

WV-INBRE Directions for Major Research Project Applications

Release date: September 27, 2013
Letter of Intent: October 31, 2013
Application Due: December 9, 2013
Award Date: May 1, 2014

Up to five major PUI research awards will be funded for up to three years beginning May 1, 2014 based on applications submitted by Partner Institution (Primarily Undergraduate Institution - PUI) biomedical researchers and contingent on the award of the WV-INBRE Phase III competitive renewal.

Research applications from PUI investigators will be due on December 9, 2013. This timeframe is needed to allow sufficient time for review of the submitted proposals and selection of successful applications prior to the anticipated start of Y14 on May 1, 2014. Therefore, it is critical that faculty interested in becoming Project Investigators (PIs) of these projects or seeking additional support to continue current work should consider beginning to develop their applications **NOW!** **Faculty members from all network PUIs are eligible to apply. PUI faculty with existing major PUI research awards funded through April 30, 2013 may submit an application for competitive renewal.** Project Investigators of Faculty Research Development Awards (FRDAs) are eligible and encouraged to apply for one of the major research awards. Faculty can apply for a Y14 major research award and for a FRDA on the same or different topics during the Y13 funding year. However, if the major research award is funded, the FRDA will not be awarded.

Listed below are the directions to use in preparing your application which will be submitted to the WV-INBRE office at Marshall University. If you have questions or need additional information you can contact Gary O. Rankin, PI, by e-mail (rankin@marshall.edu) or telephone (304-696-7319).

1. WV-INBRE Thematic Considerations: All INBRE proposals must have a general theme. The current research theme for WV-INBRE is Cellular and Molecular Biology with an emphasis on chronic disease (cardiovascular disease, cancer, diabetes and obesity). Not all applications have to strictly comply with the overall theme, but this theme is a broad umbrella and should be able to encompass most projects.
2. Notification of Intent to Apply: Anyone who intends to submit an application for the major research award competition should contact Gary Rankin PI,

rankin@marshall.edu, by **Thursday, October 31, 2013** and let him know that you intend to submit an application for the competition and the title of the project. This information is needed to select non-WV-INBRE reviewers for the application. The Letter of Intent to Apply should include the name of the mentor/collaborator (see below).

3. ***Application Form:*** All applications must be completed using the most recent PHS 398 forms from NIH. Forms and instructions to complete the forms are found at <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Applicants should complete **all components** of the PHS 398 form. These components include providing a detailed budget justification, human subjects use information (if using human subjects) and the vertebrate animal section (if animals are used). The submitted application should have all necessary institutional signatures.
4. Incomplete applications will not be reviewed. Applications must comply with all NIH guidelines for style, font size, margins, etc.
5. ***Page Limitations:*** The body of the application will have page limitations. The Research Plan section of the application will cover several items (**see pages I-42 – I-48 of the PHS 398 instruction information**). **Items 5.5.2 (Specific Aims) and 5.5.3 (Research Strategy) will be limited to 10 pages total.** Thus, you must include your Specific Aims and Research Strategy (Significance, Innovation and Approach) sections within 10 total pages. **Items 5.5.4 (Bibliography and References Cited) – 5.5.14 (Resource Sharing Plan(s)) are excluded from the 10 page limit.** While there are no specific page limitations for sections 5.5.2 and 5.5.3, it is recommended that no more than 1 page be devoted to Specific Aims and no more than 3 pages be provided for the Significance and Innovation sections.
6. ***Page Limitations for Current Investigators.*** *Current Project Investigators of major PUI research awards whose project funding period ends April 30, 2014 will be allowed two extra pages (total of 12 pages) in order to include a section to be called: **Progress Report**.* This section should be included in the **Approach** portion of the Research Strategy. In this section, the applicant should document that all milestones for have been met or a timetable presented for completion of all milestones by April 30, 2014. In addition, progress toward accomplishing each specific aim for the award should be described. Grant awards and submissions, and other pertinent information to document progress toward completing the milestones and research goals of the current funded project should be included in the Progress Report. A list of all publications and presentations resulting from the current award should be included as part of the Bibliography and Reference section and will not count toward the twelve page limit. Failure to achieve milestones and/or complete the specific aims of the currently funded project will be taken into consideration in assigning a priority score for the application.

7. *Institutional Support*: Applicants should include an Institutional Support section in the application after the Research Plan [and a signed letter from an appropriate institutional official (e.g. college or university president) detailing the institutional commitment for the project]. This section should outline what support the applicant's institution will provide to support the research effort of the PI's project. For example, the institution should outline the laboratory and office space provided to the PI, the amount of reduced teaching load, renovations or alterations provided for the project if any, technical or student support from institutional funds, administrative support for the project, etc. **Project Investigators must be given 50% release time for the conduct of research.** As a result, 50% salary may be requested by the Project Investigator in the budget or the institution may wish to provide part or all of the 50% release time salary as part of institutional support. There is no page limit for this section, but 1-2 pages should be sufficient. [The letter from the institutional representative should be placed after the Bibliography and References but before the Checklist.]
8. *Mentors/Collaborators*: Project Investigators must establish a mentor/collaborator relationship with a faculty member at Marshall University or West Virginia University and document that relationship in the application. One to two paragraphs should be placed after the Institutional Support section describing the mentor/collaborator selected and why this individual was chosen to be the mentor/collaborator. Also include Biographical Sketch pages for the mentor/collaborator in the application. If you need assistance in finding a mentor, contact Dr. Jim Sheil (304-293-7416; jsheil@hsc.wvu.edu) and/or Dr. Andrew Shiemke (304-293-2310; ashiemke@hsc.wvu.edu). The name of mentor/collaborators should be included in the Letter of Intent to apply and should aid the applicant in preparing their application.
9. *Budget*: Total direct costs must not exceed \$125,000/year as mandated by the NIH NIGMS. **Studies using the Bioinformatics or Genomics Core and projects that study a natural product focused on the theme of the Center for Natural Products Research (chemotherapy) may request the maximum budget each year. Projects that do not use the Bioinformatics or Genomics Core or do not focus on the study of a natural product in a chemotherapy related project may only request a maximum of \$100,000 per year.** Indirect costs are allowed and should be predicated on your current federally-negotiated institutional indirect cost rate and formula (either modified total direct costs [MTDC] or salary and wages). Institutions without a negotiated indirect cost rate may not request indirect costs (F&A costs). Your business office or signing official must review and approve your budget. Questions about fringe benefits and indirect cost (F&A) calculations should be directed to your business official or

Kristen Webb (MU: 304-696-7312) or Vickie Sanders (WVU: 304-293-0775) in the WV-INBRE offices

10. **Period of the Award to PUIs:** The Award will be made for up to three years. Continued support in the second and third year will be dependent on progress. New Project Investigators will be expected to attend a national research meeting during the first year of the award and attend and present research at a national research meeting as well as submit one manuscript on the research project for publication during the second and third year of the award. Project Investigators whose currently funded projects are renewed will be expected to attend and present research at a national research meeting and submit at least one manuscript for publication each year. Continuing Project Investigators will also be expected to submit at least one research grant application to a national research agency in the first year of the new award. If milestones are not met, the project will be considered for termination.
11. **Submission Process:** Applications should be submitted to: Kristen Webb either electronically (with appropriate administrative signatures) (perry12@marshall.edu); by FedEx (courier delivery address: Byrd Biotechnology Science Center, Room 301E, Marshall University, 1700 Third Avenue, Huntington, WV 25755); or by regular mail (BBSC, Room 301E, Marshall University, One John Marshall Drive, Huntington, WV 25755). If using FedEx or regular mail, please include the signed original and two copies.
12. **Review Process:** Each application will be reviewed by two reviewers who will score the application using the NIH scoring system. Scores and project descriptions will be forwarded to the EAC for their funding recommendations. Projects recommended for funding will be forwarded to NIGMS for administrative review before any awards will be announced.
13. **Timetable:** Notification of intent to apply should be sent to Dr. Rankin no later than October 31, 2013 as described above. Complete applications must be received in the WV-INBRE office at Marshall University no later than Monday, December 9, 2013. Applications received after the deadline will not be reviewed.
14. **Have Questions?:** Applicants are encouraged to contact the WV-INBRE Principal Investigator, Dr. Gary Rankin (304-696-7319; rankin@marshall.edu) or any member of the Administrative Core if you have questions about these guidelines or with any questions that might arise as you begin to prepare your applications.