Application for

RESEARCH ENHANCEMENT GRANT

SUBMISSION DEADLINE: January 17, 2023

INDIANA UNIVERSITY SCHOOL OF MEDICINE

BIOMEDICAL RESEARCH COMMITTEE

Please note that you will be submitting through the Indiana CTSI's grants management software WebCAMP.
Please allow enough time to be familiar with the system.

The WebCAMP user's guide is also available under the funding announcement here:
https://indianactsi.org/translational-research-development/open-funding-opportunities/

INFORMATION FOR APPLICANTS

OBJECTIVE

The objective of the Research Enhancement Grant program is to stimulate research productivity at the nine <u>regional</u> campuses (this does not include the IUPUI campus). The intent is to foster scholarly and creative research by worthy investigators so that they can compete successfully for extramural research support.

This program is funded by the School of Medicine with matching funds contributed by each of the regional campuses. It is anticipated that 2 grants will be awarded each fiscal year for a one (1) year duration (maximum award of $50,000).

WHO MAY APPLY

All full-time **IU School of Medicine faculty**, regardless of tenure status, having an appointment of Assistant Professor or Assistant Scientist and above at the time of award start, are eligible to apply for a Research Enhancement Grant. Primary appointment must be in the School of Medicine. Faculty in visiting ranks are not eligible for funding through this mechanism.

Note: Investigators may not simultaneously apply for a Research Enhancement Grant and a Biomedical Research Grant, nor may they apply for either one if they have received funding from either source in two of the preceding four twelve month periods from the date of submission of the proposed application.

RESTRICTIONS

1. Grant applications will be considered from applicants who have <$100,000 (direct costs) in extramural funding as of the proposed award start date. Extramural funding should be construed to mean grants from Federal and state agencies (e.g. NIH, NSF, VA, USDA, ISDH), National Organizations and Foundations (e.g. National Heart Association, Robert Wood Johnson Foundation, Howard Hughes Foundation), and Industry (e.g. GlaxoSmithKline, Eli Lilly Company) of $100,000 (direct costs) or greater per annum. Clinical trial contracts and salary support on career development award(s) do not count toward the $100,000 limit and grants in no-cost extensions or nearing the end of their award term may list remaining fund balances in lieu of the full awarded amounts. The amount of all extramural funding available to the applicant, if any, must be detailed. This includes any funding through program projects, centers, joint grants and any other mechanisms. If such funds are available, the relevant specific aims of that portion of the project or center grant <u>must</u> be provided. In listing support, the PI must specify dollar amounts for collaborative grants as well as for individual grants. If they are not the PI, the role in the project must be clearly specified, along with any resources or funding for that role.

2. Funding for personnel is meant to provide interim support for technical assistance needed to carry out the project. Salaries for faculty members (including anyone eligible to apply for the grant) are <u>not</u> allowable.

Applicants for Research Enhancement funds who have submitted or have pending an application for extramural funding may use the same or similar proposal to apply to the Biomedical Research Committee, but this must conform to the Committee's guidelines and application format. If both applications are deemed meritorious, the applicant must address the overlap by submitting an official request to the BRC for review and / or return the expended REG funds if/when external funding is accepted for the same project.

3. **The applicant must address the Specific Aims for the single year of funding requested.** It is to the applicant's advantage to focus and establish priorities for the year, and to describe how the one year of funding requested will aid in either "jump-starting" a project or strengthening a planned or pending submission. The relevant parts of an extramural proposal may be appended if desired, but the priorities for the proposed year of funding must be clearly justified.

4. Applications from new (within 2 years at the time of submission) faculty must have a letter from the departmental chairman stating that the applicant has the support of the department and / or startup resources should either be needed to finish the project. The School of Medicine strongly endorses the development of mentoring committees for new faculty. If such a mentoring committee or faculty mentor has been appointed it should be included in the Regional Campus Dean/Director's letter as a facet of the new investigator's support system.

   Applicants are strongly encouraged to have a senior researcher review the proposal before the Regional Campus Dean/Director signs the cover letter. It would be helpful if the Regional Campus Dean/Director, in their cover letter, indicated who had helped the applicant review the proposal before submission.

5. If the applicant is between extramural funding periods, it is to the applicant's advantage to focus and establish priorities for the year, and to describe how the one year of funding requested will aid in strengthening a planned or pending (re)submission. If the funding gap arises because the applicant is between a submission and a resubmission, the applicant should provide details about the previous grant period and must whenever possible provide the IRG evaluation ("pink sheet") and indicate how this application will help address IRG comments and improve a resubmission. The relevant parts of the extramural proposal may be appended if desired, but the priorities for the proposed year of funding must be clearly justified.

6. A complete and unedited copy of reviewer's comments must be included in the appendices for all proposals previously submitted for any type of extramural or intramural funding, including a revised Research Enhancement or Biomedical Research Grant, if they are relevant to the current application.

7. Requests for purchase of capital equipment will not be considered, nor will requests for funds to pay equipment service maintenance contracts.

8. Applications for the sole purpose of maintaining animals and animal colonies will not be considered. However, animal purchase and per diem costs, related to the proposed research project, are allowable.

9. Requested grant funding period cannot exceed 12 months. However, funded projects may be extended for up to one year with approval. Guidelines for submitting a request for a no cost extension may be found: https://indianactsi.org/translational-research-development/no-cost-extension/

10. Frequency and number of submissions:

   - Highly similar proposals may not be submitted as both a Biomedical Research Grant and Showalter Trust application. If eligible for both programs, the investigator is encouraged to submit to the Showalter Trust. Questions regarding application similarity should be sent to the IUSM Office of Operations and will be forwarded to the BRC for review.
   - Investigators may not simultaneously apply for a Biomedical Research Grant and a Research Enhancement Grant. An applicant may submit only one BRG or one REG application per deadline.
   - An applicant may not apply for a BRG or REG if they have received funding from either source in two of the preceding four twelve-month periods from the date of submission of the proposed application.
   - An applicant may not submit either a BRG or REG application with a start date which would overlap with the original project year of a current BRG or REG award; a BRG or REG recipient may submit if, on the proposed start date of the new application, the current award will be in a no-cost extension period.
   - The committee will not review a proposal more than three times (original plus two revised submissions) regardless to which mechanism it is submitted.

11. The independence of the investigator is an important criterion in the review of BRG and REG proposals. Non-tenure track faculty members who apply for Biomedical Research funding must provide a letter from the Regional Campus Dean/Director clearly addressing their independence including departmental plans for fostering their independence. Applicants who are, or have been, associated with a senior investigator at Indiana University are strongly advised to also include a letter from the senior investigator addressing the relationship of the applicant's project to the senior investigator's research.

REVIEW CRITERIA

A broad range of research activities will be considered and while preliminary data is not required it can increase the significance and rigor of the proposal. An attempt will be made to identify research with the highest probability of leading to external funding. A sample review template is provided with RFA documents here: CTSI REG Link

MECHANISM FOR SUBMISSION OF APPLICATION

Applications will be considered three times a year. **Submission due dates are 1) two weeks following the first regular business day in January, 2) the first regular business day in May, and 3) the first regular business day in September. The electronic application must be uploaded to the CTSI website by the submission due date.**

Applications will be assigned for review prior to the next scheduled meeting of the Biomedical Research Committee, which will generally meet within six weeks of the submission date. Approximately two months should be allowed from submission of the application to the desired starting date (no earlier than March 1, July 1 and November 1 respective to submission due dates). The starting date of proposed project cannot be later than three months after the proposal submission deadline.

Application forms may be obtained from: [CTSI REG Link]

Applications will follow this sequence:

Page 1   Face page, which specifies the title of the proposal, principal investigator and his/her affiliation (i.e. ANAT – MEDN), where work will be performed, and the total budget. Note block indicating that a letter from the departmental chairman is <u>required</u> if the application is to be reviewed.

Page 2   Abstract page listing all professional individuals involved in the project and an abstract of the proposed research.

Page 3-4   State the reasons for the application at the present time and specify whether these are start-up funds for a new investigator or bridge funding between periods of extramural grant support. This should not exceed one page.

If the request is a resubmission of a proposal previously reviewed by the Biomedical Research Committee, the applicant <u>must</u> include a detailed introduction showing what changes have been made to address the previous comments. Changes should also be noted in the body of the proposal and prior review comments included in the appendices. This should not exceed one page.

Page 5-6   Budget page listing the direct costs for all personnel. **No capital equipment and no investigator travel can be requested.** Patient care costs, which might include travel, can be requested. Supplies and other costs must relate directly to performance of the project. No F & A may be requested. All costs should be specifically justified (limit justification to one page).

Page 7-11   **Biographical sketch** of the principal investigator – use the NIH Biographical Sketch Format.

Page 12   **Other Support** of principal investigator: Since the guidelines restrict funding to applicants who do not have extramural funding of $100,000 (direct costs) or greater per annum, it is critical that the Other Support page be clear and detailed, and include funding through program projects, centers, joint grants, etc., as well as the role of the applicant in each grant and any potential overlap.

Page 13-end Research Plan (items A-D below) should be typed on 8 ½ x 11 white paper with at least 1/2 inch margins and is **not to exceed 8 pages.** Type size should follow NIH guidelines, Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger. Type must be clear and readily legible, and reasonable size.

The Research Plan should address the single year of funding requested. Relevant parts of an extramural proposal may be included, if desired, to show the scope of the overall project and to justify how the funding requested will aid in either "jump-starting" a project or strengthening a planned or pending submission. It is to the applicant's advantage to focus and establish priorities for the year. These priorities should be made clear in all relevant sections of the Research Plan.

References should follow the Research Plan but are not counted in the page limit.

The application narrative should be structured in accordance with the following format. Please be sure to address the new areas of focus from the NIH regarding scientific premise, rigor, biological variables, and authentication http://grants.nih.gov/grants/RigorandReproducibilityChart508.pdf).

A. **Specific Aims:**

This section should include objective, rationale, central hypothesis, and specific aims of the proposal. Follow NIH R01 format.

B. **Significance:**

This section should include background and importance of proposed work as well as its potential for extramural support. Follow NIH R01 format.

C. **Innovation:**

How does the proposed project seek to challenge existing paradigms including novel concepts, approaches, methodologies, instrumentation, or inventions of current research or clinical practice? Are these innovations new to one field of research or unique in a broad sense? Follow NIH R01 format.

D. **Approach:**

This section should include preliminary data (if available) and research strategy. While preliminary data is not required it can increase the significance and rigor of the proposal.

Research strategy should include for each separate specific aim, rationale, proposed experiments and anticipate results/alternate strategies. Please follow NIH R01 format.

E. **References**

F. **Facilities Available:**

Describe the facilities available for this project including laboratories, clinical resources, office space, animal quarters, etc. List major items of equipment available for this work.

G. **Collaborative Arrangements:**

If the proposed project requires collaboration with other investigators, describe the collaboration and provide evidence to assure the reviewers that the other collaborators agree (letters of support in the addendum).

H. <u>Letters of Support</u>:

1. <u>Regional Campus Dean/Director Letter</u> (required)

Letter should include:
- If applicant is non tenure track, the independence of the applicant, including departmental plans for fostering independence,
- If the applicant is moving from a visiting faculty position or a non tenure track position to a tenure track position by the time of the award, the chair/director letter should explain the appointment and verify it is not dependent on an award or anything else that is uncertain
- Availability of start-up funds and / or continued departmental support, if the applicant is within the first 2 years of the faculty appointment
- Verification that a faculty mentor and/or mentoring committee is in place
- Who, if anyone, has reviewed and approved the application prior to submission
- If the applicant is between extramural funding periods, indicate that there is a plan for departmental support for the term of the grant.

2. Senior Investigator Letter (optional)

This letter is optional but strongly advised for research-track applicants who are, or have been, associated with a senior investigator. Letter should address the relationship of the project to the senior investigator's research.

I. <u>Supporting Information</u>:

Attach any supporting material as an addendum.

Submit electronic application using the 'Start a submission' link at CTSI REG Link
The electronic application (including addendum) should be in a single PDF file **that includes scanned signatures**.

REPORTING REQUIREMENTS FOR AWARDEES:

All award recipients must agree to comply with the reporting requirements as described below.
1. At time of award, provide all required investigator and study (regulatory) information.
2. Annual progress reporting while the project is still active to describe research progress
3. Annual follow up for 5 years after the project is complete, to provide (a) publications (b) grants submitted; (c) grants funded that used data generated by core, and (d) intellectual property.
4. A CTSI representative will contact you to submit your report. If at any interval a progress report is not returned, current or future funding may be jeopardized.
5. By accepting this award, grant recipients agree to have their names and project titles publicly posted on the website and/or in a publication.
6. Notify the Indiana CTSI @ trnsldev@iu.edu in writing if leaving the university prior to the

closure of this project. Spending on the account must immediately cease, and any remaining balance will be pulled back by the Dean's Office. The CTSI must be notified, and approval obtained, for all transfers to a new PI.

6. Grant recipients are required to acknowledge receipt of support in any presentation or publication of work funded by an REG award: *This [(publication was made possible) (project was supported)] by an award from the Indiana University School of Medicine. The content is solely the responsibility of the authors and does not necessarily represent the official views of the Indiana University School of Medicine."*