



College of Health 2008-09 Research & Creative Grant Competition

The Research Committee for the College of Health (COH) invites applications for the 2008-09 COH Research and Creative Grant Competition.

Important Dates:

Formal Announcement of competition: December 4, 2008

Deadline for Applications: Midnight, February 13, 2009

Notice of funding: no later than April 1, 2009

Formal announcement of recipients: April 30, 2009 (Spring Faculty & Staff Meeting)

Grant Announcement

Purpose

To develop researchers by encouraging and supporting all forms of new and innovative research and scholarly activities at all levels in the College.

Outcome

To provide funding for researchers to conduct pilot studies, to help researchers identify potential mentors, partners and collaborations, and to obtain external funding to further support research and other scholarly activities.

Support

This fiscal year, \$30,000 is available for funding. Proposals with total budgets up to \$7,500 will be considered.

One "First Time Award" will be available to a previously unfunded investigator. This category is designed for investigators who have not received any intramural or extramural funding of any type (foundation or federal). Only the Principal Investigator on the proposal needs to meet this criterion. The investigator must clearly identify in the full proposal if he/she is applying under the "First Time Award" category.

Grant Focus

This year's competition is open equally to all research disciplines. Proposals from disciplines not traditionally supported by federal extramural funding are encouraged. Interdisciplinary proposals are also encouraged. Consistent with our purpose, promising proposals representing all levels of investigator experience will be prioritized for funding. At least two investigators are required for each application with only one serving as Principal Investigator. The primary applicant must be a faculty member in the COH but co-investigators may be included from outside the College.

Application Deadline

Applications will be submitted as an attachment (PDF file or Word doc) via the Proposal & Submission Manager in Blackboard Vista. The deadline is midnight, February 13, 2009. The Proposal Submission Manager will decline any submissions after the deadline.

Eligibility

The following is a list of eligibility requirements for investigators:

- A tenured, tenure-track, or auxiliary faculty member in the COH who is at least .75 FTE is eligible to apply.
- Faculty on leave or sabbatical can apply.
- More than one faculty member can apply for funding that would lead to a single collaborative grant application; however, they will have to describe the independent aspects of the research study that will lead to future publications or research proposals.
- We encourage investigators from outside of the COH to apply, as long as they are collaborating with someone from within the COH who is serving as PI.
- Applicants can resubmit applications reviewed earlier but not funded by the grant review committee.
- Funds can be used for secondary analysis of existing research data if it will lead to new grant proposals.
- Faculty with current funding under this program can apply for a new grant once they have submitted their final report.

Exclusions

- If a researcher has received funding from the Center for Rehabilitation Research (CRR) as the PI, they are ineligible to apply for funding under the COH competition during the same competition year.
- PI's who have received two awards from the COH Research and Creative Grant Competition and/or the CRR Grant Competition within the past five years are not eligible to apply.
- Exceptions to these exclusions include a clearly defined new research direction, new collaborations, and/or new program components. A one page introduction should accompany the full application detailing the case for exception (this introduction is not counted in the page limit and should follow the title page and abstract).

Application Procedures

Detailed Proposal Guidelines are attached. As well as following the guidelines, each proposal must meet the following requirements:

- 5 pages maximum for the research summary
- Single-spaced
- Times New Roman font no less than 11-point (Figures, charts, tables, figure legends, and footnotes may be smaller in size but they must be clear and legible).
- Margins should be 1 inch on all sides.
- All materials must be submitted electronically via the Proposal Submission Manager in Blackboard Vista by the application deadline. Specific instructions are listed below.

Applications that do not meet the above requirements will not be reviewed and will be returned to the Principal Investigator.

Instructions for the Proposal Submission Manager

The PI or other investigator listed on the proposal needs to provide a University ID number (UNID) to Julia Summerhays. The investigator will be added to the Proposal Submission Manager in Blackboard Vista. Please allow 48 hours for processing. Once added, specific instructions on how to use the site will be emailed to the investigator.

Review Procedures

1. Proposals will be disseminated to all members of the Research Committee to be reviewed and scored.
2. A primary and secondary reviewer will be assigned to each proposal.
3. At the Research Committee's Review Meeting, each proposal will be discussed one at a time. The primary and secondary reviewers of a proposal will present their formal reviews. They will recommend priority scores to the committee. The committee will then discuss the proposal. On a confidential score sheet, each committee member will assign a priority score for that proposal.
4. Scores are based on the National Institutes of Health (NIH) 1 to 5 scoring scale, with 1 meaning "Outstanding" and 5 meaning "Not fundable."
5. Once all proposals have been reviewed, the scoring sheets will be gathered and given to a non-voting member of the Research Committee.
6. The final priority score will be calculated as the average of all votes multiplied by 100.
7. The non-voting member will then create a spreadsheet that lists all proposals and their scores in rank order. This spreadsheet will be given to the Research Committee who, with the support of the Dean, will determine a cutoff score for funding.
8. Within two weeks of a decision being made, each PI will receive a packet containing the following:
 - a. A letter stating the priority score their proposal received, whether the proposal was funded, and, if funded, the amount of the award
 - b. If funded, a checklist that describes what the next steps are.
 - c. The written review sheets from the primary and secondary reviewers.

Additional Procedures

The PI may request three external reviewers knowledgeable about the topic, but from outside the COH, to provide additional comments. The PI may nominate external reviewers (from inside or outside the University) if they feel that their proposal would get an informed and objective review with constructive feedback from a researcher they know. External reviewers must be approved by the Research Committee. External reviewers will participate in the Research Committee Review Meeting and should be available in person or by phone when the review is scheduled. Reviewers from outside the University of Utah must agree to submit their review via email to Research Committee Chair within a designated timeframe. If an external review is not received in time the Chair will assign a committee member to review the proposal.

Ethical Principles

The Research Committee will conduct reviews of proposals submitted for review in accordance with the following ethical principles:

- Rationality: All review decisions must be supportable by specific reasons.
- Consistency: Proposal reviews are conducted in accordance with universally accepted guidelines and published requirements.
- Impartiality: No applicant will be treated differently than another.
- Fairness: Each proposal shall be accorded a fair review that is free of personal interests or biases.
- Openness: When examining proposals reviewers shall remain open to other points of view, methods, analytical techniques that may differ from the applicant's proposal.
- Beneficence: The review process shall contribute to the greater good and advance knowledge. (Reference: <http://www.stedwards.edu/ursery/norm.htm#foundation>)

This review process aims to insure that these six principles are adhered to by its committee members and reviewers. In addition, every attempt will be made to insure that the best use of the limited funds is attained through the review process.

Reporting on Outcomes:

Two brief reports and one final presentation will be required:

1. A Continuation Report, with itemized expenditures, is due at the end of the first fiscal year (June 30, 2010). Publications, presentations and funding activities should accompany report submissions.
2. A Final Report is required when the project is completed (due by June 30, 2011). A completed Final Report includes documentation of activities leading to external funding (concept papers, manuscripts, presentations, final proposals submitted, funding status, etc.).
3. After the two year funding period, all recipients will be required to present their findings at a seminar organized by the Research Committee.

The Research Committee will review the reports and all expenditures. Upon project completion, unspent funds will revert back to the Dean's Research Account.

Use of Research Funding: Funds can be used for any type of activity that will enhance external grant support for the COH. The primary purpose is to provide seed funding for pilot research and other creative projects that will enhance the principal investigator's chances of attracting extramural funding. Your proposal should describe how the research will facilitate the development of a proposal for an external grant. The funds can be used to support a faculty member's time (i.e., class buy-out), support a research assistant, pay for consultants, research-related travel, supplies, purchase of equipment, etc.

Even if the funding requested is to provide release time from instruction or purchase equipment, the investigator will need to complete the study summary (following the attached guidelines) to help the committee understand the significance of the study.

Extramural Grant Applications Support: It is strongly encouraged that funded projects will be the subsequent submission of a university wide intramural or extramural grant application. For assistance in identifying sources of external funding, contact Julia Summerhays.

Recognition: Awards will be announced in the COH Faculty and Staff meeting and will be posted on the COH website.

Who to contact: If you have any questions regarding these guidelines, please contact:

Julia Summerhays, PhD
COH Research Administrator
jfranklin.summerhays@health.utah.edu
581-7289

Thunder Jalili, PhD
COH Research Committee Chair
thunder.jalili@utah.edu
585-0399

Proposal Writing Assistance is Available: Contact Julia Summerhays for more information regarding:

- *Grant Writing Fundamentals*, available through the Proposal Submission Manager: Here you will find information to help you strengthen your proposal. You will find tips on writing research questions, examples of specific aims and study intervention procedures, as well as educational materials covering threats to validity and study designs.
- *Mentoring*: Request one-on-one guidance through the proposal writing process.
- *Collaborators*: Request assistance to find the necessary collaborators to form your research team.

Proposal Guidelines

A five page (maximum) summary of the research or creative project must be prepared for each application following these guidelines. Summaries must be single-spaced, with at least one inch margins and a font size no less than 11 (Times New Roman). All materials must be submitted electronically via the Proposal Submission Manager in Blackboard Vista by the application deadline.

Important note:

The PI must be certain that the proposal submitted is clear, accurate, and complete, Additional information, revisions, or clarifications will not be accepted after the application deadline.

1. **Title page and Abstract** (Not included in page limit): This should include the title of the study, date, the name, address and phone number of the principal and co-investigators. Clearly indicate if this proposal is to be considered as a "First Time Award." Include on the title page a brief summary of your research proposal (covering sections 2-11 below, 250 word maximum).
2. **Background and Introduction:** A brief literature review justifying the proposal provides the basis for understanding the objectives of the study. This review should be written so that scientists outside the investigator's area of expertise can understand the issues involved.
3. **Objectives/Hypotheses:** The study aims or objectives should be stated so that the reader can determine the appropriateness of the study design.
4. **Participant Selection Criteria:** Specify the sample size (include power analysis) and participant-entry requirements including inclusion or exclusion criteria such as age, gender, risk factors, or diagnosis.
5. **Design:** Include hypotheses or questions to be tested if appropriate to study type. State study design type (non-experimental, quasi-experimental, or true experimental design). Identify independent and dependent variables, comparison or control groups and number of repeated observations. Discuss how the design controls for threats to internal and external validity. Describe any interim analysis or criteria for stopping the trial.
6. **Measures:** Describe your measures, the instruments used to collect them, and data collection procedures. Include citations for previously described instruments. If self-report tests will be used include the number of subscales and items or questions for each subscale. For survey instruments list psychometric properties (alphas) and type of rating scale used.
7. **Study Intervention Procedures:** This section should state the chronological flow of the study and the procedures the participants must undergo. Treatments and procedures must be clearly detailed as to how and when they will be performed. Distinguish between procedures for treatment evaluation and procedures for safety evaluation. Define treatment endpoints and interim procedures for dealing with unexpected events such as adverse reactions. Schematic diagrams may be helpful for describing the flow of a study and decision points.
8. **Data Collection and Data Safety Procedures:** Define methods of participant recruitment including who is responsible for enrolling participants into the study, any incentives for participation, and protections of human subject's rights, including Informed Consent Procedures and forms. Explain your data collection procedures (who will collect data, where, and how). How will these data be entered into computers for analysis? This section should include an explanation of the methods for maintaining confidentiality and privacy of the research study data including computerized and hard copies of the records and how long the records will be kept.

9. Statistical Methods, Data Analysis and Interpretation: State the anticipated methods to be used for data entry, treatment of missing data, data analysis, and data interpretation. Naturally, these methods must compliment the design of the trial and the nature of the data being collected. Include power analyses or trial factors used to estimate the appropriate sample size.

10. Dissemination and Use of Study Results for Extramural Funding Proposal: Describe how this study will enhance the applicant's chances of completing, submitting, and being funded for an extramural grant proposal. Include proposed plans for dissemination of study findings, as well as a list of the extramural grants to be applied for (include name of announcement and funding agency), anticipated total budget, and time lines for submission.

11. Staffing and Organizational Capability: Discuss who will work on this research, percent of time (FTEs) or hours, and organizational research capability (needed equipment, funding, space, computer, statistical analysis expertise, etc.). Include timelines for completion of major phases of the research (GANTT chart reduced size).

The following sections are required, but are not included in the page limit:

12. References: Include a complete list of references.

13. Budget: Submit a line item budget and budget justification. Be sure to include the appropriate level of fringe benefits for University personnel.

14. Biosketch: A PHS 398 biosketch (4-page maximum) is required for the PI and all Co-PIs. A template is posted in the Proposal Submission Manager.

15. COH Participation Agreement: This document must be included with signatures from all key personnel. This form is posted in the Proposal Submission Manager.

16. Appendices (5-page maximum): Attach any supporting information deemed necessary to allow an adequate understanding of the project. Include letters of support or commitment letters from the necessary evaluators or agencies who are participating in the research.

For resubmissions of previously unfunded proposals:

Resubmissions of previously unfunded proposals are accepted and encouraged. A one-page cover letter stating what changes were made (if any) to the original application is required. If no changes were made, justify why. This cover letter should be included directly following the Title Page and Abstract and is not included in the page limit.