

**HAROLD HAMM DIABETES CENTER (HHDC)
&
PRESBYTERIAN HEALTH FOUNDATION (PHF)**

**HHDC/PHF SEED GRANT PROGRAM
GUIDELINES AND APPLICATION FORM**

APPLICATION DEADLINE: MARCH 29, 2019

Applicants will be notified whether the application has been forwarded to HHDC and PHF for consideration for funding by May 10, 2019.

The start date for approved proposals for the HHDC/PHF Seed Grant Program will be July 1, 2019.

HHDC/PHF SEED GRANT PROGRAM GUIDELINES AND APPLICATION FORM

I. OBJECTIVES

The primary objective of the HHDC/PHF Seed Grant program is to provide a one-year grant for new OUHSC investigators to initiate diabetes research programs. Secondary objectives are to provide established OUHSC faculty with the opportunity to initiate new unfunded diabetes projects and to provide unfunded OUHSC faculty funds to initiate a diabetes research program.

II. SUPPORT

Applicants may request support of up to \$50,000 for one year, with funds potentially available for a second year based upon progress of first year project and availability of funds.

III. ELIGIBILITY

- A. Assistant, Associate, or Full Professors with extramural funding no greater than \$300,000 per year in direct costs may apply for the HHDC/PHF Seed Grant Program. Applications from new investigators (within 5 years of first full academic appointment and never having received independent federal funds) are given special consideration during peer review and at the time of funding consideration.
- B. Principal investigators with Temporary Faculty appointments (faculty with academic titles such as instructor, lecturer, or titles modified by prefixes such as visiting, adjunct, clinical, or temporary research appointments with suffix “of Research”) must obtain approval from the Vice President for Research before submitting an application for this program. Approval will require a letter from their Department Chairperson indicating a departmental commitment of salary, research space, and time for development of an independent career at OUHSC. Requests should be sent to ORA4PHF@ouhsc.edu
- C. HHDC/PHF Seed Grant recipients may not apply for or hold a PHF Seed Grant, a HHDC/PHF Bridge Grant, a PHF New Investigator Seed Grant, or a PHF Clinician Scientist Development Grant during the duration of this award.

IV. APPLICATION PROCEDURE

- A. A complete application consists of the following (see Application Form at end of Guidelines):
 - 1. Face Page
 - 2. Budget
 - 3. Budget Justification
 - 4. PI Biographical Sketch (use current NIH format). Biographical sketches for other key personnel should be included in the Appendix.
 - 5. Resources and Environment (use current NIH format)
 - 6. Research Plan (4-page limit)
 - a. Specific Aims
 - b. Background and Significance
 - c. Preliminary Studies
 - d. Experimental Design and Methods
 - 7. Literature Cited
 - 8. Plan for how these results will lead to extramural funding in the area of diabetes; include names of funding agencies you plan to submit to and a timeline for submission; maximum of 1 page.
 - 9. Appendix – Biographical Sketch for other key personnel; if the PI has a Temporary Faculty Appointment, include the letter from the Department Chairperson and approval from the Vice President for Research to submit an application.

- B. Font and margin specifications
Font and margin specifications must be followed. The approved font options include two serif fonts (Palatino and Georgia) and two sans serif fonts (Arial and Helvetica). Font must be 11 points or larger. Use at least one-half inch margins (top, bottom, left, and right).
- C. Routing of the sponsored programs grants routing form
1. At least three days prior to submission of the grant application, you must submit an electronic routing form using SOONERTRACKGRANTS (<http://soonertrack.ouhsc.edu/SoonerTrackGrants.aspx>). A copy of the application must also be sent to HSCORA@ouhsc.edu for review by your Sponsored Program Administrator. Once the review is complete, the Face Page of the HHDC/PHF Seed Grant application must be signed by the ORA Official before the PI submits the final application.
 2. **This program follows a Just-In-Time application process; therefore, approval of Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee and Institutional Biosafety Committee, where applicable, are not needed unless the application is being considered for funding by HHDC and PHF.** Applicants should only submit this information when it is requested by the Office of the Vice President for Research. All protocols must be approved by the relevant review committees before funds are awarded.
- D. Submission of final application
1. Send the final application by e-mail to ORA4PHF@ouhsc.edu no later than 5 pm, Friday, March 29, 2019. Please title the application attached to the e-mail: HHDC/PHF-Seed Grant-[PI Name]. **Please submit the application as a single file in a pdf format.**
 2. Failure to follow these steps could cause your application to be overlooked and not reviewed by the Review Committee.

V. PROGRAM RESTRICTIONS

- A. The maximum project period is 12 months, with funds potentially available for a second year based upon progress of first year project and availability of funds.
- B. The maximum budget request is \$50,000 for direct costs only. Each budget item should be carefully justified as necessary for the project. Domestic travel is allowed (Domestic travel includes travel within and between any of the 50 states of the United States and its possessions and territories and also travel between the United States and Canada and within Canada).
- C. Funds may not be requested for the following:
1. Faculty salaries and fringe benefits.
 2. Clerical support, including office supplies, except those carefully justified as specifically required for research purposes.
 3. Office equipment or furniture, laboratory furniture, or therapeutic equipment.
 4. Alterations and renovations.
 5. Hospital per diem charges.
 6. Purchase of books, periodicals, or library services.
 7. Foreign travel (any travel outside of Canada and the United States and its territories and possessions).
 8. Laboratory equipment costing over \$5,000.
- D. Salary and fringe benefits may be requested for the following individuals: research staff, students, postdoctoral research fellows, residents, fellows, and faculty with Temporary Faculty appointments who are not PIs or key personnel on the grant.

- E. Any unspent funds must be returned upon termination of the grant.
- F. No-cost extensions are not allowed, except in extenuating circumstances and must be approved by the Vice President for Research or designee. Re-budget requests must be submitted on the PHF Budget Modification Request Form and approved by the Vice President for Research or designee. Any significant change in the budget (e.g., deviation of expenditures in a single category, increase or decrease by 15% or more of the total amount awarded) will require approval from HHDC and PHF.

VI. REVIEW CRITERIA

- A. The committee will evaluate the application for scientific merit according to the following criteria:
 - 1. Feasibility and scientific merit in the area of diabetes research.
 - 2. Soundness of the approach and research design.
 - 3. Quality and appropriateness of data analyses.
 - 4. Potential of the research to attract extramural funding upon completion of the HHDC/PHF Seed Grant project.
 - 5. Applications from new investigators (within 5 years of first full academic appointment and never having received independent federal funds) are given special consideration during peer review and at the time of funding consideration. Peer reviewers are instructed to focus more on the proposed approach than on the track record, and to expect less preliminary information than might be provided by an established investigator
- B. Scoring for scientific merit will use NIH Study Section Guidelines. Scientific Priority scores range from 1.0 (highest priority) to 9.0 (lowest priority).

VII. POST AWARD CONDITIONS

- A. Grant administration
Questions about grant administration (e.g., budget modifications, changes in project personnel, extensions) should be addressed to the Sponsored Program Administrator assigned to the PI (find your SPA: <https://research.ouhsc.edu/Research-Administration/About-ORA/SPA>).
- B. Progress reports:
 - 1. **HHDC/PHF Progress Report** – A progress report is due to the Office of the Vice President for Research within 30 days of project termination. It is the responsibility of the PI to submit the Progress Report. The Office of the Vice President for Research will provide a Progress Report template with detailed descriptions for each section to the PI. The report shall include a summary of research results; concise summary of significant discoveries, outcomes and progress in layman's terms; funding that has been secured with the help of grant dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from grant funds.
 - 2. Upon request by the Office of the Vice President for Research, the PI will provide periodic updates about funding that has been secured with the help of grant dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from grant funds.

FAILURE TO COMPLY WITH AWARD CONDITIONS WILL RENDER INVESTIGATORS INELIGIBLE TO APPLY FOR ANY FUTURE HHDC AND PHF FUNDING.

FACE PAGE

**HAROLD HAMM DIABETES CENTER &
PRESBYTERIAN HEALTH FOUNDATION
HHDC/PHF SEED GRANT- APPLICATION**

Principal Investigator: _____

Faculty Rank: _____

College/Department: _____

Campus Address: _____ Phone: _____

Email: _____

PROJECT TITLE: _____

PROJECT SUMMARY (layman's terms, no more than 250 words):

Budget Request: \$_____

Signature of Principal Investigator

Date: _____

Signature of ORA Official

Date: _____

BUDGET

PERSONNEL (For faculty, list % time effort. For non-faculty, list % time effort, salary, fringe benefits, and total):

<u>Name/Position</u>	<u>% Effort</u>	<u>Salary</u>	<u>Fringe Benefits</u>	<u>Total</u>
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EXPENDABLE SUPPLIES (List separately items such as biochemicals, glassware, and animal purchases):

TRAVEL (Travel will be reimbursed at actual and reasonable expense):

OTHER COSTS (include animal per diem and housing costs, if applicable):

TOTAL COSTS (Not to exceed \$50,000) \$ _____

BUDGET JUSTIFICATION

PI - BIOGRAPHICAL SKETCH (Use current NIH format)

RESOURCES AND ENVIRONMENT (Use current NIH format)

RESEARCH PLAN (4-Page Limit)

LITERATURE CITED

PLAN FOR EXTRAMURAL FUNDING (1-Page Limit)

APPENDIX
