

**2008 - 2010 SMALL GRANTS PROGRAM**  
**Center for Psychiatric Neuroscience**  
The University of Mississippi Medical Center

**FUNDING POLICIES**

FUNDING SOURCE

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

THEMATIC FOCUS OF THE CPN

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The research theme of the CPN is the neurobiology of major depressive disorder, and this thematic focus is at the center of four major CPN-funded research projects examining the cellular and molecular determinants of major depressive disorder. Therefore, the goal of our competitive **Small Grants Program** is to fund proposals with a research theme broadly related to the neurobiology of major depression and which will complement the research activities of the four major independent CPN-funded research projects. *Only proposals that have a research theme related to the basic neuroscience of major depression, which may include human, animal or in vitro studies, will be considered.* For more information on the CPN's current research projects go to our website at <http://cpn.umc.edu>.

BUDGET AND PROJECT PERIOD

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One small grant will be awarded for the 2008 – 2010 award period at a maximum of \$50,000 per year for two years (see details below). The maximum funding from the CPN for a small grant is \$25,000 per year for two years, with one-to-one matching funds from UMC, for a total of \$50,000 per year for two years. Grant applications are reviewed internally by an Institutional Research Grant Review Committee and funding can begin as early as July 1, 2008.

ELIGIBLE PRINCIPAL INVESTIGATORS

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1. All full-time UMC faculty members (Jackson campus) are eligible to apply. 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. Note that prior CPN Subproject support is considered 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, R03, R21, K award) for their research and have experienced recent sustained difficulty (>2 years) in obtaining major grant support.

2. Neither applicants nor mentors can 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 to apply for the Small Grants Program.
4. Awards will not be made 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 must 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](#) ).

## POLICIES (FULL APPLICATIONS)

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These policies apply to funds granted by the CPN and 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 full applications require a UMC transmittal page signed by the investigator and department chair.

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. **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>

8. **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.

9. **Grant reporting mechanisms.**

- **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, at monthly CPN Progress Report meetings and/or at the CPN Annual Research Day. 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. Continued funding will depend on the presentation of progress reports demonstrating favorable progress toward the specific aims of the application.

- **Annual progress report.** Investigators will be required to submit a written progress report annually at the time of submission of the Center’s PHS2590 Non-Competing Progress Report (due each year on May 1<sup>st</sup>). 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 of fund expenditures to the UMC Department of Psychiatry Business Manager, Mary Schow ([mschow@psychiatry.umsmed.edu](mailto:mschow@psychiatry.umsmed.edu)). 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 January, April, July, and October.

- **Final progress report.** Investigators will be required to submit a final report of research findings 30 days following the end of the 2-year research period. Additionally, a final report of expenditures must be submitted to Anne Dautenhahn, Program Administrator, 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.

10. **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. Craig Stockmeier, Ph.D., of the type and amount of funding.

11. **Publications.** Publications resulting from research supported by the CPN must 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 should send two reprints of publications carrying the above credit line addressed to Anne Dautenhahn, Program Administrator, Clinical Sciences Building, Room L719.