Call for Proposals
Renewal or New *Pilot Research Awards* for
Faculty at Baccalaureate Colleges in the VGN
Beginning June 1, 2016

**Application due by web submission on February 1, 2016 by 4:00 pm**

**Cover Page hard copy (with required signatures) due by fax or email (802-656-2914 or vgn@uvm.edu) on February 3, 2016 by 4:00 pm**

Beginning December 1, 2015 you can access the application site on our VGN website to submit your application online ([http://vgn.uvm.edu/funding](http://vgn.uvm.edu/funding)) by clicking on the Faculty Pilot Project application link.

**Pilot Project Support**

Castleton University, Green Mountain College, Johnson State College, Lyndon State College, Middlebury College, Norwich University and Saint Michael’s College full-time tenure track faculty are encouraged to apply for a pilot award.

- All applicants must have attended the November 14, 2015 grant writing workshop.
- Applicants must have an eRA Commons ID and include it on their application face page.
- Pilot awards are one year awards to begin by June 1, 2016.
- Note that application formatting must adhere to NIH standards as on the website.
- You may request up to $25,000 in Pilot Project support. Small projects under $20,000 will not be considered.
- The funds can be used for salary for release time, supplies, technical or student help, small equipment, the use of the funds must be outlined and justified as part of the application. Salary can be for summer and/or academic year.
- List only direct costs on your budget page.
- You must have a grant manager review the budget for effort and other details. Your BPI Coordinator must review the application and sign off on the budget before it is submitted to VGN.
- In addition, if your application is for a renewal, you must arrange for your research advisor to review your application.
Eligibility Requirements

- Faculty members who are **full-time tenure track** at Castleton University, Green Mountain College, Johnson State College, Lyndon State College, Middlebury College, Norwich University or Saint Michael's College.

- Research must be in genetics or human health and behavior.

- All institutional IRB approvals or copy of your protocol for human or animal research must be included with application.

- **Please note:** If you have not complied with reporting, grant submission and other requirements for previous VGN awards, you will not be considered for funding.

Application Review and Criteria

A review committee will evaluate the applications and consider each of the NIH review criteria below in the determination of scientific and technical merit, and give a separate score for each. However, approach will be given the most weight.

**Significance.** Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

**Investigator(s).** Is the PI well suited to the project? If Early Stage Investigators or New Investigators, or in the early stages of independent careers, do they have appropriate experience and training?

**Innovation.** Are the concepts, approaches or methodologies, instrumentation, or interventions innovative or novel?

**Approach.** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?

**Environment.** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed?
Obligations that Come with Funding

You are required to submit or complete the following:

- If your research involves Human Subjects or Vertebrate Animals, all required IRB/IACUC documentation must be submitted to the VGN office before your award can be made.

- You should submit three reports per year on meetings with your research advisor. Your advisor can be paid $200 each year for reading your manuscripts and grant applications.

- You are expected to work with your research advisor to create a faculty development plan (FDP). Your updated FDP is to be submitted by your research advisor on September 1st during each year of funding.

- For new awardees with no previous VGN funding: a condition of this award is that you will submit to VGN a draft of a federal grant proposal with the signature of your research advisor by June 1, 2017.

- For awardees who have had previous VGN funding; a condition of this award is that you will submit to VGN by June 1, 2017, a face page of a grant proposal that you have submitted to a federal or comparable extramural agency.

- You must reply to the Annual VGN Survey and periodic VGN Longitudinal Surveys.

- You must fill out the Annual Progress Report (APR) that VGN submits to NIGMS.

You are required to attend the following:

- VGN Networking and Professional Development activities. (April and November 2016)

- Annual VGN Career Day for students. (April 13, 2016 and April 2017)

- Annual VGN Retreat in August 2016 and August 2017 where you will present your research in either a PowerPoint presentation or a poster presentation, even if results are preliminary.
SUBMIT ON THE VGN WEBSITE BY FEBRUARY 1, 2016 BY 4:00 PM:

Application face page must be completed online, and printed from the VGN website at http://vgn.uvm.edu/funding for signatures. Signed face page must arrive by fax or email by 4:00 pm on February 3, 2016, fax 802-656-2914 email: vgn@uvm.edu

Please note regarding Face Page:
  - Must be signed by faculty member’s Grants Official
  - List Direct Costs only
  - Include eRA Commons ID
- Project Summary (200 words)
- Budget (1 page) – **BPI Coordinator must sign off on Budget** (email confirmation is fine)
- Budget Justification (1 page) – **BPI Coordinator must sign off on Justification**
- Research Plan

A-C not to exceed 6 pages or 8 pages if applying for a renewal

A. Introduction (for progress report for renewal applications – 2 pages)
B. Specific Aims (usually < 1 page)
C. Research Strategy, including; Significance, Innovation, and Approach (5 pages)
D. Human Subjects Research (extra pages as needed)
  - Protection of Human Subjects (Required if item 4 on the Face Page is marked “Yes”)
  - Data and Safety Monitoring Plan (Required if item 4 on the Face Page is marked “Yes” and a Phase I, II, or III clinical trial is proposed)
  - Inclusion of Women and Minorities (Required if item 4 on the Face Page is marked “Yes” and is Clinical Research)
  - Inclusion of Children (Required if item 4 on the Face Page is marked “Yes”)
E. Vertebrate Animals (extra pages as needed)
F. Literature Cited (extra pages as needed)
- Biosketch (NIH style)
- IRB approvals (by PDF) or copy of IRB protocol

Additional:
- New applicants should make every effort to identify a potential research advisor among researchers in the state of Vermont
- All renewal applications must submit a confirmation from their research advisor that they agree to continue to serve as your advisor.
Important Information about IRB and IACUC Approvals

Research that Involves Human Subjects:
- If your research involves Human Subjects, you must have already received approval from your Internal Review Board (IRB) or you must have already submitted your research protocol for approval to the IRB at your institution.
- You must submit either of the following with your application to VGN:
  - The IRB approval letter from your institution and a copy of the protocol you submitted to the board to receive your approval, or
  - The research protocol submitted to the IRB board at your institution.
- In addition, you must submit the required Enrollment Tables and Human Subject Education Certificate (see online application for forms and instructions).
- Applications submitted without an IRB approval memo, or a copy of the previously submitted research protocol, or the enrollment tables and Human Subject Education Certificate required by NIH, will not be reviewed for funding by VGN.

Research that Involves Vertebrate Animals:
- If your research involves Vertebrate Animals, you must have already received approval from your IACUC Board or you must have already submitted your research protocol for approval to the IACUC Board at your institution.
- You must submit either of the following with your application to VGN:
  - The IACUC approval letter from your institution and the protocol you submitted to the board to receive your approval, or
  - The research protocol submitted to the IACUC board at your institution.
- Applications submitted without an IACUC approval memo or a copy of the previously submitted research protocol will not be reviewed for funding by VGN.

Very Important - Please Note: If your application is awarded for funding by VGN, research with Human Subjects or Vertebrate Animals cannot begin until we receive a copy of your IRB or IACUC approval letter. The VGN office will then submit the required documentation to NIH for their approval. Once NIH gives their written approval, you will be notified and research with Human Subjects or Vertebrate Animals can begin.