

**IUPUI Office of the Vice Chancellor for  
Research**

**RESEARCH SUPPORT FUNDS GRANT (RSFG)**

**Guidelines**

Questions regarding the RSFG internal funding mechanism should be directed to [emward@iupui.edu](mailto:emward@iupui.edu) or 278-8427

## **GUIDELINES**

### **PURPOSE**

The Research Support Funds Grant (RSFG) program is designed to enhance the research mission of IUPUI by supporting research projects and scholarly activities that are sustainable through external funding.

### **FUNDING AND PROJECT DURATION**

Grants, not to exceed \$35,000, will be limited to a one (1) year duration. RSFG funds cannot be used for faculty salary or travel unless the travel is necessary for completion of the proposed work. RSFG funds will not be granted for a project currently supported by another internal funding mechanism.

Applications for a second RSFG award for the same project will not be accepted unless accompanied by evidence that the first RSFG award resulted in the submission of a proposal for external funding that was based, in part, on the work accomplished as a result of the first RSFG award. An investigator may not serve as PI on more than one RSFG proposal in a given round.

### **ELIGIBILITY**

All full-time faculty having an appointment of Assistant Professor or Assistant Scientist and above, are eligible to apply. Faculty in visiting ranks are not eligible.

### **AWARD CATEGORIES** (Applicant may apply for only one category.)

A. This category is restricted to Assistant Professors/Assistant Scientists. Priority will be given to applicants who are in the process of revising applications that have previously been submitted for external funding. The entire summary statement from the external granting agency review committee, including the score, must be included in the Appendix. A clear description of how RSFG funds will be used to address reviewers' concerns and strengthen the resubmission, must also be included in the Appendix. Receipt of an RSFG grant should not reduce the amount of a previously negotiated "start up" package for new faculty. Applicants are strongly encouraged to obtain feedback from a senior colleague before submitting a proposal.

B. This category is designed to promote collaborative research among investigators from different IUPUI schools or departments. New scientific approaches, designs, or research strategies that will be used in the proposed work, or made available as a result of the collaboration, should be clearly stated.

C. This category is designed to provide support for faculty moving into new research or scholarly directions. Applications must indicate how the proposed work differs from the investigator's prior work.

D. This category is designed to provide "bridge funding" for faculty who are experiencing a temporary lapse in external funding. The purpose is to provide short-term support for maintenance of ongoing research efforts while the investigator is responding to reviewers' comments on a prior grant submission. The entire summary statement from the external granting agency review committee, including the score, must be included in the Appendix if available. A clear description of how RSFG funds will be used to address reviewers' concerns and strengthen the resubmission must also be included in the Appendix. Relevant portions of the prior proposal may also be appended if desired.

Priority will be given to investigators who have a demonstrated ability to secure external funding and who have less than \$200,000 in external funding at the time of the proposal start date. Salary support on career development award(s) is not included in the \$200,000.

E. This category is designed to provide partial support for purchase of major equipment that is not currently available, that will be shared by several faculty members, and that will increase the likelihood of external funding. Proposals in this category will have to demonstrate a dollar for dollar cost share from the school, department or unit.

RSFG funding is not allocated as a function of category, but rather as a function of quality of the science/creative activity.

## **SUBMISSION OF APPLICATION**

Submission due dates are April 2, 2008 and October 15, 2008. The proposal should be typed on 8 ½ x 11 paper with at least 1/2 inch margins. The Research Plan (Section 7 below) should not exceed 8 pages. Research Plans longer than 8 pages will not be reviewed. The type size should follow NIH guidelines i.e. at least 10 points for arial, 12 points for times, or equivalent so capital letters are 1/8 inch high. The application form is "locked" and hence data may only be entered in gray areas. USE "TAB" TO MOVE FROM ONE AREA TO ANOTHER--AVOID USING "ENTER".

Applications must be sent, via email attachment, to [algahime@iupui.edu](mailto:algahime@iupui.edu).

All investigators should be aware that reviewers outside of the designated research area may be reviewing the proposals. Therefore, it is important to prepare the proposal accordingly.

Application Instructions:

**Section 1** Face Page: A copy of the IRB, IACUC and/or IBC form must be included in the Appendix when these forms are required to conduct the proposed work. Letters of support from the Departmental Chairman and from collaborators must be included in the Appendix.

**Section 2** Abstract Page: List all key personnel.

**Section 3** Current and Pending External Funding: Please provide name of external funding agency, project title, duration of funding, amount received per year and your role on the project.

Current and Pending Internal Funding: Please identify internal funding received during the past 5 years including name of internal funding mechanism, project title, duration of funding, amount received per year and your role on the project.

Submission of a revised RSFG application must include, in the Appendix, a copy of all of the reviewers' comments on the prior proposal. A summary, not to exceed two (2) pages of responses to the reviewers' concerns and changes made in the revised proposal, must also be included in the Appendix.

**Section 4** Budget Page: RSFG funds cannot be used for faculty salary or travel unless the travel is necessary for completion of the proposed work.

**Section 5** Budget Justification Page: Limit budget justification to three (3) pages. Describe the specific functions of each individual listed on the project. List each item of equipment with amount requested separately and justify each purchase. Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. If animals are to be purchased, state the species and the number to be used. Itemize travel requests and justify.

**Section 6** Biographical Sketch Page: Use the NIH format. Limit biographical sketch to four (4) pages. NIH forms are available at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>. A sample of the NIH biosketch is available at <http://grants1.nih.gov/grants/funding/phs398/biosketchsample.doc>

**Section 7** Research Plan (items A-E below) should be typed on 8 ½ x 11 paper with at least 1/2 inch margins and should not exceed **8 pages**. The type size should follow NIH guidelines i.e. at least 10 points for Arial, 12 points for times, or equivalent so capital letters are 1/8 inch high.

The Research Plan should be able to be accomplished within the single year of funding requested. Use the following format.

**Introduction:** The purpose of the introduction is to state the problem to be investigated, the rationale for the proposed project, and the current state of knowledge relevant to the proposed work. State the overall objective of the proposed research. Review relevant prior work and identify the gaps that the project is intended to fill. Describe any preliminary results that support the proposed project. Not to exceed two (2) pages.

**Specific Aims:** List the broad long-term objectives and the goal of the specific research proposed, e.g., to test the stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm, address a critical barrier to progress in the field or develop new technology. Specify the specific aims that will be used to achieve the long-term goal. Not to exceed one (1) page.

**Design and Methods:** Describe the research design, conceptual or clinical framework, and procedures that will be used to accomplish the specific aims of the project. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies that will be used for the proposed studies. Describe the approach to be used for data analyses and interpretation. Provide a tentative sequence or timetable for the project. If clinical studies are involved, give details of responsibility for patient selection and patient care. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. Not to exceed five (5) pages.

**Significance:** Clearly state the importance and relevance of the proposed work by relating the specific aims to the broad, long-term objectives. Discuss any novel ideas or contributions that the project offers.

**Facilities Available:** The purpose of the resources and environment section is to describe the resources, facilities, and support available to the researcher. Describe the facilities available for this project including laboratories, clinical resources, office space, animal quarters, etc. List major items of equipment available for this work.

**Collaborative Arrangements:** If the proposed project requires collaboration with other investigators, describe the collaboration and provide evidence to assure the reviewers that the other collaborators agree (letters of support in the Appendix).

## **Section 8**      References

Use the NIH format. NIH forms are available at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>. The references do not count toward the 8 page limit for the research plan.

## **Section 9**      Appendix

A copy of the IRB, IACUC and/or IBC form must be included when these forms are required to conduct the proposed work.

Letters of support from the Departmental Chairman and collaborators must be included.

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Submission of a revised RSFG application must include a copy of all of the reviewers' comments on the prior proposal. A summary, not to exceed two (2) pages of responses to the reviewers' concerns and changes made in the revised proposal, must also be included in the Appendix.

Investigators applying for category A (Assistant Professors/Assistant Scientists) or D ("bridge funding"), must include the entire summary statement from the external granting agency review committee, including the score and a clear description of how RSFG funds will be used to address reviewers' concerns and strengthen the resubmission. Relevant portions of the prior proposal may also be appended if desired.

## **POST AWARD REQUIREMENTS**

If an award is made, a final report must be submitted to the Office of the Vice Chancellor for Research (see "Submission of Application" for address) within 30 days of the termination of the award period. Grant recipients are reminded to acknowledge receipt of RSFG support in any presentation or publication of work funded by an RSFG grant. In order to assess the effectiveness of the RSFG grant mechanism, grant recipients must notify the Office of the Vice Chancellor for Research when RSFG support results in submission of a proposal for external funding. Requests for a one (1) year no cost extensions must be approved by the Vice Chancellor for Research.