

## **THE APPLICATION PACKAGE**

Preparing the Application: It is important that the applicant follow the required format and guidelines for proposal preparation. Well-written, concise proposals that clearly describe the research are more likely to receive favorable consideration. In preparing the application, follow the format and general guidelines below. Also, individual programs may have additional, specific requirements which must be addressed.

### **PAGE 1, COVER PAGE:**

This page must be completed in its entirety. The applicant should check the program under which the application will be considered for funding.

- **Item 4:**  
It is recommended that the applicant obtain all necessary approvals before submission, and attach the approval letter(s). Applications with pending approvals will be considered, but no application will be funded until all necessary approvals are obtained.
- **Item 5:**  
Both the applicant and the Department Chairperson must sign the application. Signature acknowledges acceptance of the rules and requirements for proposal submission.

### **PAGE 2, ABSTRACT:**

Please provide an abstract of 150-200 words that clearly and concisely describes the project.

### **PAGE 3, BUDGET:**

On this page give a detailed budget for the project. Justify the amounts requested in each category. The Research Council disallows budget items that do not have a clear relevance to the research proposed. Travel is not normally allowed, unless it is intrinsic to the research effort. Faculty salaries are not allowed. For Equipment requests, describe any cost-sharing arrangements. Do not exceed one page.

### **PAGES 4 AND 4A:**

A current biographical sketch of the Principal Investigator and each Co-Investigator in NIH format must be submitted with the application. Do not exceed four pages for each biographical sketch. Do not attach full CV's.

### **PAGE 5 (add additional pages if necessary):**

List all current and past institutional support. Attach an abstract and final report for all previous intramural grants for the College of Medicine.

### **PAGE 6 (add additional pages if necessary):**

List all active and pending extramural support. For each grant, list the title, source, total amount, percent effort, and grant period. List the status of pending applications, including any to the UAMS Medical Research Endowment Funds.

**Note:** If you are also submitting essentially the same proposal to the UAMS Medical Research Endowment Fund or other intramural funding source, please keep in mind that you cannot receive funding for the same work from two or more intramural funding sources. You can submit to both programs to fund fully a proposal with a budget in excess of the \$25,000 maximum. In this case, please describe how you would apply both awards, if both should be funded, to cover the costs of project, and attach the budget submitted to the second intramural funding source.

If you are also submitting an extramural pilot proposal for funding of essentially the same work (for example, to a pilot study program of an outside foundation), you may be required to return all or part of a College of Medicine Intramural Grant Award, depending on circumstances, if the extramural pilot proposal is also funded.

Depending on the particular program, the Research Plan of the application should follow the appropriate format given below

### **Research Plan (Pilot Study, Hornick):**

- A. *Specific Aims*: State concisely and realistically what the research described is intended to accomplish and what hypothesis is to be tested. **Do not exceed 1 page.**
- B. *Background and Significance*: Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify gaps which the project is intended to fill. State concisely the importance of the research described in the application by relating the specific aims to long term objectives. **Do not exceed 3 pages.**
- C. *Methods*: Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Describe the protocols to be used and the tentative sequences of the investigation. Include the means by which the data will be analyzed and interpreted. Describe any new methodology and its advantages over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures, and alternative approaches to achieve the aims. Describe any hazardous procedures or materials and the precautions to be taken. **Do not exceed 5 pages.**
- D. *Future Plans*: Describe your plans for continuing or extending the work if the current project is successful. In particular, describe how the current work will support a plan for continued extramural funding. Give a possible title and specific aims for an extramural application and intended funding agencies. **Do not exceed 1 page.**
- E. *Literature Cited*: In the text, number the references in order of appearance and provide the complete, numbered citations (including title of the article) in a list at this point. **Do not exceed 2 pages.**
- F. *Collaborators/Consultants*: Attach a letter from each collaborator or consultant confirming his or her role on the project.

**Research Plan (Bridging/Interim Funding):** *(Please note: every proposal must include a letter of support from the applicants department chair or division chief indicating their support for the applicant. Proposals without a letter indicating departmental support will not be considered.)*

- A. A copy of the abstract and the Specific Aims Section of the grant submitted for extramural funding.
- B. A copy of the review (e.g., NIH summary statement) from the funding agency.
- C. A detailed plan for addressing the reviewers' comments. This would normally include the intended written reply (e.g., the Introduction to a Revised Application to NIH), as well as a detailed research plan for additional experimental work necessary to address the reviewers comments.

### **Research Plan (Equipment):**

- A. A detailed description of the equipment requested and the plans for meeting maintenance and operating costs should be described. Justification of the specific model should be given. A management and time-allocation plan, a list of primary users, the location, and any renovation costs would be provided. If similar pieces of equipment are available at UAMS, justify why anew acquisition is necessary. Do not exceed two pages.
- B. For each project that will make use of the proposed equipment, provide a one-page description that includes the following: 1) the project principal investigator; 2) a brief scientific summary of the project; 3) how the project will utilize the proposed equipment; 4) how the overall project is or will be funded, i.e., give related external and internal grant information in the format given above.
- C. A description of the benefits of the acquisition, particularly with regard to the generation of new extramural funding, or the protection of existing funding.

**University of Arkansas for Medical Sciences College of Medicine  
Intramural Grant Programs Cover Page**

**Program (check one):**

- Individual Pilot Study (Submission dates: October 1 and April 1; Submit original and 3 copies)  
 Collaborative Pilot Study (Submission dates: October 1 and April 1; Submit original and 3 copies)  
 Interim Funding (Bridging Grant) (Submission: anytime)(Submit original and 3 copies)  
 Hornick Endowment (Submission dates: October 1 and April 1)(Submit original and 3 copies)  
 Equipment (Submission dates: October 1 and April 1)(Submit original and 3 copies)

**1. Title:**

**2. Principal Investigator information: UAMS/VA/ACH Address:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**3. Budget Request: \$**

**4. Committee Approvals: (Attach copies to proposal)**

Animal Use:  Yes  Pending  Not Applicable

Human Subjects:  Yes  Pending  Not Applicable

Biosafety approval:  Yes  Pending  Not Applicable (DNA & Biohazards)

Radioisotopes:  Yes  Pending  Not Applicable

**5. Signature:**

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach completed form to application and send to: Dr. Richard Morrison, Mail Slot 791.**