

## IMCI Biomedical Pilot Grant Program – Instructions 2021

Draft of Specific Aims page due 9/1/2021 (required)

Full proposal due 11/1/2021

1. The focus of the pilot grant should be on biomedical modeling. Work must include a modeling component but empirical work to parameterize or test models is also allowable. Preference will be given to work that is fundable by NIH. Search <https://reporter.nih.gov/> to see if your work is NIH fundable.
2. Both tenure track and non-tenure track faculty are eligible to apply. Preference will be given to early career faculty, but new projects from tenured faculty are also eligible.
3. Cover Letter: All applications must include a cover letter (max 1 page). The letter should contain brief descriptions of:
  - How the research is relevant to the thematic focus of the COBRE – modeling complex interactions;
  - The plan for developing and submitting a proposal for external funding, with special attention on whether the follow-up work will be NIH fundable; and
  - Plans for compliance with the necessary university and NIH regulations concerning research on Human Subjects, Animal Care and Use, Biohazard and Select Agents, Financial Conflicts of Interest, etc. must be addressed if they are relevant. For details on how to comply at the University of Idaho, see the Office of Research Assurances website: <https://www.uidaho.edu/research/faculty/research-assurances>
4. Required Forms: Proposals must be prepared using the following forms from PHS 398 (Revised 3/2020). Forms and instructions are available on-line at <https://grants.nih.gov/grants/funding/phs398/phs398.html>

Only the following sections need to be completed:

Form Page 1: Face Page

Form Page 2: Summary

Form Page 4: Detailed Budget for Initial Budget Period

Form Page 5: Budget for Entire Proposed Project Period (including budget justification)

Biographical Sketch(es): <https://grants.nih.gov/grants/forms/biosketch.htm>

Specific Aims (1 page)

Research Strategy (3 pages, including Significance, Innovation, Approach. In general, Significance and Innovation should total to 1 page or less, with Approach making up the bulk of Research Strategy.)

References Cited including PMID number if applicable (no page limit)

*NOTE: NIH uses 0.5" margins and Arial 11 font for Specific Aims, Research Strategy, and References cited.*

For projects involving Human Subjects you will also need:

- Written protocol addressing the risks and protections for human subjects, in accordance with NIH's Instructions for Preparing the Human Subjects Section of the Research Plan.
- Institutional Review Board (IRB) approval.

- An Inclusion Data Record (IDR) entered into the Inclusion Management System (IMS) before submission to NIH. See <https://grants.nih.gov/policy/humansubjects.htm>

For projects involving Vertebrate Animals, you will also need:

- Institutional Animal Care and Use Committee (IACUC) approval
- Vertebrate Animal Section including: (1) description of proposed procedures involving animals, including species, strains, ages, sex, and total number to be used; (2) justifications for the use of animals versus alternative models and for the appropriateness of the species proposed; (3) interventions to minimize discomfort, distress, pain and injury; and (4) justification for euthanasia method if NOT consistent with the AVMA Guidelines for the Euthanasia of Animals. See <https://olaw.nih.gov/guidance/vertebrate-animal-section.htm>

5. Duration and Budget: Pilot Grants may be submitted for 1 or 2 years. Funding for the second year will be contingent on availability of funds and progress in the first year. The maximum budget is \$80,000 per year in direct costs. Budgets should be prepared and justified following PHS 398 guidelines.
  - Allowable costs include personnel (Project Director, non-Project Director faculty participant, postdoctoral fellow, technician, or graduate / undergraduate student); supplies; UI core facility costs; equipment less than \$5000; and research-related travel (e.g., field work, collaborative travel, but not conferences).
  - Those primarily responsible for carrying out the research based on allocated effort, including technicians, postdocs, or graduate students, must be UI employees at the time funds are awarded; this should be addressed in the budget justification. Undergraduates may be included as TBA as long as they are not the persons primarily responsible for the research.
  - In accordance with university guidelines, Project Directors are required to budget for and cover at least 2% of their academic year salary for the period of the grant.
6. Submission Process: Proposals are to be submitted via email as a single PDF file that includes the cover letter and all forms in the appropriate order. Send proposal to [imci@uidaho.edu](mailto:imci@uidaho.edu), copy [mmattoon@uidaho.edu](mailto:mmattoon@uidaho.edu). The subject line should be 'IMCI Biomedical Pilot Grant Proposal.'
7. Post Award: If funded, recipients will have additional requirements.
  - Pilot grant recipients are obligated to acknowledge this support (P20GM104420) in presentations and publications that emanate from this funding. Information about proper citation will be provided in the award letter. Recipients must agree to provide IMCI with information about their publications, presentations, and grant submissions during and after the funding period. Recipients are encouraged to participate in IMCI-sponsored events and will be asked to present their research findings and their plans for submission of a grant proposal in an oral presentation at the IMCI Brown Bag Lunch about 9 months after the date of funding.
  - A final report that describes research findings (max 2 pages) and a list of publications, manuscripts submitted, presentations, proposals submitted, and grants funded is due within one month after funding concludes.

- When future proposals are submitted based on this work, the affiliation with IMCI should be acknowledged in VERUS.

## **EVALUATION PROCEDURE**

The IMCI Director, Internal Advisory Committee, and IMCI Administrative Team will identify potential reviewers for the applications based on the subject matter of the proposals.

Two referees will review each application. The referees will be asked to prepare anonymous written reviews that will be provided to the applicant. Proposals will be scored based on NIH guidelines (see section 6 in PHS 398):

Overall impact based on:

- Significance
- Investigator(s)
- Innovation
- Approach

Reviews will also be asked to comment on:

- Consistency with the scientific theme of the COBRE – modeling complex interactions (P20GM104420) – and clear relevance to human health
- Appropriateness of the budget
- Plans to comply with policies for research on Human Subjects, Animal Care and Use, and Biohazard and Select Agent policies and procedures, if applicable
- Potential to lead to extramural funding from NIH or other agencies or foundations

After receipt of the written reviews, the IMCI Administrative Team and External Advisory Committee will discuss the reviews and choose the most meritorious proposal(s) for approval by the External Advisory Committee before final submission to NIGMS.