

Medical College of Virginia of
Virginia Commonwealth University

INTERNAL RESEARCH GRANT APPLICATION

Purpose and Eligibility

A. D. Williams research support is provided primarily to fund newer MCV Campus faculty members in projects which are likely to lead to extramural funding and continued research. The maximum amount to be awarded for an individual grant is \$15,000. The research proposal must have a clearly defined and testable hypothesis, sound and well designed methodology, adequate statistical analysis and sample size, and will lead to further studies. The future studies must have a high likelihood of attracting extramural support. No further specification as to the type of research is made.

Although emphasis will be toward new faculty, more senior faculty members will be eligible for funding in two situations: (1) Faculty members who are or have been funded by extramural grants and are in an interim period between the termination of a current grant and the start of a new grant, and (2) Faculty members who are embarking on a new research area and need seed money toward completion of a pilot project in anticipation of submission for extramural funding. Funding preference will be given to full time VCU tenure tract and collateral faculty at the rank of Instructor or higher. Non-tenured faculty must provide a written letter from their departmental chair indicating that the faculty member is considered to be permanent and continuing faculty. Full time, non-tenured faculty who do not have a letter from their chair may be funded at the end of the fiscal year on a priority ranking basis from previously uncommitted funds, if available. Individuals who have received support from this program within the past four years are generally not eligible. However, junior faculty may apply for a second award within the first four years of their employment here.

Procedure

The application follows the introductory instructions. This form is used to apply for support from the A. D. Williams Fund, the American Cancer Society Institutional grant program, or certain other sources which may be announced. Identify the source to which application is made, provide all information requested, and limit the proposal to **five** additional pages (plus 1 page for the bibliography).

The requisite number of copies of the completed application, including the P.I.'s current curriculum vitae, is: 19 (original + 18) for A. D. Williams and 12 (original + 11) for ACS Institutional Grants. Further information and regulations pertaining to this program are available from the office listed below. Copies of completed applications must be delivered to the appropriate office by the established deadline dates of February 1, May 1, August 1, and November 1.

Ordinarily, review of all applications by the Advisory Committee and action by the A. D. Williams Committee will be completed in six weeks and applicants will be advised of decisions by letter from the Chairman of the A. D. Williams Committee.

A. D. Williams Committee
Dr. George D. Ford, Executive Secretary
Room 6, Nursing Education Building, Ext 8-5174

ACS Institutional Research Grants
Dr. Thomas F. Huff, Director
Room 311, Medical Sciences Building, Ext. 8-2317

Important: Incomplete proposals will not be reviewed.
A common omission is appropriate attention to data analysis and statistical evaluation.

Scoring of grant applications by the Research Advisory Committee

The Research Advisory Committee will assign a numerical Priority Score (0 to 10) to each application based on the following:

		Priority Subscore
1. Years at MCV Campus of VCU:	0 to 2 years: 1 2 to 4 years: 0.5 over 4 years: 0	0 to 1
2. Previous and current support:	Low priority if previous local support or current external support for a similar project. However, high priority if it is a bridge project between external grants.	0 to 1*
3. Likelihood of leading to external funding		0 to 2
4. Scientific Quality	Clarity, significance, time frame, testable hypothesis, etc.	0 to 6

A priority score of at least 7.0 must be attained to permit a recommendation for approval.

*A senior investigator who is well funded in areas similar but not necessarily identical to the proposed seed project should be assigned a negative subscore of -2 to -1.

MEDICAL COLLEGE OF VIRGINIA OF
VIRGINIA COMMONWEALTH UNIVERSITY
APPLICATION FOR AN INTERNAL RESEARCH GRANT AWARD

(Attach current curriculum vitae)

Name: _____ Academic Rank: _____

School: _____ Department _____ P.O. Box: _____

- Check one: Full time, Tenured
 Full time, Tenure Track* (See instructions for eligibility)
 Full-Time, Collateral* (See instructions for eligibility)
 Part-Time, Adjunct (Sorry, you are not eligible for A. D. Williams awards)

Project Title: _____

Amount Requested: \$ _____

- Support is requested from (Check one): A. D. Williams Fund
 ACS Institutional Grant Program
 Other (identify) _____

Signature: _____ Date: _____

ENDORSEMENT OF DEPARTMENT CHAIRMAN

As Chairman of the Department of _____, I endorse this
application and the information provided above. This project will be conducted in
_____ which will be available for this purpose.
(room and building)

Department Chairman: _____

Signature: _____ Date: _____

Provide a **brief** description of any project(s) for which you have been or are currently funded since your appointment at this institution. State the amount, the period, and the source of support. If you have received the support from this or any other small grant program at VCU, list subsequent external grants applied for, whether or not funded, sources, dates, and amounts.

Has support for this or a similar project been requested from other internal sources? (e.g. VCU grant-in-aid, Cancer Center) or from external agencies (NIH, NSF, etc)?

Yes _____ No _____

If either answer is “yes,” state the source applied to, amount, and period of support.

List all other persons (faculty, students, technicians, house staff, etc.) who might be assisting you in this project. If you are planning on having a co-investigator, please include a curriculum vitae for them as well. See instructions if support for personnel is requested.

Budget Data and Research Proposal

Please provide the following budgetary information: **Itemize and identify any item in excess of \$200.** (Chemicals may be grouped into major categories such as solvents, radiolabelled compounds, enzymes, fine biochemicals, et.).

EQUIPMENT (Itemize and justify) _____

CONSUMABLE SUPPLIES (Itemize) _____

ADDITIONAL EXPENSES (State purpose and justify) _____

TOTAL _____

On continuation pages (limit of 5 plus 1 page for the bibliography), please provide a detailed description of the proposed research project. Include research objectives, methodology, and limitations. If the proposed experiments involve the use of experimental animals discuss the precautions which will be used to insure their safe and humane treatment if the experiments involve the use of agents which may be hazardous to personnel or animals; discuss the procedures which will be used to minimize such hazards. **All protocols for human subjects and/or animal research must be submitted to the CCHR and/or IACUC for approval before funds are allocated.** Discuss the significance of the proposed project including an indication of how it must lead to external research support later on. Also, list principal references and previous research work pertaining to this proposal. Number the continuation pages 4, 5, etc. Do not use a font size smaller than 10 points and maintain at least 1/2 inch margins all around.

If this application is a revision of an application previously reviewed by the A. D. Williams Research Advisory Committee, please detail the major revisions on a separate continuation page. This continuation page should be numbered page 4 and is not to be counted against the limit of 5 continuation pages allowed for the description of the proposed research project. Additionally, please highlight in bold typeface the significant changes in the revised research proposal.

**A. D. WILLIAMS GRANT APPLICATION
CHECK LIST**

1. Application submitted to Dean's Office School of Nursing on appropriate Date.
August 1, November 1, February 1, or May 1.
2. Nineteen copies submitted
3. Have not had an A. D. Williams Development Award for 4 years*
4. Full time tenured faculty
 Full time collateral or tenure-track faculty with letter from Department Chairman
indicating faculty member is "permanent and continuing" has been sent.
 Non-tenured full time without letter from chair.
5. Chairman's signature
6. Dollar limit of \$15,000 not exceeded
7. Publication cost **NOT** requested
8. Remodeling cost **NOT** requested
9. Patient hospital daily cost and hospital visit fees **NOT** requested.
10. All current and pending grants and contracts listed
11. Personnel Funds **NOT** included unless meet guidelines
12. Current Curriculum vitae (19 copies) attached

Complete and attach to the cover page of the original application.