

## APPLICATION INSTRUCTIONS: UFCD SEED GRANT AWARD

<b>Amount of Funding:</b>	\$5,000 to \$20,000
<b>Award Period:</b>	1 year
<b>Eligibility:</b>	Full time UFCD faculty members
<b>Proposal Deadlines:</b>	Rolling - Total funds committed by the Office of Research will be restricted to \$75,000 per fiscal year
<b>Contact:</b>	R. A. Burne (rburne@dental.ufl.edu)

### PURPOSE AND OBJECTIVES

The primary purpose of the UFCD Seed Grant Program is to provide short-term support to collect sufficient preliminary data to submit a competitive application to the NIH, including K, R, P, U or other types of awards, or to other organizations that utilize rigorous peer review as part of their award process. The primary goal of this grant program is to enhance extramurally-funded interdisciplinary research conducted in the college. Research projects may be hypothesis-driven or alternatively may entail a proof of concept. In both cases, it is anticipated that preliminary data derived from a seed grant award will significantly strengthen a future application for extramural funding.

### APPLICATION DOCUMENT FORMAT

Applicants must observe the font and page format limitations as well as PDF guidelines below.

- Arial font, black color, 11 point font size, single space
- 1/2 inch margins
- No header, but with consecutive page numbers in the center of footer.
- No fillable fields in any included documents.
- Print text documents to PDF. Do not scan documents to PDF.
- Disable all security features in the PDF document
- When naming your PDF file, do not use special characters or spaces in the file names.

Applicants must submit the entire package as **one** PDF file via email to Beverly Davies in the UFCD Office of Research (BDavies@dental.ufl.edu). **Applications not conforming to the format instructions will be returned without review.**

### APPLICATION CONTENTS

The application is a modification of the presentation of key information within the current NIH application (<http://grants.nih.gov/grants/funding/424/index.htm>). There is no form to fill out, although the instructions for the NIH application is helpful in defining the contents requested for sections 1, 2, 4 and 5.

#### Cover Page (1 Page)

On Department letterhead specify the request for seed grant support and provide the following information:

- **Title:** (14 words or less)
- **Principal Investigator:** Full Name, Position/Title, Department, Phone, Fax, Email
- **Additional Key Personnel:** Include First, Middle & Last Name, Position/Title, Department, Phone, Fax, Email
- **Signatures:** Signatures of PI and his/her Department Chair

#### Section 1 - Future Application Information (2 Page Maximum)

- **Type of Funding:** Based upon the preliminary data to be obtained with seed grant support, indicate the funding source and the type of funding (e.g. R01, K23, private foundation, industry, etc.) to be pursued in a future application and indicate a timeline for its preparation and submission.
- **Specific Aims:** State the specific aims and any hypothesis to be tested in the application that will be submitted using data derived from the seed grant support.
- **Significance:** Describe the significance of the research goals of the future application.
- **Innovation:** Detail innovative aspects of the concepts and/or the approach of the future application.

## Section 2 - Seed Grant Experimental Information (3 Page Maximum)

- **Preliminary Data:** Describe the preliminary data to be collected with support from the seed grant and explain how this data will strengthen the proposed subsequent grant application.
- **Research Strategy:** Provide a general description of experiments to be performed. Include an overview of the methodology (detailed methodology is not required), controls, expected results and any statistical considerations.
- **Timeline:** Provide a timeline for obtaining the preliminary data.

## Section 3 - Seed Grant Budget and Budget Justification (1 page Maximum)

**A - Budget:** Use the budget categories below to provide details of how the funds will be expended. Funds can be used for non-faculty salaries, supplies, equipment or analytical services.

**B - Budget Justification:** Provide a justification for the requested in each budget category.

Budget Categories:

- **Total Budget and Period:** Indicate the anticipated start date and end date and the total funds requested.
- **Effort and Salaries:** For non-faculty contributing to the project list their name, position, their full-time equivalent, percent effort to the project, and total salary + benefits requested for the project period.
- **Equipment requested and cost:** Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. Generally, funds for a piece of equipment are not given high priority unless it can be clearly documented that the equipment is absolutely necessary for the project and that it is currently unavailable within the University. The availability of additional funds from other sources to help defray the total cost is beneficial.
- **Materials and Supplies:** List total funds requested for materials and supplies. In the budget justification, indicate general categories such as glassware, chemicals, animal, and vivarium costs, including an amount for each category.
- **Consultant Services:** List the total costs for all consultant services. In the budget justification, identify each consultant, the services he/she will perform, total number of days, travel costs, and the total estimated costs.
- **Computer and/or Biostatistical Services:** List total funds requested for costs related to computer and/or biostatistical services. In the budget justification, include the established service rates.
- **Contractual Costs:** List total funds requested for support services, such as the laboratory testing of biological materials, clinical services, or data processing. Provide detailed information as part of the budget justification.
- **Equipment or Facility Rental/User Fees:** List total funds requested for equipment or facility rental/user fees. In the budget justification, identify each rental user fee and justify.
- **Travel:** Travel funds must be justified as necessary for the accumulation of data, such as obtaining samples from patients or to conduct unique assays at another institution.
- **Other:** Describe any "other" direct costs not requested above. Use the budget justification to further itemize and justify.
- **Matching Funds:** If you will be receiving funds from Centers or Departments to augment this support please described the source, amount and how these funds will be used. Matching funds are not required.

## Section 4 - Biosketches

Provide biosketches (4 Page Maximum) for the PI and any additional Key Personnel. Use the format as indicated in the NIH SF424 guidelines (<http://grants.nih.gov/grants/funding/424/index.htm>).

## Section 5 - IRB or IACUC Information (For Studies Requiring IRB or IACUC approval ONLY)

If clinical studies are proposed, information is needed on the availability and appropriateness of study populations, the utilization of minorities and women as study subjects, and the provisions for the protection of human subjects. Animal study assurances must be provided with regard to the humane treatment of animals. Provide all appropriate information as defined and in the format described in the NIH SF424 guidelines (<http://grants.nih.gov/grants/funding/424/index.htm>).

## REVIEW CRITERIA

The [Research Committee](#) of the College of Dentistry will review all applications at the next available meeting. Major factors considered in the evaluation of an application include the project's significance, originality and feasibility; the qualifications of the investigator(s); the suitability of the environment; and appropriateness of the budget. The likelihood of securing future funding will also be a critical factor in the review process - proposals must show significant potential for securing external grants in the near future. The aims of the proposed project must be distinctly different from those of grant applications under review or funded research projects. Requested funds may not be used to supplement a project currently supported or to provide interim funds for a project currently under review. For previous recipients of seed grant support, the contents of the associated final progress report(s) will be considered in the evaluation of future application for seed grant funds.

## RECEIVING AN AWARD

A proposal selected for funding is required to have all applicable approvals/certifications entered into PeopleSoft and routed for appropriate approvals/signatures. All documentation will then be sent to the College of Dentistry Office of Research (OR) for award processing. The OR will then submit a request to the Division of Sponsored Research (DSR) to establish an account for the project. The seed grant awards are monitored by UFCD, DSR, Contracts and Grants and the PI's department.

## AWARD GUIDELINES

- Seed Grants are funded for one year.
- A six-month no cost extension is possible if requested at least 30 days in advance. In justifying an extension the following information is necessary: (1) an explanation of why the work was not performed in the time proposed, (2) a research plan and timeline for completing the project, and (3) an explanation of how the remaining funds will be expended. The extension request should be brief but specific.
- Any funds remaining in the seed grant account will be returned to the Office of Research at the end of the funding period.
- All UF policies related to IRB or animal subjects apply.
- Re-budgeting is limited to no more than 25% between categories.
- Notify the research committee if there is a significant change in the scope of the project that may affect the outcome of the project or necessitate re-budgeting.

## FINAL PROGRESS REPORT

The Principal Investigator of a seed grant award is required to submit a progress report at the end of the award period. The report should include the following:

- The title, the PI, the award amount and award dates.
- The original aims and any substantive deviation from the original aims.
- A short (about ½ page) description of the research outcomes and significance of the findings.
- List of publications and abstracts (with full titles), either published or submitted.
- Title, funding mechanism type, funding organization, dollar amount requested, potential start and end dates, date of submission and outcome (if known) for grant applications resulting from the research.
- Names and degree program of any students who were supported by the award.