

VIRGINIA COMMONWEALTH UNIVERSITY

Instructions for CCTR Endowment Fund Grant Application

A. Submission System

CCTR Endowment Fund grant applications should be submitted electronically to cctrpilot@vcu.edu no later than **5:00PM** on the submission deadline date (August 1, November 1, and February 1). In the event that the submission deadline falls on a weekend or holiday, applications will be due by 5:00PM on the next business day.

B. Application Requirements

- Cover page (Page 1 of the application)
- Funding history, documentation of current and previous funding (Page 3 of the application)
- List of collaborators (Page 4 of the application)
- Budget (Page 5 of the application)
 - Allowed costs are those for supplies, patient stipends, equipment not otherwise available, cost for use of shared resources, personnel costs as long as the expense is for the completion of a specific element of the research. Salary support for Investigators is **NOT** allowed.
 - Costs not funded by this award mechanism are faculty or investigator salary, travel funds, publication costs, remodeling costs, and patient hospital costs/visit fees
- Response letter (if revision) – 1 page maximum, detailing the responses to the critiques and the revisions to the grant application. Also, significant changes in the revised application should be highlighted with bold typeface.
- Abstract – 1 paragraph maximum, summarizing the proposed research in language suitable for dissemination to the public
- Description of public health impact – 1 paragraph maximum, specifically describing how your research will progress to knowledge or a discovery that improves human health
- Research proposal – 5 pages maximum, following format specifications below and including:
 - Specific aims
 - Defined and testable hypothesis appropriate for the type of research
 - Background and significance
 - Preliminary data
 - Solid and well-designed research methods including adequate statistical and sample size calculations (as relevant to the project)
 - If the proposed research experiments involve the use of animals, discuss the precautions that will be used to ensure their safe and humane treatment.
 - If the experiments involve the use of agents that may be hazardous to personnel or animals, discuss the procedures that

will be used to minimize such hazards.

- Clear description of future research direction.
- Limitations of proposed research.
- Bibliography – 1 page *maximum*
- NIH-formatted biosketch (for PI and collaborating faculty) – Four (4) page maximum, with publications limited to those pertinent to the project or those submitted within the past 5 years
- For non-tenured faculty, letter from Chair confirming employment throughout the funding period
- Letters of scientific support (if applicable)
- Appendices, if any

C. Format Specifications

- Font
 - Use Arial 11 font
- Page Margins
 - Use at least one inch margins (top, bottom, left, and right) for all pages
- Application Paging
 - The application must be single spaced
 - Consecutively number all pages in the application starting with the cover page being page 1.
- Figures, Graphs, Charts, and Tables
 - A minimum of a 10 point font size should be used
 - Include all figures, graphs, charts, and tables in the text of the research proposal. Any material included in an appendix may not be considered in the review process.
- Documents and File Names
 - Documents should be saved in *.pdf format
 - All parts of the application should be contained in one file and named according to the following convention:
 - PI last name_Date.pdf (e.g., Smith_August2009.pdf)

D. Review Process

- All applicants will receive reviewers' comments regardless of whether their applications are funded.
- Applications will be reviewed based on the NIH criteria of significance, innovation, approach, investigators and environment. Applications judged to have a high potential for leading to external funding will receive priority with regard to funding.

Incomplete applications, applications not prepared following the guidelines, or those from ineligible faculty will not be reviewed.

E. Awardee Responsibilities

- IRB and IACUC approval (if needed) are required prior to release of funds.

- The PI will provide semi-annual progress reports, using the format supplied by the grantor, to the Scientific Review Coordinator, Dr. Pamela Dillon. Continuation of funding will be contingent on successful progress of the research and completion of the required reports.
- Within one month of the termination of the grant, the PI must submit electronically a final report (one to two pages) summarizing the results of the research and a financial report summarizing expenditures by category to Dr. Dillon.
- One year after the termination of the grant, the PI must submit electronically a list of publications and externally funded grants resulting from the CCTR-funded work to Dr. Dillon.
- **Publications resulting from work supported by these funds must acknowledge VCU's CTSA (UL1TR000058 from the National Institutes of Health's National Center for Advancing Translational Science) and the CCTR Endowment Fund of the Virginia Commonwealth University.**

F. Questions

Please direct all questions to Dr. Pamela Dillon (827-1519, pmdillon@vcu.edu).

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CCTR Endowment Fund Grant Checklist

1. ___ CCTR Endowment Fund grant applications should be submitted electronically to cctrpilot@vcu.edu no later than **5:00PM** on the submission deadline date (August 1, November 1, and February 1). In the event that the submission deadline falls on a weekend or holiday, applications will be due by 5:00PM on the next business day.
2. ___ Original grant in PDF format
 - Cover Page (Page 1)
 - Previous and current funding (Page 3)
 - List of collaborators (Page 4)
 - Budget (Page 5)
 - Response letter (if revision – 1 page *maximum*)
 - Abstract (1 paragraph *maximum*)
 - Description of Public Health Impact (1 paragraph *maximum*)
 - Research Proposal (5 pages *maximum*)
 - Bibliography (1 page *maximum*)
 - NIH-formatted biosketch for PI and collaborators (4 pages *maximum*)
 - Chair letter (for non-tenured faculty)
 - Letters of scientific support (if applicable)
 - NIH Summary Statements (if applicable)
 - Appendices (if applicable)
3. ___ Time elapsed between other internal funding meets eligibility criteria
 - New Investigator – No more than 1 other internal research grant in past 4 years
 - Senior Investigator – No internal research grants in past 4 years
4. ___ Full-time tenured or full-time non-tenured VCU campus faculty
5. ___ Dollar limit of \$50,000 not exceeded
6. ___ Budget Complies with Allowable Expenses:
 - Publication costs **NOT** requested
 - Remodeling costs **NOT** requested
 - Travel costs **NOT** requested
 - Patient hospital daily costs and hospital visit fees **NOT** requested
 - Personnel funds **NOT** included except per guidelines