

Carolinas Medical Center - UNC Charlotte Collaborative Grants Program

2009-10 Application Guidelines and Form Requirements

Major Purpose: The program is offered to encourage and facilitate research of the best quality at CMC and UNC Charlotte; in particular, to encourage new collaborative research among investigators at these two institutions. A firm requirement will be that each application must have at least two co-PI's, one whose primary appointment and location is CMC and one whose primary appointment and location is UNC Charlotte.

Priorities for Funding: For this program, the priorities for funding will be as follows:

1. Proposals conceived by junior faculty at CMC and UNC Charlotte, with approximately equal input by one co-PI from CMC and one from UNC Charlotte.
2. Proposals conceived and developed by junior attendings/faculty without appreciable external funding;
3. Proposals conceived and developed by more established investigators who are entering a new and promising field of collaborative endeavor.
4. Proposals with apparent high likelihood of leading to new fully collaborative grant applications to external federal or other granting agencies.

Applications must be submitted on-line as pdf's only.

For more information and needed forms:

www.charlotteresearchinstitute.org/cmc-uncc-collaborative-grants

The requisite cover sheet is included in a .pdf file entitled CMC-UNCC-Coversheet.pdf. **The general requirements for applications** themselves will be as for standard NIH grant applications and will follow PHS Form 398. The order should be as follows:

1. Face page
2. Four (4) page biosketches of Co-PI's and other key personnel [not to exceed three (3)]
3. Scientific narrative abstract in lay language [not to exceed 250 words]
4. Main body of the Proposal [A-D not to exceed 5 pages]
 - A. Specific Aims
 - B. Background and Rationale
 - C. Preliminary Results
 - D. Research Plan To include methods, anticipated results and their handling and analysis; potential problems and how they will be overcome; plans for future funding, extensions
 - E. Literature cited – Not more than 30 references
5. Budget and justification should be a line item budget

Length Limitations and Format Requirements: Sections A-D may not exceed five (5) pages. Font must be at least 11 point Arial. Margins must be at least 0.5 inches for top, bottom, left, and right.

Duration of Awards: One year. In unusual circumstances, for good cause, a no-cost extension of funding for up to one (1) additional year may be requested. Funding will not be able to start until after the PI has provided copies of IRB and/or IACUC letters of approval.

Amounts of Awards: Because these are intended as seed money grants, most applications should request not more than \$35,000 and extra consideration will be given to requests less than the maximal amount so that more projects can be funded.. Because the funds available are limited, applicants are asked to limit their



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requests to the minimum actually needed to carry out the work proposed. We want to fund as many meritorious applications as possible. All budget requests should be reasonable and well-justified. Cost sharing with departments or other sources of seed money funding is encouraged and will lead to better scores. The following provides greater detail regarding budget requests:

Detailed Guidelines for Budget Requests

General: Budget requests should be reasonable and well-justified.

Personnel: Salary and fringe for Co-PI's or other faculty may not be requested.

Equipment: As a general rule, CMC-UNCC Collaborative Research Grants may not be used for purchase of major items of equipment [equipment with expected useful life >4 years and/or costing >\$3,000]. Requests for equipment will require particularly strong justification and description of where the equipment will reside, which other users will have access to it, and what department will service and maintain it, etc. Essential equipment that will become available for use by multiple qualified investigators [i.e., core equipment] will have a higher likelihood of being funded.

Travel, meeting registrations, society dues: These are not allowable. They are expected to be paid by Departments, Centers, Institutes, etc, of investigators.

Indirect Costs: These costs are not permitted and should not be requested.

Amount that may be requested: In general, the amount requested should not exceed \$50,000. Demonstration of partial support from other sources will be a plus.

Deadlines for Submission: March 1 and October 1

Earliest Dates for Funding: May 1 and Dec 1

Submissions should be Electronic: The final application should be a pdf, submitted via email to P. Gail Keene, UNC Charlotte, Charlotte Research Institute. Email: pgkeene@uncc.edu.

Revisions: Initial applications that are not funded but that are judged highly meritorious [summary scores less than 26], may be revised and re-submitted one time within one year of the initial submission. If revised applications are submitted, they must include detailed responses to the prior critiques and include the changes made in track changes mode, as well as clean copies.

Progress/Summary Reports: A report summarizing what was accomplished, what abstracts, papers, new applications were prepared and what their fates have been must be submitted by the co-PI's no later than two (2) months after funding expiration. These reports should not exceed two (2) pages.