UAMS | College of Medicine

Office of Research Intramural Grant Funding Opportunities:

Pilot Grant Award

Application and Submission Information

It is important that the applicant follow the required format and guidelines for proposal preparation. Describe original, investigator-initiated research that can be successfully executed in a 12-month period. Well-written, concise proposals that clearly describe the research are more likely to receive favorable consideration.

Application Materials and Instructions and Format

1. Intramural Funding Application Form Cover Page (at the bottom of these instructions). (1 page)
   - Both the applicant and the Department Chairperson must sign the application. Signature acknowledges acceptance of the rules and requirements for proposal submission.
2. Abstract (250 words describing the proposed research)
3. Intramural Research Budget Request Form page (at the bottom of end instructions)
4. Intramural Budget Justification Form page (at the end of these instructions)
   - Faculty salaries are not an allowable grant expense
   - Student stipends and/ or tuition costs are an allowable expense
   - Consultant costs cannot exceed 10% of the total budget
   - Sub-awards/Consortium/Contractual costs are not allowed
   - Budgets must include a justification that is of sufficient detail for each category/item for which support is requested. Travel costs for presentation of the research at a scientific meeting will be capped at $2,500. Clearly stated and well justified travel costs for clinical/community research may be exempt from the cap. The Pilot Grant Award is aimed to fund a pilot project and the effort associated with it and should not be seen as a funding source for equipment purchase. For this reason, equipment specifically needed, and currently unavailable, for the study are an allowable cost, but will be capped at $5,000.
5. NIH Biographical Sketches for all faculty involved with the project (5-page maximum each)
   - List all active and past (5 years) extramural research awards
   - List all active and past (5 years) institutional/intramural grant awards
6. Specific Aims (1 page maximum)
7. Research Strategy (**3 pages maximum**, not including references).
   - Use at least one-half inch margins (top, bottom, left, and right) for all pages. For font, use an Arial typeface, black color, and a font size of 11 points or larger.
   - The proposed project must be of sufficient scientific rigor to support the development of one or more peer-reviewed research publications and contribute to the development (within 12 months of award completion) of an extramural grant application.
   - All studies involving human subjects or the use of information/biomaterials from a human study participant will be subject to monitoring and audit in accordance with existing UAMS policy. It is recommended that the applicant obtain all necessary approvals (IRB, IACUC, Biosafety, etc.) before submission, and attach the approval letter(s). **Applications with pending approvals will be considered, but will not be funded until all necessary approvals are obtained**.

   The research strategy should include the following sections. It is not necessary to specifically address each bullet point below, but rather they are provided as guides to what reviewers are looking for in a thoughtfully prepared proposal.

- *Significance:*
    - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
    - Explain how the proposed project will impact/move the field.
    - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

- *Innovation:*
    - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
    - Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
    - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
- *Approach:*
    - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
    - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
    - If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
    - Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
- *Plan for Extramural Funding:*
    - Describe the overall strategy for leveraging the award into extramural research funding.
    - Provide a general timeframe for seeking extramural grant support for the continuation of the studies.
8. On a separate page, provide a list of current and past (5 years) *intramural awards*.
    - For past awards, include an accounting of the outcome of those awards (e.g. publications, submitted and/or awarded grants, etc.)
9. Include relevant institutional resources necessary to support the research (for example, letters of support from collaborators)

To submit an application, complete the online Intramural Submission Form and upload a PDF copy of the full application which must include the following:

1. **Application cover page with signatures of both, the applicant and the Department/ Division Chair**

2. **Budget request form**

3. **Budget justification page**

4. **Letters of support from collaborators and/or co investigators who are involved in the project.**

5. **A PDF of the proposal**

Applicants are required to combine all documents in to a single PDF before the upload with the exception of the cover page which may be uploaded as a separate file.

Review Criteria and Process for Prioritization for Funding

Proposals will be reviewed by at least 2 members of the COM Research Council. The NIH scoring system for R-series awards (investigator-initiated applications) will be used. Grant applications will receive an overall priority score and ranked accordingly. Final funding decisions will be made by the Executive Associate Dean for Research based on the recommendations of the Research Council. The number of awards made each year will depend on the available funding and the number of meritorious applications.

Reporting Requirements

Upon accepting any COM intramural award, the awardee agrees to the following reporting requirements:
- Provide a final report within three months of the conclusion of the project period. Include in that report, a summary of the outcome/progress of the research proposed in the grant, and a list of manuscripts and grant proposals (submitted, published, funded, etc.).
- Acknowledge the funding source in all publications and presentations related to the funded work
- Submit an annual update for the 2 years following the closure of your funded project listing publications and grants (submitted and/or received) associated with the funded work.

Click to download:

1. Intramural Awards Cover Page

2. Budget Request Form

3. Budget Justification Form