

SMALL GRANTS PROGRAM

Center for Psychiatric Neuroscience

The University of Mississippi Medical Center

FUNDING SOURCE, ELIGIBILITY & POLICIES

I. SOURCE OF FUNDS

Funds for the Small Grants Program of the Center for Psychiatric Neuroscience (CPN) were awarded by the National Center for Research Resources (NCRN Grant #P20 RR17701) to the University of Mississippi Medical Center (UMMC) for its psychiatric neuroscience research program.

II. ELIGIBILITY

1. Since a major objective of the CPN is to encourage junior faculty members in psychiatric neuroscience research, the majority of grants will be awarded to faculty members who have not received prior R01-type support from NIH. However, consideration will also be given to new and unique ideas by established faculty members who are conducting psychiatric neuroscience research and, in exceptional circumstances, established investigators conducting research in diverse fields who will utilize the local grant mechanism as a source of seed money to explore an idea and initiate a research program relevant to psychiatric neuroscience. In these latter cases, however, highest priority will be given to those investigators who do not have major grant support (e.g., R01, K award) for their research and have experienced recent sustained difficulty (>2 years) in obtaining major grant support.
2. Applicants cannot be members of the CPN Institutional Research Grant Review Committee. If a member of the committee wishes to apply for a grant, he/she must resign from the committee.
3. Project principal investigators whose projects are currently funded by the CPN are not eligible for the Small Grants Program.
4. The committee will not make awards to an established investigator if it is for support of the work of a junior faculty member. The junior faculty member's name should be designated as the applicant and his/her title indicated. The junior faculty member will have a mentor who is an established investigator and who is committed to facilitating the development of an independent research program by the investigator.
5. Grants are awarded by the Small Grants Program of the CPN with the understanding that the recipient will not accept funds for the same purpose from any other granting agency.

6. Citizenship requirements: CPN awards may be made only to eligible applicants. Continued funding is dependent on the grantee's maintaining eligibility.
 - (a) United States citizens are eligible to apply for a CPN small grant.
 - (b) Permanent resident aliens are eligible to apply for a CPN small grant. These applicants must provide notarized evidence of their status.
 - (c) Since the CPN is funded by the National Center for Research Resources, a component of NIH, the center must adhere to NIH eligibility requirements. Specifically, NIH requires the applicant to determine that individuals' visas will allow them to remain in this country long enough for them to be productive on the research project. Applicants must provide notarized evidence of their status for the duration of the award period. If a grant is awarded and an individual's visa will not allow a long enough stay to be productive on the project, the CPN/NIH may terminate the grant (see [Administrative Requirements—Changes in Project and Budget](#) and [Administrative Requirements—Enforcement Actions—Suspension, Termination, and Withholding of Support](#)).

III. POLICIES

These policies apply to funds granted by the CPN as well as institutional matching funds.

1. **Award amount:** Awards of up to \$25,000 per year will be made for up to two years for a maximum total award of \$50,000 from the CPN. One-to-one matching funds from UMC will be provided (total award = \$100,000 for two years). Awards are nonrenewable.
2. **Application procedure:** Applicants will submit a written proposal as described in the attached "Application Instructions."
3. **Institutional approval:** All applications require approval by the appropriate administrative officials at the respective institution in which the faculty person is based prior to submission.
4. **Assurances of compliance:** Proposals selected for funding will be required to have an assurance of compliance with regulations stipulated by any appropriate institutional committees, including Institutional Animal Care and Use Committee, Institutional Biohazards Committee, Institutional Review Board for Human Studies, and Radiation Safety. *(Note: Applicants must provide documentation (i.e., a memo from the appropriate institutional committee) of approval or submission of IACUC, IRB, biohazards use, and/or radiation safety protocols. Applications that cannot demonstrate approval or submission of IACUC, IRB, biohazards use, and/or radiation safety protocols with a memo from the appropriate institutional committee will not be reviewed by the CPN.)*
5. **Allowable costs:** Research supplies, research equipment (equipment costs should be less than 15% of the total award*), technical assistance, domestic travel when necessary to carry out the proposed research program, publication costs (including reprints and costs of computer time), and salary for research personnel. All travel

reimbursements must be in compliance with UMC policies and procedures and the laws of the State of Mississippi.

6. **Unallowable costs:** Salary for tenured or tenure-track faculty, salaries for graduate students, indirect costs, research equipment costing more than 15% of the total award*, construction or maintenance of buildings, renovations, therapeutic equipment, consortium overhead costs to other institutions, foreign travel, secretarial and telephone services, purchasing and binding of periodicals and books, office furniture, office equipment, office supplies and computers, word-processing computer software, per diem charges for hospital beds and/or ordinary medical care, dues and memberships in scientific societies, or tuition.

*Equipment requests costing more than 15% of the total award will be considered with detailed justification of need, including an inventory of similar instruments existing at the institution and a description of why these other instruments are unavailable or inappropriate for the proposed research.

7. **Subsequent grant applications:** When an awardee submits subsequent grant applications, he/she is expected to divulge information on CPN funding. If the subsequent grant application receives funding, the awardee must provide written notification to the CPN Principal Investigator, Dr. Gregory Ordway, Ph.D. (mailing address on page 5) of the type and amount of funding.

8. **Publications:** Publications resulting from research supported by the CPN should contain the following acknowledgment:

"This publication was made possible by research funds from the Center of Psychiatric Neuroscience at The University of Mississippi Medical Center which is supported by NIH Grant P20 RR017701 from the Institutional Development Award (IDeA) Program of the National Center for Research Resources."

or *"The project described was supported by research funds from the Center of Psychiatric Neuroscience at The University of Mississippi Medical Center which is supported by NIH Grant P20 RR017701 from the Institutional Development Award (IDeA) Program of the National Center for Research Resources."*

and as appropriate,

"Its contents are solely the responsibility of the authors and do not necessarily represent the official views of NIH or the Center for Psychiatric Neuroscience at the University of Mississippi Medical Center."

Grantees must send a cover letter and two reprints of publications carrying the above credit line addressed to the chair of the CPN Institutional Research Grant Review Committee, Dr. William L. Woolverton (please mail the cover letter and the reprints to the Research Center Administrator's attention, Anne Dautenhahn, see address on page 6).

9. **Application review:** Proposals will be reviewed by the CPN Institutional Research Grant Review Committee using guidelines established by NIH for R21 applications. These guidelines can be found at the following website:

<http://www.csr.nih.gov/guidelines/guidelines.htm>.

10. **Award notification:** Individual awardees will be notified in writing of the award. This award letter will include the following:

- notification that the CPN is funding the award
- amount of the award
- duration of award
- Terms and Conditions of Award.

11. **Grant reporting mechanisms:** All written research progress reports should be mailed to the Research Center Administrator (Anne Dautenhahn, please see address on page 6) for subsequent submission to the chair of the CPN Institutional Research Grant Review Committee, Dr. William L. Woolverton.

- **Presentation of research progress.** Investigators may be required to present their research progress to the CPN External Scientific Advisory Board at the advisory board's annual meeting (usually held in late September), at the monthly CPN Progress Report meetings (held on the 3rd Tuesday of each month) and/or at the CPN Annual Research Day (usually held in the spring). Any problems in carrying out proposed research by an investigator, as revealed in the progress reports, will be brought before the CPN Institutional Research Grant Review Committee for evaluation and consideration of the circumstances and the potential for the investigator to solve problems in a timely manner.
- **Written progress reports.** Investigators will be required to submit two (2) written progress reports annually. During Year 1 of funding, one written progress report will be due one month prior to the end of the first year of the small grant funding period; the second written progress report will be due at the time of submission of the center's PHS 2590 Non-Competing Progress Report (due each year on May 1st). During Year 2 of funding, one written progress report will be due 60 days prior to the end of the second year of small grant funding period; the second written progress report will be due at the time of submission of the center's PHS 2590 Non-Competing Progress Report (due each year on May 1st). Written progress reports should include updated Biosketch and Other Support pages, detailed budget pages, a brief synopsis of progress, a list of grant applications and/or publications submitted as a result of data generated by the research, and numbers of grant applications awarded as a result of funding from the CPN Small Grants Program.
- **Financial reports.** The Small Grants Program of the Center for Psychiatric Neuroscience is not responsible for the over-expenditure of grant funds, for commitments against a grant not paid within 60 days after its termination or renewal, or for expenditures made before the starting date of a grant.

The Small Grant Principal Investigator will be responsible for submitting quarterly invoices for expenditure of funds to the CPN Accountant/Grants

Administrator, Mary Schow (please see address on page 6). Invoices must indicate the expenditure of CPN funds **and** matching funds. Invoices must be submitted based on the CPN funding period (which may differ from the small grant funding period). Quarterly invoices should be submitted by the first of December, March, June, and September.

- **Final progress report.** A final report of research findings will be required to be submitted 30 days following the end of the 2-year research period. Additionally, a final report of expenditures must be submitted to the grant's principal investigator, Dr. Gregory A. Ordway (mailing address on page 5), within 90 days after termination of a grant, together with the refund of any unexpended balance. Unexpended funds from an existing grant cannot be carried forward to a renewal or any other grant.

12. **Personnel:** Personnel compensated in whole or in part with funds from a CPN Small Grant shall not be considered as employees of the National Institutes of Health or of the CPN at the University of Mississippi Medical Center, but as employees of the grantee institution. In awarding grants to an institution or individual, neither the CPN nor NIH assumes any responsibility for the conduct of the investigation or the acts of the investigator, since both are under the direction and control of the investigator's institution and subject to its ethical and scientific policies.

MAILING ADDRESSES

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Chair, CPN Institutional Research Grant Review Committee:

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