 AM on September 9. An email confirming receipt of your proposal will be sent to the submitting PI only.

### **Progress Report:**

The PI is responsible for presenting an oral progress report in the form of a 15-minute presentation at the mid-point of the funding period. This presentation will be scheduled either during a seminar setting or individual meeting with the VP of Research and Innovation.

### **Final Report:**

The Lead PI is responsible for filing a Final Report within 60 days of the termination of the grant. Reports are to be submitted to the Program Administrator. Final Report forms will be available on the Research Office website.

### **Copyrights and Patent Rights:**

All intellectual property developed during the course of a funded project will be governed by the policies of UNTHSC.

### **Grant Application:**

The application must use Arial 11 pt. font size with type density no more than 15 characters per inch and standard spacing between words. Margins should be set at narrow (0.5" top, bottom, left and right). Applications text should be single spaced.

The application must contain the following components:

1. Cover page using the program form with scientific summary.
  - a. Include information regarding any previous intramural funding received, dates and if any external funding was received as a result of the funding.
2. Description of the project, not to exceed five pages, including figures, tables, etc. The project description must address the evaluation criteria: scientific merit, potential for federal and/or industry funding, and qualifications of the investigators.
3. A brief paragraph, not to exceed 250 words, summarizing how expertise learned from your proposed project could potentially lead to a translational research project.
4. Bibliography (not to exceed two additional pages)
5. A maximum four-page biographical sketch for each principal investigator in NIH format, including a list of current funding.
6. Budget page including budget justification

### **APPLICATIONS NOT MEETING THE ABOVE CRITERIA WILL NOT BE CONSIDERED FOR FUNDING:**

An application kit (cover page and budget template) can be downloaded from:

<http://www.hsc.unt.edu/research/sri/Funding%20Opportunities.cfm>

### **Questions:**

Questions should be directed to Susan Harlin, [susan.harlin@unthsc.edu](mailto:susan.harlin@unthsc.edu).