

EXPLORATORY/DEVELOPMENTAL GRANT FUNDING

Application Guidelines



Objective

The primary objective of the HHDC Exploratory/Developmental Grant award program is intended to encourage innovative exploratory/developmental research (basic, clinical/translational, behavioral and community-engaged) in diabetes or its major complications by providing financial support for the early and conceptual stages of project development to enable HHDC members to generate sufficient data to compete for extramural funding beyond the local level. Qualifying projects can include, but are not limited to, qualitative studies, capacity-building endeavors, particularly with high-risk community groups, and preliminary quantitative studies. Upon completion, supported studies should lead to the development of major non-local extramural applications (NIH, DoD, ADA, etc).

Eligibility

Members only are eligible to apply who intend to utilize the results of their proposed project to compete for extramural funding. Any Member may apply, regardless of seniority or current funding.

Priority will be given to:

- junior investigators who are currently unfunded, or are seeking to initiate a new research project which has not been previously funded, and
- funded mid-career or senior investigators who have not previously had active diabetes research programs, or who seek to develop an additional area of diabetes research
- unfunded mid-career or senior investigators who provide significant justification for a diabetes research project that will be competitive for extramural funding

Award Information and Deadlines

Exploratory/Development Grants are offered once per year during the Fall Award Period. The maximum award is \$50,000 per year for up to 2 years. A second year of funding is contingent upon submission of a progress report that demonstrates significant progress toward project milestones that will be evaluated by the HHDC Research Grant Committee. Please refer to the award schedule available at <http://haroldhamm.org/members> for current application deadlines and other relevant dates.

Application Materials

A completed application consists of the items listed below combined into one (1) single PDF file for submission.

1. Routing form specific to the applicant's institution (available at <http://haroldhamm.org/members>) as follows:
 - a. OUHSC: Please use the "OUHSC Routing Form"
 - b. All other campuses/institutions (OU-Norman, OU-Tulsa, OMRF, OSU, and others): Please use the "General Routing Form"
2. Exploratory Grant Application Form
3. Budget. There is no required budget format. The Budget format is at the discretion of the applicant.
4. Budget Justification (not to exceed two pages)

5. PI Biographical Sketch (current NIH format). Biographical sketches for other key personnel should be included as appendices.
6. Resources and Environment (not to exceed two pages)
7. Research Plan (not to exceed four pages for items (a) through (d))
 - a. Specific Aims
 - b. Background and Significance
 - c. Preliminary Studies
 - d. Experimental Design and Methods
 - e. References
8. Plan for how the project and anticipated results will lead to extramural funding, including names of funding agencies you plan to submit to and anticipated timeline for submission (not to exceed one page).
9. List of additional sources of funding received or pledged to the project. If no other funding has been secured, please provide a narrative describing all other efforts to obtain funding for the project, such as professional society awards, OUHSC VPR/PHF Seed Grant Program, internal department requests, and similar. If no other potential funding sources exist for your project, please explain (not to exceed one page).
10. Please provide a list of any past local seed grant mechanisms (Harold Hamm Diabetes Center, PHF, VPR, etc) and any non-local extramural grant applications that were submitted as a result of this prior support (limit to one page).
11. Any additional information relevant to your application may be included as appendices as deemed relevant by the applicant. Review of any appendices will be at the discretion of the Membership Awards Committee, and review of Appendices is not guaranteed. Thus, please seek to include all relevant information to your application in the above materials.

Application Materials Format

Applicants must adhere to stated page limits. There is no required format for application materials (i.e. margins, font, font size, and similar). This is at the discretion of the applicant.

Evaluation Criteria

Applications will be scored for scientific merit using NIH Study Section Guidelines. Scientific Priority scores ranging from 1.0 (highest priority) to 9.0 (lowest priority) will be assigned to the following criteria:

- Feasibility and scientific merit
- Soundness of the approach and research design
- Quality and appropriateness of data analyses
- Qualifications and experience of the investigator
- Potential of the research to attract extramural funding upon completion of the project

Award Conditions

- The maximum project period is 24 months. The second 12 month period is contingent upon significant progress toward project milestones. A one-year progress report must be submitted no later than one month prior to the end of the first funding period. The start date of the project will be specified in the award notification letter, and expenditures can be made as of this date.
- No cost extensions may be considered in extenuating circumstances by the request of the applicant. Please refer to the “No-Cost Extension Request Guidelines and Instructions” document available at <https://haroldhamm.org/ForMedicalProfessionals/Membership/Forms.aspx>

- Any required institutional approvals and protocols must be obtained before funding will be released. Applicants should not seek approval prior to submitting their application, and are asked to seek approval only if their project is funded. If the project is funded, awardees should seek Just-In-Time (JIT) approvals for all required protocols.
- Awardees are required to either (a) submit applications for extramural funding to continue their research by the end of project period, or (b) provide justification for why seeking external funding is not feasible. Federal-level applications are preferred.
- Funds may be used for direct costs only. Indirect costs are not allowable.
- Funds may not be requested for the following. Please direct any questions regarding allowable expenditures in advance of budget preparation, or transaction or commitment if application is funded, to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824.
 - Salaries and fringe benefits for the Awardee(s) are not allowable. Salaries and fringe benefits are allowable for other faculty or personnel for their percent effort on the project.
 - Clerical support, including office supplies, except those carefully justified as specifically required for research purposes
 - Office equipment or furniture, laboratory furniture, or therapeutic equipment
 - Alterations and renovations
 - Hospital per diem charges
 - Purchase of books, periodicals or library services
 - Foreign travel
 - Laboratory equipment costing over \$5,000
- All purchases, financial transactions, and similar related to use of the awarded funds will be coordinated by the awardee's institution/college/department/section according to applicable policies and procedures. It is the responsibility of the awardee's department to ensure adherence to all applicable institutional policies, including but not limited to purchasing policies, research compliance, and similar.
- Expenditures in excess of the award amount or expenditures not allowed by university or similar policy will not be reimbursed and are the sole responsibility of the awardee's department.
- Questions regarding allowable expenditures in advance of budget preparation, or if application is funded, should be directed to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824 prior to any financial transactions or commitments.
- Regardless of program or project start date, quarterly reports of expenditures for periods ending 3/31, 6/30, 9/30, and 12/31 should be submitted within 30 days of the end of each quarter by the budget contact indicated on the application form. Please submit and direct any questions to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824. If no transactions were made in any given quarter, please notify Lance Leonard. Upon receipt of each report of expenditures, HHDC will provide reimbursement for all allowable expenses.
- The awardee's budget contact designated on their application is required to notify Lance Leonard in advance of any reports of expenditures that cannot be made available by the deadlines listed above, or any reports of expenditures that will not be available within 90 days after the end of the program or project implementation period. Otherwise, reimbursement may be denied.
- Awardees may request approval to reallocate their budget to ensure the best use of funds to achieve stated goals. To do so, Awardees must submit 1) the new budget, highlighting or clearly indicating changes from the original budget, and 2) a new budget justification for the changes

only. Please submit to hhdcmembership@ouhsc.edu. Awardee will be notified within 10 business days if the new budget is approved.

- Awardees must include the following statement on any manuscripts, presentations, or similar publications related to the project or its results: “This work supported in part by a Seed Grant award from Harold Hamm Diabetes Center at the University of Oklahoma.” Posters or similarly appropriate materials must include the Harold Hamm Diabetes Center logo, which can be provided upon request to hhdcmembership@ouhsc.edu.
- Awardees may be asked to present on the funded project at the annual HHDC Research Symposium, Diabetes Care SUMMIT, HHDC monthly conferences, or similar forum.
- Awardees must provide a progress report to HHDC Administration within 90 days of project completion. The report shall include a brief summary of results; manuscripts published, submitted, or in preparation; presentations at professional meetings; and similar accomplishments resulting or expected to result from the award. The report should also include a discussion of whether the plan submitted with the initial application describing how the project will lead to extramural funding will be met, and if not, why it will not be met. Status reports or other information may be requested periodically.
- Failure to comply with award conditions, including using funds for unapproved purposes or outside the spirit of the award, will render members ineligible to apply for any future HHDC funding.

Submission Instructions

Your completed application should be submitted as a single PDF file (i.e. you should submit only one (1) file as your application.)

A completed application consists of 1) the appropriate routing form indicated below specific to your campus/institution as a cover page to your application, and 2) all items listed in “Application Materials” above.

OUHSC: Complete “OUHSC Routing Form,” combine it as the cover page to all application materials into a single PDF file and e-mail to hhdcmembership@ouhsc.edu by the specified deadline. You will be notified you when your submission has been accepted.

All other campuses/institutions (OU-Norman, OU-Tulsa, OMRP, OSU, and others): Please follow your institution’s research administration procedures for review, approval, and submission of externally funded awards, including completion of necessary forms specific to your institution. Complete the “General Routing Form” (including certification from an official in your institution’s research administration), combine it as the cover page to all application materials into a single PDF file and e-mail to hhdcmembership@ouhsc.edu by the specified deadline. You will be notified you when your submission has been accepted.

Questions

For questions regarding awards or application guidelines, please e-mail hhdcmembership@ouhsc.edu or contact Katie Hoefling in HHDC Administration at (405) 271-2824.