

**Medical College of Georgia
Intramural Grants Program (IGP)**

Application instructions

Purpose

The Intramural Grants Program (IGP) is administered through the Office of the Vice President for Research. Its purpose is to assist Medical College of Georgia (MCG) faculty members in competing successfully for major research funding from external sponsors. There are three separate programs available: 1) Scientist Training Program (STP); 2) Interdisciplinary Research Program (IRP); and 3) Pilot Study Research Program (PSRP). All applications are evaluated on the: 1) scientific merit of the proposed studies; 2) specificity and likelihood of success of the plans for seeking extramural funding; 3) contribution of the proposed research to the goals of the specific external funding program under which support will be requested (e.g., NIH, NSF, DOE, DOD, etc.); and 4) contribution of the research to targeted areas of strength at MCG, which fall under five umbrella research areas: Cancer, Cardiovascular Diseases, Diabetes, Infection & Inflammation and Neurological Diseases.

Application Deadlines

The Application deadline for the STP and IRP is October 15. The application deadline for the PSRP is April 15. When the deadline falls on a weekend or holiday, applications will be accepted the next working day.

Eligibility

All MCG faculty are eligible to apply to one or more of the three programs per cycle, provided they meet eligibility criteria for the particular program as described below. Faculty may be a mentor on a STP and apply for funding under the IRP or PSRP programs (providing eligibility criteria are met). Faculty who apply for the IRP or PSRP may be supported simultaneously by both, but it must be clear that there is no scientific nor budgetary overlap between the two proposals. Faculty who have >\$100,000 in a research startup package are not eligible to apply for a STP, PSRP or IRP in the first 2 years of their appointment. An applicant who has previously received and completed an IGP award may submit a new proposal on a separate topic, but must provide evidence of extramural funding or application for extramural funding resulting from the previous IGP award. ***Faculty with voluntary (“clinical” or “adjunct”) appointments are not eligible to apply.***

The STP is designed to help foster the development of clinician scientists and other types of research scientists (e.g., behavioral, basic). The primary endpoint of the STP program is the faculty trainee becoming a principal investigator on an external grant award (e.g., NIH K Award, R21, R01, etc; scientist development award from a national/international association, foundation, etc.). Resources will be provided which will enable the faculty trainee to work with one or more MCG faculty members who have well-established track records as NIH principal investigators in the area(s) of research interest to the trainee. Faculty who have never been a principal investigator on an NIH, NSF, DOD, etc. or national/international association or foundation grant award (e.g., AHA Scientist Development Award; ADA Career Development Award) are eligible to apply for an STP award. A faculty member who has a history of NIH research funding and is currently a PI on one or more NIH grants is eligible to be a mentor. A well-established NIH funded faculty member may serve concurrently as a mentor on up to

two STP awards. The primary endpoint of a STP is becoming a principal investigator on a scientist development grant to an external agency or an NIH R21 or R01 grant application. An intermediate milestone is the submission of such an application by the end of the second year of funding.

The IRP is designed to help foster the development of interdisciplinary clinical and translational-based research. Using NIH terminology, clinical research comprises studies conducted with human subjects or on material of human origin, such as tissues, specimens, and cognitive phenomena for which an investigator or colleague directly interacts with human subjects. Translational research involves two areas using NIH terminology. One is the process of applying discoveries generated during research in the laboratory and in preclinical studies to the development of trials and studies in humans. The second area of translation concerns research aimed at enhancing the adoption of best practices in the community.

All IRP research projects must involve human subject materials and be intended to enhance the diagnosis, prevention or treatment of a clinically relevant disorder. Resources will be allocated to two or more faculty with established track records as NIH principal investigators from diverse disciplines to enable them to collaborate on an interdisciplinary research project that addresses an important area of investigation identified by the NIH roadmap. Initiatives that are particularly encouraged from established faculty include: 1) new collaborations between MCG faculty in different disciplines, and 2) clinical and translational research, as defined above, involving collaboration between a clinician and a basic or behavioral science investigator. The primary endpoint of the IRP is submission of an NIH grant application (e.g., R21, R01, center and program project grant) that addresses a specific area of interdisciplinary-based clinical and translational research growth at NIH.

The PSRP (formerly known as CIGP) is designed for: 1) faculty who have not yet achieved extramural support as a principal investigator for their research programs, and 2) established faculty who are proposing a new initiative that will expand their research program into new areas or who are responding to an extramural grant critique (e.g., NIH Summary Statement). Applications from established faculty should specifically state how the new initiative will result in significant additional extramural funding (e.g., a new R21, R01, center and program project grant), not merely enhance their existing program. The primary endpoint of the PSRP is submission of an NIH grant application (e.g., R21, R01, center and program project grant).

Funding

STP Award: The maximum award is \$80,000 per year for up to three years. The faculty trainee is expected to commit at least 50% FTE to the project. The mentor is expected to commit a minimum of 5% FTE of direct contact with the trainee. **In situations in which additional dollars are required to meet the minimum FTE commitment, resources from within the faculty trainee's and mentor's school will be expected to cover the difference via cost share.** Any remaining dollars from the total pool of monies may be used to help cover costs of the mentor's 5% FTE, supplies, research staff support, biostatistical assistance **via Biostatistical Consulting Center**, and travel to present findings at national/international meetings, etc. Funds may be requested for up to three years. A detailed first-year budget and justification are required, and the application should include detailed plans for up to two additional years of support. However, funding for the second and third years are contingent upon progress made during the previous year of support.

Comment [wmp1]: REVISED

The expected milestone to be reached by the end of the second year of funding is the submission of a scientist development grant to an external agency (e.g., NIH K Award, AHA Scientist Development

Award, ADA Career Development Award, etc.) or an R21 or R01 grant application. The third year of funding is intended to allow the trainee adequate time to collect additional data, present further findings at national/international meetings, publish additional peer reviewed publications, etc. in anticipation of a possible resubmission.

A brief 1-2 page progress report will be required every six months noting the milestone accomplishments based upon the previously submitted timetable. Any milestones which have not been met will require a plan of action for eradicating the barrier, problem, etc. by the next progress report.

Failure to submit your progress report within two weeks of the deadline **will result in a freezing of the account until the report is received.**

Comment [wmp2]: NEW

IRP Award: The maximum award is \$50,000 for one year. The intent is that two or more established researchers from diverse disciplines collaborate on an interdisciplinary clinical/translational-based research project. Requests for partial salary coverage for participating faculty, as well as coverage of research assistant(s), supplies, equipment, and travel to present findings at national or international meetings are allowed. A detailed budget and justification are required. The expected milestone to be reached by the end of the first year of funding is: 1) having preliminary findings accepted for presentation and/or publication as an abstract as part of a national/international meeting and/or 2) submission of a research article to a peer reviewed journal.

Comment [wmp3]: REVISED

The primary endpoint of the IRP is submission of an NIH grant application (e.g., R21, R01, a center or program project grant) that addresses a specific area of interdisciplinary clinical/translational based research growth at NIH. A second year of funding is possible but will require a second, separate application which will be competitively reviewed. No more than two years of funding will be provided for a single project. Bi-annual progress reports will be required.

PSRP Award: The maximum award is \$25,000 for one year. Requests for supplies, research staff support, biostatistical assistance via Biostatistical Consulting Center and equipment are allowed. A detailed budget and justification are required. The expected milestone to be reached by the end of the first year of funding is: 1) having preliminary findings accepted for presentation and/or publication as an abstract as part of a national/international meeting and/or 2) submission of a research article to a peer reviewed journal.

The primary endpoint of the PSRP is submission of an NIH grant application (e.g., R21, R01, a center or program project grant). A second year of funding is possible but will require a second, separate application which will be competitively reviewed. No more than two years of funding will be provided for a single project. Bi-annual progress reports will be required.

Submission

It is the Principal Investigator's responsibility to obtain all of the necessary signatures on the Routing Sheet, Face Page, and Department Chair's Evaluation and Report Form. Do **not** staple or otherwise bind the original application. Use rubber bands or clips. Assemble the pages in the order specified in the table of contents.

Completed applications (one original and five copies including signed Routing Sheet, Face Page, and Department Chair's Evaluation and Report Form) must be submitted to the Division of Sponsored

Program Administration (DSPA) by 5 p.m. on the submission deadline date. If a faculty member from a different department than the PI is listed in the proposal as a Co-Principal Investigator or Co-Investigator, his/her Department Chair, Center/Institute Director and Dean signatures are also needed. If the budget includes MCG Health Inc. resources (personnel, facilities, services, etc.) the MCGHI signature is required at the time of submission. No exceptions will be made for late or incomplete applications.

Applications will be accepted prior to approval by the human and/or animal subjects review committees and by radiation, biohazard, and chemical safety committee review, but accounts will not be established until all institutional compliance approvals are in place (i.e., human/animal subject approvals, radiation safety approval, biohazard and/or chemical approvals). **All approvals must be in place within two months after receiving notification of the award.** Otherwise, the award will be revoked.

For IGP Proposals Related to Extramural Critiques

Any application responding in part to an extramural critique (e.g., NIH Summary Statement) must include the complete summary statement, as well as a point-by-point, up to three page planned response in an appendix. The applicant must include information in the proposal substantiating how the proposed research addresses issues, criticisms, etc. raised in the review. Failure to provide the Summary Statement and a thorough response to the review in the appendix will result in disqualification from review.

Comment [wmp4]: NEW

For Revised IGP Proposals

Proposals responding to a previous IGP review must include the previous critique in an appendix and a point-by-point response to the previous critique in the application. This should be no longer than three pages and located before the specific aims section. It does not count toward the 13-page limitation. Failure to provide the previous critique and a thorough response to the review will result in disqualification from review.

Comment [wmp5]: NEW

Review and Award Process

Applications are reviewed using the criteria described in the sections on “Purpose”, “Eligibility” and “Funding” above. Applications are reviewed by a standing Peer Review Committee (the roster is posted at http://www.mcg.edu/SPA/mcgri/documents/Membershiplist1_webpage.pdf and are supplemented with ad hoc reviewers as required. At the time of submission, applicants may request that an external review be commissioned from a prominent expert in the field. If an external review is requested, the applicant should supply names and contact information for three potential reviewers. Due to the expense of commissioned reviews, extramural reviewers will be used at the discretion of the committee. A written critique and priority score will be transmitted to the applicant after the meeting of the Funding Council.

The decisions of the review committee on issues of scientific merit are not subject to appeal and should be addressed in a revised application. The only grounds for administrative appeal would be conflict of interest or other issues of procedure.

The IGP Review Committee reviews applications for scientific merit, competitiveness for extramural funding, and contribution to the research mission of the institution. These evaluations are supplied to the Vice President for Research, who communicates them to the various Funding Councils that oversee the individual programs. Funding decisions by these councils are based on the goals of each program,

and consider both programmatic needs as well as scientific merit (priority score). Following Funding Council decision, a notification letter containing the funding decision along with a summary statement will be provided to each PI applicant with a copy to his/her Chair or Director.

The Principal /Co-Principal Investigator(s) along with the Department Manager (s) will be informed via e-mail of the account number and the project period; the Funding Guidelines will be provided as an attachment or hyperlink. A Notice of Funding will be generated and submitted to the Department Manager with instructions to forward copies to the PI, Co-PI, Chair/Director and Dean.

Conditions of Award

Funded proposals are awarded for one year at a time. Only under very unusual circumstances beyond the investigator's control will unexpended funds be carried over beyond the project period. Such an unusual request must be formally made and approved in writing by the Vice President for Research. Similarly, projects can not be extended without written approval. The award date coincides with the date of the Funding Council meeting or date that any required approvals are finalized. Note that all approvals must be in place by two months after notification of award or the award will be revoked.

Funded proposals should adhere to the budget as approved by the Funding Council. Rebudgeting requires written approval of the Associate Vice President for Research and Sponsored Program Administration. Unauthorized charges (any expenses charged to the account that do not specifically relate to the project and are not included in the reviewed budget and justification) must be removed within five business days of notification.

Changes in "Other Support" prior to the start of the award should be reported promptly to Ms. Wanda Prince.

Progress Reports

Brief one to two page Progress Reports are due every six months after initiation of funding. A progress report template form will be e-mailed to the Principal Investigator prior to the due date. The report will note the status of the milestones based upon the previously submitted timetable. Any milestones which have not been met will need to have a plan for eradicating the barrier, problem, etc. by the next progress report. The progress report should also document the status of any abstract submissions to national/international scientific meetings, peer reviewed journal articles (submitted, in press, published), extramural applications (pending or planned) and awards received that were assisted by the IGP award. Response to this requirement is very important, since the information contained will be used to determine subsequent funding in the multi-year STP awards and in ranking of IRP and PSRP awards which come up for a competitive renewal for a second year of funding. These reports will also be used to assess annually the IGP return on investment. Publications should credit the support of the Medical College of Georgia Intramural Grants Program.

Account Close-out

Funds must be expended in accordance with the categories specified in the approved budget. A thorough review of expenses is conducted prior to account close-out. If questionable expenditures are found, a justification for the expense(s) will be required. If expenditures are clearly unrelated to the grant, the PI and Department Manager will be notified to remove the expense(s) within 5 business days.

General Instructions

Application forms may be obtained as PDF files at <http://www.mcg.edu/SPA/forms.htm>. For all subsequent pages, use the appropriate PHS-398 continuation form page.

Preparing Your Application

- Prepare the application single-sided and single-spaced. Use standard size (8 ½" x 11") sheets of paper.
- Number all pages beginning with the Intramural Routing Sheet as page one.
- Do **not** staple or otherwise bind the original application. Use rubber bands or clips. Assemble the pages in the order specified in the table of contents.
- Use an Arial typeface and 11 point font size. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.
- Use black ink that can be clearly copied.
- Print must be clear and legible.

Intramural Routing Sheet/Intramural Grants Program Face Page

The intramural routing form should be used to obtain all institutional signatures. It is the applicant's responsibility to document the required approvals for research involving human subjects, laboratory animals, and hazardous materials, and to obtain signatures from the appropriate Department Chair, Center/Institute Director, Dean, and MCG Health Inc. (if applicable). Applications cannot be considered without the required signatures. Note that for Co-investigators from different departments/schools signatures of all chairs/deans are required. One copy of the Intramural Grants Program Face Page must contain the applicant's original signatures.

Table of Contents

Insert the page numbers on the form page and affix behind the Intramural Grants Program Face Page in your application.

Department Chair's Evaluation and Report Form.

This form should be submitted as a part of your application and affixed behind the Table of Contents page. A Department Chair's evaluation form is required for the Principal Investigator and Co-Principal Investigator(s). The Chair's evaluation should address departmental support for the project in terms of (1) space, equipment, and other facilities required for the conduct of the project; and (2) the applicant's available time for the research. Where appropriate, the Department Chair may delegate preparation of this report to the applicant's Center/Institute Director or Section Chief.

Research Description

Two hundred fifty (250) words maximum. Where possible, use language appropriate to the non-specialist scientific reader in the abstract. Remember that not all members of review committees and funding councils will be specialists in your particular field.

Program Justification

Two hundred fifty (250) words maximum. Summarize for the committee the role of the proposed IGP award in securing new extramural funding. For established faculty, clearly distinguish between the potential new funding and the applicant's existing program. Describe how the proposal enhances the identified areas of research strength on campus (see "Purpose" above) and addresses an area of research interest of a specific external funding agency. Information required includes specific NIH Institute, Center, or Roadmap Initiatives/Program Announcements, etc., along with appropriate weblinks.

Budget and Budget Justification

Use NIH form PHS-398 page DD ("Detailed budget for initial period"). On a separate page, provide an itemized justification including the percent effort for all individuals to be devoted to the project. Budgets that are not clearly justified run the risk of being administratively reduced. **Indirect costs are not permitted.**

Allowable Costs:

Personnel - Funds may be used for faculty salaries under the STP and IRP. The PSRP will allow salary charges for effort during the summer for individuals on a 9 month contract with appropriate justification. Support for research assistants and graduate research assistants are allowable. Funds may be used to support postdoctoral individuals but the maximum award for all costs (personnel and non-personnel costs) can not exceed the maximum allowed per year (i.e., STP=\$80,000; IRP=\$50,000; PSRP=\$25,000).

Comment [wmp6]: REVISED

Supplies - Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc.

Travel - Funds may be used under the STP and IRP for travel to scientific meetings and other institutions for purposes directly related to the proposed project. The requested travel allocation can not exceed a total of \$3,000. One of the PSRP expected milestones includes having the findings accepted for presentation at a national/international scientific meeting. **The PSRP recipient's and STP Mentor's School will be responsible for identifying resources needed to cover their associated travel costs.**

Comment [wmp7]: REVISED

Equipment - IGP programs will not fund the purchase of major equipment. **NOTE:** An individual item that has a unit cost of \$5,000 or more is defined as equipment, and should be placed in your budget under the "Equipment" category. Items with a unit cost less than \$5,000 should be placed in your budget under the "Supply" category.

Other Expenses - Itemize any other expenses by category and unit cost. These might include animal maintenance (unit care costs and number of care days), patient travel, patient participation fees, biostatistical assistance via Biostatistical Consulting Center, etc. Subcontracts to other institutions are permitted with appropriate justification; however, no indirect costs will be provided.

Biographical Sketch

Use PHS-398 format. Include biosketches for the principal and co-principal investigator(s) and co-investigator(s).

Other Support

Use PHS-398 format. List all currently active and pending support. Include intramural funding, such as institutional startup packages. List the specific aims of current and pending support and whether there is any scientific overlap with the proposed IGP work.

Resources and Environment

Use PHS-398 format. Provide sufficient information for the committee to assess the feasibility of the proposed research.

Specialized Information for STP Applicants ONLY

Candidates Background and Career Goals and Objectives:

Describe the career development plan incorporating consideration of the applicant's goals and prior research training and experience. A systematic plan should be presented for obtaining the necessary biomedical science background and research experience to eventually become an independent researcher. The plan must describe the immediate, intermediate (including submission of an extramural grant application by the end of year two) and long - term career objectives. The application will need to explain how the three-year award will contribute to the attainment of these goals. The STP development plan must be tailored to the needs of the applicant and the ultimate goal of independence as a researcher.

Mentor's Statement

The application must include a signed statement from the mentor(s) including information on his/her research qualifications and previous experience as a research supervisor. The application must include the mentor's perceptions of the candidate's commitment to a career in biomedical research and clearly establish the candidate's potential to develop into an independent investigator. The application must also include information describing the mentor's research support related to the candidate's research plan and nature of the supervision that will occur during the proposed award period. Similar information must be provided by any co-mentor. If more than one Mentor is proposed, the respective areas of expertise and responsibility should be described.

Research Plan

The overall length of the research plan, sections A-G (below), **should not exceed 13 pages**.

Applications longer than this limit will be returned for revision. Figures and brief figure legends may be embedded in the text, or they may be submitted as an appendix. The appendix does not count toward the page limit, but should not be used for lengthy text.

Introduction to Revised IGP Application (Not to exceed 3 pages)

A. **Goals and Specific Aims** (1 page or less). Include a clearly stated hypothesis, and describe how your experiments will test this hypothesis.

B. **Background and Significance** (1-2 pages suggested). Include a brief literature review, focusing on the significance of the problem and the gaps in existing knowledge. Provide a concise statement of the relevance of the research to human disease.

C. Preliminary Results/Progress Report (for competing renewal applications) (1-2 pages suggested). Briefly summarize your preliminary findings. For published data, indicate its significance to the current proposal. For unpublished data, show results for key experiments and summarize other findings. Applications for a second year of funding (competing renewal applications) should use this space to show progress during the first year, including a list of publications.

D. Research Design and Methods (1-3 pages suggested)

Describe the proposed experiments, including appropriate controls. Where alternative approaches exist, justify the choice of methods and state which are new to the investigator. For new methods, include the plans for putting these techniques in place. Consider potential pitfalls for key experiments.

E. Anticipated Results, Power Estimates and Data Analysis (1-3 pages suggested)

The application needs to have well developed research design, power estimates, and statistical analyses sections. Assistance in these areas is available from the Department of Biostatistics Consulting Center at <http://www.mcg.edu/research/biostat/>.

F. Potential for Extramural funding (1 paragraph)

Cite specific program announcements, areas of desired portfolio growth within NIH institutes or centers, or Roadmap, or other national funding agencies which the proposed research addresses. Include the weblinks.

G. Timetable (1 page)

Present detailed milestones and dates of projected completion which will eventuate in the milestones outlined for each intramural grant program.

H. Literature Cited

Intramural Grants Program (IGP)

Funding Guidelines

Administrative Contacts

Wanda Prince
Grants Program Administrator
Sponsored Program Administration
Phone: (706) 721-2592

Betty Aldridge
Associate VP for Research & Sponsored Program Administration
Executive Director, MCGRI
Phone: (706) 721-2592

Notification of Award

All proposals are awarded for one year. Additional years of funding for the STP are contingent upon progress made during the previous year of support. A second year of funding is possible for IRP and PSRP but requires submission of a new application that is competitively reviewed. The award date coincides with the date of the Funding Council meeting or the date that any required approvals are finalized (e.g., protocol approval by the HAC and/or IACUC, etc.) Note that all approvals must be in place by two months after notification of award. Postdoctoral recruitment must be completed within six months.

Expenditures

Funds must be expended in accordance with the categories specified in the approved budget. If it becomes necessary to rebudget your account, please submit your written request with appropriate justification to Betty Aldridge, CJ-3301. All rebudgeting approvals must be completed before an expenditure is made.

Requests for Extensions

Changes have been made in the Medical College of Georgia's administrative operation and management of resources allocated to the Intramural Grants Program. **Unexpended allocations will not carry forward after the anniversary of the one year of funding for all IGP Programs.** Thus, it is imperative that awardees monitor their budgets carefully throughout the year. Email letters will be distributed quarterly to awardees to keep all apprized of % expenditures by categories.

Progress Reports

Brief one to two page Progress Reports are due every six months after initiation of funding. The report will note what milestones have and have not been accomplished based upon the previously submitted timetable. Any milestones which have not been met will need to have a plan for eradicating the barrier, problem, etc. by the next progress report. The progress report should also document the status of any abstract submissions to national/ international scientific meetings, peer reviewed journal articles (submitted, in press, published), extramural applications (pending or planned) and awards received that were assisted by the IGP award. Response to this requirement is very important, since the information contained will be used to determine subsequent funding in the multi-year STP awards and in ranking of IRP and PSRP awards which come up for a competitive renewal for a second year of funding. These reports will also be used to assess annually the IGP return on investment. Publications should credit the support of the Intramural Grants Program. A progress report template form will be e-mailed to the Principal Investigator prior to the due date. Failure to submit your progress report within two weeks of the deadline will result in a freezing of the account until the report is received.

Comment [wmp8]: NEW

Termination

The award letter specifies the termination date. No expenditures are allowed after the termination date. However, a two-month period is allowed for encumbered items to be processed. After that time, any remaining funds in the account will revert to the IGP.

Account Closeout

Funds must be expended in accordance with the categories specified in the approved budget. A thorough review of expenses is conducted prior to account close-out. If questionable expenditures are found, a justification for the expense(s) will be required. If expenditures are clearly unrelated to the grant, the PI and Department Manager will be notified to remove the expense(s) within 5 business days.