

TRAINING GRANT

Application Guidelines



Overview

The primary objective of the HHDC Training Program Grant is to enhance the educational value and impact of undergraduate, graduate and post-graduate research and clinical training programs by providing trainees with financial resources to engage in projects conducted in furtherance of their training program that are focused on diabetes and diabetes-related issues.

Eligibility

Trainee Members only are eligible to apply.

There is an expectation that an NIH NRSA F application (for those eligible) will be submitted during the first year award period. Students/postdocs not eligible to apply for NRSA support are encouraged to apply for foundation and other support mechanisms during first year award period. Training award funding for subsequent years will be contingent upon applying for eligible and appropriate trainee fellowship mechanisms.

Award Information and Deadlines

Training Grants are offered during the Fall Award Period. The maximum award amount is \$10,000 for students and \$20,000 for postdoctoral fellows per year for maximum of two years. As indicated, the second year of support is contingent upon submission of an application of extramural trainee support. Please refer to the award schedule available at <http://haroldhamm.org/members> for application deadlines.

Application Materials

A completed application consists of the following combined in one single PDF file for submission:

1. Routing form specific to the applicant's institution (available at haroldhamm.org/members) as follows:
 - a. OUHSC: Please use the "OUHSC Routing Form" (available at <http://haroldhamm.org/members>)
 - b. All other campuses/institutions (OU-Norman, OU-Tulsa, OMRF, OSU, and others): Please use the "General Routing Form" (available at <http://haroldhamm.org/members>)
2. Training Grant Application Form
3. Statement of Purpose (no more than three pages for items (a) through (g) total), including:
 - a. Background/Rationale for project
 - b. Specific Aims/Research Questions
 - c. Experimental Plan/Methodology
 - d. Hypotheses
 - e. List of mentors
 - f. Sponsor statement. The sponsoring mentor should provide a brief history of past trainees, a training plan for the current applicant, and a description of the applicant's qualifications. Please use the NIH NRSA guidelines for this section. Not to exceed 4 pages.
 - g. List of collaborators, if applicable
 - h. Project Timeframe
 - i. Statement of Impact on the educational goals of the trainee's program

- j. 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, internal department requests, and similar. If no other potential funding sources exist for your project, please explain.
4. Budget. There is no required budget format. The Budget format is at the discretion of the applicant.
5. Budget Justification (not to exceed two pages)

Application Materials (continued)

6. Appendices if needed.

Application Materials Format

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 Procedure

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:

- Educational value and impact
- Relevance to training program goals
- Relevance to the field of diabetes
- Plan for submission of extramural trainee application

Award Conditions

- The maximum project period is the earlier of the conclusion of the training program or 24 months. The start date of the project will be the date specified in the award notification letter, and expenditures can be made as of the date of the award notification letter.
- 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>
- For subsequent years of support, demonstration that the trainee has applied for NRSA or other relevant trainee fellowship mechanisms is required.
- All required institutional approvals and protocols must be obtained before funding will be released. Applicants need 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.
- 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.
 - Trainee’s salary or fringe benefits. If carefully justified, salaries and fringe benefits are allowable for faculty or personnel for their percent effort on the project, but these should be kept to a minimum given the maximum amount of the award allowed.
 - 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
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- 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 project or its results: "This work supported in part by a training 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 30 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; a brief description of the impact of the award on the training experience; and other information deemed relevant to the award.

- 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, OMRF, 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.