



The University of Vermont  
COLLEGE OF NURSING  
AND HEALTH SCIENCES

OFFICE OF THE DEAN

## CALL FOR PROPOSALS RESEARCH INCENTIVE GRANT PROGRAM

**PURPOSE:** Incentive grants are designed to stimulate research within the College that has a high potential for extramural funding. Seed grants provide funding to support the collection of pilot data to be used in securing external funding. Those funded through these grants must submit an application for external funding within two years of receipt of the CNHS award. All incentive grant awardees must present their funded research at the annual CNHS Ziegler research forum.

**DESCRIPTION:** One-year research grants in amounts up to \$30,000 are available to faculty members with a primary appointment in the College of Nursing and Health Sciences (CNHS). Funds may be used for supplies, special equipment (generic equipment such as a computer is excluded), research assistance, and/or travel expenses related to data collection. Funds may also be used to support hourly student wages (+8% fringe). The funds may not be used to support faculty salaries during the academic year (September—May) but can be used to support faculty salaries during the months of July and August in each fiscal year and/or June at the end of the same fiscal year (including that current fiscal year's fringe rate located at <https://www.uvm.edu/spa/?Page=uvmfactsheet.html> ) if the faculty member has less than 50% of his/her FTE supported by extramural funds during these months. All dollars must be expended by June 30 in the fiscal year that the award was issued and all expenses (other than encumbered salary) must be entered into the PeopleSoft system by June 15 of the same fiscal year.

**ELIGIBILITY:** All full-time (0.75 FTE or greater) CNHS faculty are eligible for incentive grants. Collaborators, but not the principal investigator, may be from other schools and colleges or other Universities. If a faculty member received a CNHS Incentive Grant award during the previous academic year, he/she is not eligible for this year's award. Past incentive grant awardees who did not submit an extramural grant application related to the project funded by the CNHS incentive grant are not eligible to apply.

**AVAILABILITY:** A variable number of grants will be made available annually. The number of awards in any given year will depend on the availability of funds within the College.

**DEADLINE:** Applications must be submitted by 5 p.m. on **the last business day of April to**

**be considered.** Awards will be announced by May 31 and funds will be available to PIs on July 1<sup>st</sup> following award. Late proposals **will not be reviewed.**

**FORMAT:** Research proposals should be no longer than 4,000 words (Sections 1 – 5; 12 point font, double spaced, one inch margins), excluding cover sheet, reference pages, budget pages, explanation of potential and planning, bio sketches and appended materials. Applicants should avoid highly technical jargon, since all reviewers may not be experts in the given field of study. To assist the review team, the proposal **MUST** include the following sections in order, with headings.

1. Cover Sheet (Use Coversheet Form in Application)

2. Introduction & Background

- a) Describe the significance/importance of the problem to be addressed in the context of what is currently known and reported in the relevant literature.
- b) Describe how the results of the proposed project might advance current knowledge and/or practice or serve as a basis for future studies.
- c) Research Questions(s), Hypothesis Statement(s) or project purpose(s).

3. Methods

- a) Research Design
- b) Sample & Recruitment Methods – include, if applicable, mechanisms to be used to assure ability to recruit the required number and type of participants.
- c) Report timeline for seeking and receiving IRB approval if applicable.
- d) Plan for data collection
  - Protocol
  - Instrumentation/Measurement Tools (validity and reliability to be addressed as appropriate)
- e) Data Analysis

4. Environment – describe how the environment in which the project will be completed (e.g., lab space, equipment, personnel, collaborative arrangement, etc.) will contribute to its success.

5. Limitations – address potential limitations of the methods or problems that may be encountered and how these might be addressed.

6. References

7. Budget

- a) Budget Worksheet
- b) Budget Justification: Justify all items in the budget and (if applicable) describe efforts to utilize available resources on-campus.

8. Potential and Planning:

- a) Explain your long term research plan and how it fits in with the College's research priorities.
- b) Explain how the proposed project fits within your long term research plan.
- c) List the agencies to which you will apply for extramural funding within two years of the receipt of this CNHS grant (if awarded);
- d) Include a brief description of the proposed agency's priorities and how this project is a match to those priorities.
- e) Explain how the proposed project, when completed, will position you to have a successful application to the identified external agencies.

## 9. Appendices

- a) Bio sketches for all investigators with key relevant publications, scholarly works listed (use NIH Bio sketch Form in the Application).
- b) Additional appendices as needed, e.g., letters of support, survey instruments, etc.

**APPLICATIONS THAT DO NOT INCLUDE EACH OF THESE ITEMS AND/OR NOT DO FOLLOW THESE GUIDELINES WILL NOT BE REVIEWED.**

**SELECTION:** Proposals will be reviewed by the CNHS research committee appointed by the Dean. The committee will make funding recommendations to the Dean, who will make the final selection and announce the awards.

Awards will be made on the basis of merit with special consideration to the following:

- Proposals that have the greatest potential for external funding.
- Proposals that are consistent with CNHS research priorities and support the investigator's research plan.
- Proposals that demonstrate scientific merit and rigor.
- Proposals that are feasible in terms of the experience and training of the investigator(s) and the resources available.

**DISBURSEMENT:** Budgets will be administered through the home department of the principal investigator. All funds must be spent by June 30 and all expenses (other than encumbered salary) must be entered into the PeopleSoft system by June 15.

**REPORTING:** The PI must submit a report by June 30 of the following year.

- If the project has been completed and an external grant submitted, the report must detail how the investigator's research program has been advanced by access to the CNHS Incentive Grant. In addition, the PI must provide to the Dean an electronic copy of the application that was submitted to the external funding agency, if applicable.
- If the project has not been completed and an external grant has not been submitted, the report must detail progress toward grant application and a plan for activities during the following 12 months including:
  - The granting agency to which proposal will be submitting and the submission deadline;
  - An outline of specific aims coherent with the grant mechanism;
  - A plan for dissemination of findings based on the research funded by the incentive grant (professional meetings abstract and/or journal submissions).
- A final report must be submitted by June 30, 2018 that details how the investigator's research program has been advanced by access to the CNHS Incentive Grant. In addition, the PI must provide to the Dean an electronic copy of the application that was submitted to the external funding agency.

**SUBMISSION:** Applications should be submitted electronically as a single pdf file to the Gilberto Diaz Santos ([gilberto.diaz-santos@med.uvm.edu](mailto:gilberto.diaz-santos@med.uvm.edu)), with a copy to the applicant's department chair, by the deadline.

**APPLICATION FOR FUNDING**  
**CNHS RESEARCH INCENTIVE GRANT PROGRAM**

SUPPORT REQUESTED (Please check one):

- Research Support
- Bridge Funding Support

DOES THIS PROJECT INVOLVE:

Human Subjects:

Vertebrate Animals:

IRB, IACUC or IBC Status:

Date: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_

Co-Investigator, if any: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated End Date: \_\_\_\_\_

**PI ASSURANCE:**

I certify that the statements herein are true and accurate to the best of my knowledge. I am aware that any false, fictitious or fraudulent statements or claims may subject me to disciplinary action according to the bylaws of the CNHS and/or University of Vermont. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the funds were awarded.

**Signatures:**

Principal Investigator: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Revised July 28, 2017