

**SPRING, 2012**

**Application Form**

**DEADLINE FOR SUBMISSION: June 1, 2012**

**INSTRUCTIONS:**

Type the application single-spaced, with 1" left and right margins, and ½" top and bottom margins, using **Times Roman 12 or Arial 11**. Page limits must be observed as indicated below.

**Cover Page:**

Item 1, **Title:** Choose a title that is descriptive and does not exceed 56 typewritten spaces.

Item 3, **Position Title:** If the principal investigator has more than one title, indicate the one most relevant to the proposed project.

Item 6, **Human Subjects:** If activities involving human subjects are not planned at any time during the project period, check "No." If human subjects are part of the investigation check "Yes." The principal investigator must contact the University of Rochester Research Subjects Review Board, and the Research Subjects Review Board of the institution wherein the studies will be undertaken. Attach any approvals from the RSRB Committees. Approval by RSRB is required before a project may be initiated, and an appropriate no-cost extension to cover this submission can be requested.

Item 7, **Vertebrate Animals:** If no activities involving vertebrate animals are planned during the project period, check "No." If such activities are planned at any time during the proposed project, either at the applicant organization or at any other performance site, check "Yes." The principal investigator must contact the University Committee on Animal Resources (UCAR) and/or the appropriate Institutional Committee on Animal Resources, and obtain the necessary approvals, before the project may be initiated. An appropriate no cost extension to cover the delay in getting UCAR approval can be requested.

Item 9, **Direct Costs:** Enter the direct cost figure from the budget page.

Item 10, **Performance Sites:** Indicate where the work described will be performed.

**Abstract:** Do not exceed the space provided.

**Detailed Budget (Direct costs only) (See next page for allowed/not allowed budget items)**

**Name:** Starting with the principal investigator, list the names and types of appointments of all personnel involved on the project who are employees of the applicant organization, regardless of whether salary funds have been requested. List their role in project, percent effort, and institutional base salary. Fringe benefits may be requested in accordance with the existing rate agreement for each position. No funds are available to support principal investigators or co-investigators salary.

**Consultant Costs:** Whether or not costs are involved, provide names and organizational affiliation of any consultant (except consortium/contractual arrangements). Briefly describe in the "**Budget Justification,**" the services to be performed, the anticipated amount of time involved, rate of compensation, and other related costs.

**Equipment:** List separately each item of equipment with a unit cost of \$500 or more. Justify the purchase in the "**Budget Justification.**"

**Supplies:** Itemize supplies into separate categories, such as chemicals, glassware, etc. If animals are to be involved, indicate species, number to be used, unit purchase cost, unit care cost, and number of care days.

**Consortium/Contractual Costs:** Each participating consortium/contractual organization must submit a separate detailed budget.

### **BUDGET JUSTIFICATION**

A budget justification is required. The statement should justify the support requested. For personnel, information as to the percent of effort should be presented. For new positions, justification should be made for the necessity of going outside the University for personnel. Support for animals and animal care should coincide with Vivarium costs and policies. (Additional sheets may be used, but please number consecutively.)

### **INSTITUTIONAL RESEARCH GRANT GUIDELINES FOR ALLOWED AND NOT ALLOWED BUDGET ITEMS:**

#### **The following are allowable budget items and expenditures:**

- \$ Stipends for graduate and undergraduate student assistance; postdoctoral assistants.
- \$ Salaries for technical assistance. Limited technical support may be awarded.
- \$ Equipment costing less than \$2,000 per unit or in total with adequate justification.
- \$ Research supplies.
- \$ Animals and animal care.
- \$ Patient honoraria and survey costs
- \$ Publication costs.
- \$ Cost of computer time.
- \$ Fees for pathology, photography, biostatistics consultation, etc.
- \$ Federal Express costs to ship or obtain reagents.
- \$ Travel to present at meeting or conferences (only with presentation of paper or poster).
- \$ Service Contracts OK if related to project
- \$ CRC expenses

#### **The following budget items/expenditures are NOT allowed:**

- \$ Salary support for PI/Co-Investigator.
- \$ Support of a full-time technician for a brief period of time is discouraged, particularly since it frequently represents subsidies for ongoing programs.
- \$ Travel (without presentation of a paper or poster).
- \$ Per diem hospital charges.
- \$ Tumor registries.
- \$ Secretarial help and postal service.
- \$ Office supplies, equipment or furniture (Computer drives OK).
- \$ Telephone charges (local or long distance).
- \$ Construction or alteration.
- \$ Maintenance.
- \$ Books, periodicals (purchasing or binding)
- \$ Laboratory furniture.
- \$ Dues, memberships, and registration fees for scientific societies and meetings.
- \$ Laptop purchases, unless sufficient justification is provided.

**Biographical Sketch/Other Support:** This should be completed for all key personnel. Use the NIH format (2 page bio plus other support or 3 page modular format is acceptable).

**Proposal: Number all subsequent pages sequentially. Note that the research proposal itself is limited to 10 pages.**

**STRONG CHILDREN'S RESEARCH CENTER  
RESEARCH DEVELOPMENT AWARD  
APPLICATION FORM  
SPRING, 2012**

<b>1. Title of Project (Limit to 56 spaces)</b>		
<b>2. Name (Last, First)</b>	<b>Degree(s)</b>	<b>Social Security Number</b>
<b>3. Position Title</b>	<b>Telephone</b>	<b>Fax Number</b>
<b>E-mail:</b>		
<b>4. Principal Investigator Department:</b>		
<b>5. Co-Investigator(s) Department(s):</b>		
<b>6. Human Subjects? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b>  If yes: IRB Approval Date: IRB Number:	<b>7. Vertebrate Animals? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>  If yes: UCAR Approval Date: UCAR Number:	
<b>8. Dates of Entire Proposed Project Period</b>	<b>9. Budget (Not to exceed \$25,000)</b>	
<b>10. Performance Site(s) (Names/Addresses)</b> URMC 601 Elmwood Ave, Box 777 Rochester, NY 14642	<b>11. Chair of Applicant's Department</b>  Name: <u>Nina Schor, M.D.</u> Telephone: <u>275-4673</u>	
<b>12. Signatures</b>  Principal Investigator Signature  Date	Department Chair Signature  Date  <i>Co-Investigator(s):</i> Department Chair Signature  Date Department Chair Signature  Date	
<b>--Departmental sign-off only is required--</b>		

**ABSTRACT**

**In the space below, please provide an abstract describing the project's broad objectives. Describe the experimental design and methods for achieving these goals. Avoid summaries of past accomplishments; focus on the intended research. Do not exceed the space provided. (Note: type size must be either Times New Roman 12 or Arial 11)**

A large, empty rectangular box with a double-line border, intended for the user to write the abstract.

**RESEARCH PLAN**  
**(Numbers 1-4 - Not to Exceed 10 pages)**  
**[Font size: Times New Roman 12 or Arial 11]**

1. **Specific Aims:** List the broad, long-term objectives.
2. **Background and Significance:** Briefly describe the background to the present proposal, indicating the information the project will hopefully provide.
3. **Preliminary Studies:** Provide information on preliminary studies pertinent to the application, including that which helps establish the investigator's experience and competence. Provide your publications relevant to this area of research.
4. **Research Design and Methods:** Describe the research design and the procedures to be used to accomplish the specific aims of the proposal. Provide up to one page of pertinent references. References do not count against the 10 page limit.
5. **Research Timetable**
6. **Outline the specific roles of each investigator involved and his/her specific contributions to the project.**
7. **Future Plans for Funding:** If this proposal or any aspect of this proposal has been peer reviewed, the review should be enclosed. If this proposal is in response to an upcoming RFA or RFP, this should be described.
8. **Human Subjects:** If your project involves human subjects you need to provide a detailed description of the proposed involvement of human subjects in the work previously outlined in the Research Design and Methods section.
9. **Vertebrate Animals:** If your project involves vertebrate animals you need to provide a detailed description of the proposed use of the animals in the work previously outlined in the research design and methods section.

**(For further information regarding numbers 8 and 9, please see the PHS 398 Grant Application Form.)**