

2008 - 2010 SMALL GRANTS PROGRAM

Center for Psychiatric Neuroscience
The University of Mississippi Medical Center

APPLICATION INSTRUCTIONS for FULL PROPOSALS

I. IMPORTANT DATES

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| Monday, January 14, 2008 | Pre-proposal (letter of intent) submission deadline |
| Wednesday, January 23, 2008 | Pre-proposal Review Session |
| Monday, February 18, 2008 | Full proposal submission deadline |
| Monday, March 3, 2008 | Full proposal review session |
| Monday, March 17, 2008 | Resubmission deadline |
| July 1, 2008 | Earliest funding start date |

II. APPLICATION PROCESS

Faculty members interested in competing for funds should submit a pre-proposal (letter of intent) no later than Monday, January 14, 2008. Following review of pre-proposals by the Center for Psychiatric Neuroscience's (CPN) Institutional Research Grant (IRG) review committee, selected candidates will be invited to develop full proposals based on the research described in their letter of intent. **Deadline for receipt of full proposals is Monday, February 18, 2008.** The application instructions below apply to those candidates invited to submit full proposals.

III. APPLICATION INSTRUCTIONS

A. General Instructions

Forms

Applications must be submitted on the **CPN Small Grant Application Form**, adapted from the PHS398 grant application form and available at the CPN website <http://cpn.umc.edu>.

Format Specifications

Use an Arial typeface and a font size of 11 points or larger.

Use at least one-half inch margins (top, bottom, left and right) for all pages.

The application must be single-sided and single-spaced.

Smaller font size may be used for figures, graphs, diagrams, charts, tables and table legends but it must be an Arial typeface and in black ink.

Page Limitations

Face Page / Abstract (1 page)

Research Training & Career Goals / Key Personnel (1 page)

Mentor Support Letter (1 page)

NIH Biosketches (not to exceed 3 single-spaced pages / investigator)

2-year Budget (1 page)

Budget Justification (1 page)

Resources (1 page)

Research Plan - including Specific Aims, Background & Significance, Preliminary Studies, and Research Design & Methods (10 single-spaced pages)

Human Subjects Research (no page limit)

Vertebrate Animals Research (no page limit)

Literature Cited (1 page)

Assurances of Compliance

Additional Materials

While additional material may be submitted, the CPN cannot ensure that our reviewers will examine any additional submitted materials or any material that exceeds the lengths specified.

Copies

An electronic copy plus seven (7) paper copies of the completed application should be forwarded by 5:00 pm on Monday, February 18, 2008 to Anne Dautenhahn, Program Administrator, Clinical Sciences Building, Room L719.

B. Specific Instructions

1. **UMC Transmittal.** Complete and route the electronic UMC Transmittal. Include a hard copy of the routed transmittal with the application.

2. **Face Page.** Self-explanatory

Abstract. Include a succinct and accurate description of the proposed work. State the broad, long-term objectives and specific aims making reference to the relatedness of the project to the Center's theme of major depression.

3. **Research Training and Career Goals.** Provide a brief description of completed research training and future career plans.

Key Personnel. Self-explanatory.

4. **Mentor Support Letter.** Include a letter from an on-campus mentor describing the mentor's commitment to facilitate the specific research proposal.

5. **NIH Biosketches.** Not to exceed three typed pages per investigator.

6. **2-Year Budget.** The budget should reflect total costs of research, including CPN support and one-to-one matching funds from UMC for both Year 1 and Year 2. (Year 1 total should not exceed \$50,000 and Year 2 total should not exceed \$50,000.)

State the names, positions, and percentage of time that personnel will dedicate to the project. Designate total amounts budgeted for salary and fringe costs. For consultants, a letter of intent to collaborate is necessary.

Itemize any equipment costing more than \$500. Equipment costing more than 15% of the total 2-year maximum award, is not allowable unless clearly justified (see Funding Policies at <http://cpn.umc.edu> under “Funding Opportunities”). Specific justification is required for purchases of permanent equipment and items costing more than \$2,000. (See Item #7, **Budget Justification**, below.)

Designate the amounts budgeted for supplies, travel, and other costs.

7. **Budget Justification.** Provide a brief justification for purchases of permanent equipment and items costing more than \$2,000. If budgeting for equipment that costs greater than 15% of the total requested budget, provide a detailed justification that includes an inventory of similar instruments existing at UMC and a description of why these instruments are unavailable or inappropriate for the proposed research. This latter detailed justification is also required if multiple pieces of requested equipment result in total equipment costs that exceed 15% of the total award.
8. **Resources.** Specify the laboratory to be used for the proposed research. Include a description of major equipment, computers and office space already available for this project and the pertinent capabilities of each.
9. **Research Plan.** This description should not exceed ten (10) single-spaced typed pages using Arial 11 point font.

Organize this section into the following sub-sections:

- a. **Specific Aim(s).** *What do you intend to do?*
- b. **Background and Significance.** *Why is the work important? What has already been done? How does this work relate to the overall theme of depression in general, and the Center’s four major projects in particular?*
- c. **Preliminary Studies.** *Optional.*
- d. **Research Design and Methods.** *How are you going to do it?*
- e. **Human Subjects Research.** *Include this section if you marked “yes” for Item 5 on the Face Page of the application.*

Applicants are encouraged to refer to <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/decisioncharts.htm> and http://www.niaid.nih.gov/ncn/clinical/humansubjects/hs_04i.htm for guidance on how to write a human subjects application. **Applications involving human research subjects are also required to submit the “Targeted/Planned Enrollment Table” found at <http://grants.nih.gov/grants/funding/phs398/enrollment.doc>.**

- f. **Vertebrate Animals.** *Include this section if you marked “yes” for Item 6 on the Face Page of the application.*

Address the following 5 points:

- i. Provide a detailed description of the proposed use of animals in the work outlined in the Research Design and Methods section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
- ii. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
- iii. Provide information on the veterinary care of the animals involved.
- iv. Describe procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
- v. Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations.

10. Literature cited. Not to exceed one typed page.

11. Assurances of Compliance. If IACUC, IRB, Biohazards, and/or Radiation Safety protocols have been reviewed and approved for compliance, these will be confirmed by the Office of Research. However, a copy the memo indicating compliance assurance from the respective institutional committee is required on file in the CPN office and should be included with your application.

If institutional assurances of compliance are pending, letter(s) are required at the time of submission from the appropriate IACUC, IRB, Biohazards, and/or Radiation Safety official indicating that the proposed protocol has been submitted to the respective committee for review.