LOYOLA UNIVERSITY CHICAGO
Office of the Vice Provost for Research
INTRAMURAL GRANT
APPLICATION GUIDELINES

The purpose of this pilot/seed grant program is to:
1) Fund projects whose goal is to generate pilot data necessary to enhance the competitiveness of extramural grant applications
2) Seed novel research ideas that could serve as the foundation of future, sustainable programs of research

These proposals should clearly provide a statement of the problem/the gap in the field being addressed, the contribution of the proposed research (to the field), and what is an expected outcome (in some disciplines, this may be the "hypothesis statement" or "statement of the question"). Moreover, it should be consistent with the rigor required by their discipline when submitted for extramural review. The investigator should clearly address the sustainability of the proposed research (i.e., how will successful completion of the project lead to a competitive extramural grant application).

New or less experienced investigators are strongly encouraged to obtain input from colleagues who have been successful in obtaining extramural funding as they can often provide valuable input regarding preparation of the proposal.

CONTACTS

Specific questions should be directed to:
Samantha Bynum, Program Manager @ sbynum1@luc.edu
Office of Research Services, LSC/WTC @ ors@luc.edu
Meharvan Singh, PhD, Vice Provost for Research, SSOM @ msingh@luc.edu

<u>AWARD CATEGORIES</u>

JEDI (Justice, Equity, Diversity and Inclusion)-FOCUSED RESEARCH AWARD – provides support for pilot or preliminary investigations aimed at understanding and/or addressing one or more of the various societal inequalities where specific groups of individuals (e.g., across racial/ethnic, gender, socioeconomic lines) are impacted disproportionately. Examples of studies that fit this award mechanism would include research on racial, ethnic, or gender-based disparities in social/political/economic areas (including, but not limited to, health, education, social mobility, civic engagement), or disparities on the basis of different abilities/disabilities and sexual orientation; research on the mechanisms through which racial, ethnic, or gender-based inequalities are mitigated or maintained; research that deepens our knowledge of the factors contributing to or reducing social inequalities.

TRANSFORMATIVE RESEARCH AWARD– provides support for innovative, trans-disciplinary research projects where investigators from different disciplines/Schools work jointly to create new conceptual and translational approaches to complex (societal) problems, that could transform fundamental understanding of systems in a given field. The concept of synergy must be considered (i.e., the program as a whole is greater when individuals from different disciplines come together to tackle the complex problem).

<u>GENERAL INFORMATION</u>

- o Key dates:
  - o Application Due Date: 12-10-21
  - o Anticipated award date: 01-24-22
- o Eligibility
  - Only full-time (tenured, tenure-track, or non-tenure track), Loyola University Chicago faculty may apply as a principal investigator (PI).
  - Veteran's Administration (VA)-based, Loyola-appointed faculty are eligible to serve as collaborators, but not as PIs.
  - A faculty member with an existing/ongoing intramural grant (RFC, IPRS) is <u>NOT</u> eligible to apply.

<u>SUBMISSION FORMAT</u>

The following must be electronically submitted via the new [Pilot/Seed Grant Program Portal](#) on the InfoReady platform.
- For faculty at HSC, complete a routing form in the Research Channel. For faculty at LSC/WTC, please contact Jennie Rios @ ors@luc.edu, so a cover sheet can be filed for internal record keeping purposes (through the IPRS portal).
- Cover Letter (**Transformative Research Award ONLY**): In the cover letter, explain how this work will engage individuals from different disciplines to tackle the question being addressed, and how successful completion of this project will lay down the necessary framework for future progress, including requests for extramural funding.
- Abstract/Summary
- Resources and environment (describe what is currently available to support the successful completion of the project)
- Proposal:

- Specific Aims (1-page) – provides a brief introduction, a statement of hypothesis/statement of the question(s), and overview of the scope of work and associated methodology.
- Research Strategy (6 page limit) – please include statements to convey Significance, Innovation, and any relevant Preliminary Data that would serve as the foundation for the project, if not already existing in the literature. Literature cited.
  - Safety Committee Approvals, if applicable (e.g., IACUC, IBC, IRB).
    - Submit only if your project will require a specific/ applicable regulatory approval (e.g., to work with vertebrate animals - IACUC, to work with human subjects - IRB, etc.). At the application stage, submissions of such protocols or their approvals may be pending. If not applicable, please indicate "N/A" in this field. Detailed Budget: Provide a detailed breakdown of how you would use funds (i.e., salary support (where appropriate and allowable), supplies, services)
  - Budget Justification: Provide a breakdown of how the funds will be used (e.g. salary, supplies, services). Budget justification should contain sufficient detail so that reviewers can judge whether the budget is appropriate to the goals to be pursued. The budget limit for this pilot program should not dictate your anticipated budget for the project.
  - Biographical sketches or CV
    - Biographical sketches of PI and all Key Personnel
    - Key Personnel includes Co-investigators and Collaborators
    - If possible, please use the National Institutes of Health (NIH), National Science Foundation (NSF) templates.
    - In lieu of above mentioned formats, please provide a CV or resume that lists work/professional experience relevant to the project proposed, to include professional/academic appointments, list of publications and list of current and pending funding. Support letters from Key Personnel – as applicable
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    - For applicants holding the title of Research Assistant/Research Associate/Research Professor, a letter of support from the mentor/sponsor must be included that, at the minimum, attests to the fact that the research proposed does not overlap substantially with the work ongoing in the mentor's/sponsor's lab and that the pursuit of this project is consistent with the expectation of the Chair.

PROGRESS REPORT

Progress Reports must be submitted to the Office of the Vice Provost for Research via InfoReady no later than two months after the original funding end-date.

SAFETY COMMITTEE APPROVALS (IACUC, IBC, IRB)

IMPORTANT: If and/or when funds are awarded, Sponsored Program Accounting (SPA) will NOT issue an account number unless ALL safety clearances have been met; i.e., IACUC, IRB, and/or IBC. Signature(s) required for safety clearances MUST be obtained prior to activation of account number.

LIMITATIONS

- Awards will be issued for a 12-month period.
- Funding of more than one pilot/seed grant proposal by the same PI in a 12-month period will not be considered.

- o In general, faculty salaries are not permitted to be supported through the pilot/seed grant award mechanism
  - o Exception: In cases where the applicant is a 9-month-contracted faculty, or a Research Assistant/Research Associate/Research Full Professor, a maximum of 10% salary support for the PI will be allowed. However, no other faculty salary will be supported.
- o Post-doctoral fellows/scholars can be supported.
- o Pilot/seed grant awards cannot be used to support graduate student stipends or their health insurance
- o PIs supported by the pilot/seed grants must notify the ORS when external funding is received for work similar to that being supported by the pilot/seed grant.
- o Remaining or duplicate funds, where applicable, will be returned to the Office of the VPR
- o If the project aims/goals have not been met by the end of the funding period, a 1-Year No-Cost Extension (NCE) may be requested with appropriate justification prior to the expiration of a grant. This request must be made in writing (email) to the Office of the Vice Provost for Research (msingh@luc.edu). This request for a NCE must be accompanied by a progress report. No-cost extensions are limited to one year.
- o The pilot/seed grant can support travel expenses <u>directly related</u> to the study itself (however, such expenses as travel to a professional conference will not be allowed).
- o Equipment/computer support (purchase or repair)/software purchase is generally discouraged, but may be considered on an individual basis (with approval from the Office of the VPR).
- o Research expenditures from pilot/seed grant accounts are restricted to utilization on LUC campuses. These intramural funds may not be transferred to other institutions via any type of agreement, including but not limited to memoranda, agreements or sub-awards/subcontracts. This policy does not preclude the use of intramural funds to purchase goods, instrumentation or services that are not available on-site; nor does it apply to sub-awards or subcontracts established by extramural awards and contracts.

<u>SPECIFIC AWARD INFORMATION</u>

<u>JEDI-Focused Research Award</u>
- o Eligibility - See General Information above
- o Budget - Total budget request cannot exceed $40,000. The budget is generally limited to supplies only, but study-associated personnel, lab technicians or post-doctoral fellows may be supported with adequate justification.
  - o In cases where the applicant is a Research Assistant/Associate/Full Professor, and is supported fully by (their mentor's) extramural funding at the time of award, a maximum of 10% salary support for the PI will be allowed to address time-and-effort compliance regulations.

<u>Transformative Research Award</u>
- o Eligibility - See General Information above.
- o Budget – Total budget request cannot exceed $75,000. The budget is generally limited to supplies only, but technicians or post-doctoral fellows may be supported with adequate justification.