LOYOLA UNIVERSITY CHICAGO
Health Sciences Division
INTRAMURAL GRANT
APPLICATION GUIDELINES

Research Funding Committee (RFC)
Office of Research Services for the Health Sciences Division (ORS-HSD)
Center for Translational Research and Education- Rm. 124 Ext. 6-8434

Revised & Approved by the RFC: October 2018

MISSION STATEMENT

Intramural Research Funds are used to meet both emerging opportunities and urgent needs. These include 1) New Faculty Awards to support new faculty pursuing pilot or preliminary investigations that are likely to lead to subsequent funding by an external agency, 2) Bridge Awards to support research programs that have previously received extramural funding that has lapsed or will lapse before new extramural support can be secured, 3) Pilot Awards allowing exploration of novel research ideas that may lead to new research directions, and 4) Translational Awards to support basic science/clinical investigator teams to perform research with current or future clinical impact.

Both basic science and clinically based research proposals will be considered. These proposals should be hypothesis-driven and consistent with the rigor required for extramural review.

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 RFC proposal.

Poorly prepared applications may be returned to the applicant for revision before review by the RFC.

CONTACTS

Specific questions should be directed to:
Maria Pelc, RFC Committee Support @ mpelc@luc.edu
Alan Wolfe, PhD, RFC Chair @ awolfe@luc.edu
Mitch Denning, PhD, Interim Vice Dean for Research, SSOM @ mdennin@luc.edu
MEETING DATES/SUBMISSION DATES

The RFC meets quarterly. The dates are posted at:
http://hsd.luc.edu/research_services/committees/researchfundingcommittee/

AWARD CATEGORIES

NEW INVESTIGATOR AWARD – provides support for new faculty member, who has not been awarded start-up funds.

PILOT AWARD – provides support for any faculty member to pursue pilot or preliminary investigations; these should be new lines of investigation that have never received internal or external funding.

BRIDGE AWARD – provides support for research programs that have previously received extramural funding that has lapsed or will lapse before new extramural support can be secured.

TRANSLATIONAL AWARD – provides support for new collaborative research projects proposed by a team including clinicians and basic scientists. Although clinical research activity is not a strict requirement for this award, the future clinical impact of the research must be well described in the proposal.

GENERAL INFORMATION

Applies to all 4 award categories.
The guidelines and application can be found at:
http://hsd.luc.edu/research_services/committees/researchfundingcommittee/

- Eligibility
  - Only full-time, Loyola Stritch School of Medicine faculty may apply as a principal investigator (PI).
  - Faculty members are not eligible if their start-up monies have not been expended.
  - VA based, Loyola faculty are eligible if they currently have or have had external research funding administered by the University, or have significant teaching, administrative or clinical commitments to the Stritch School of Medicine (SSOM).
  - Research Fellows, Research Associates and Research Assistant/Associate/Full Professors are not eligible with the following exception: Research Assistant/Associate/Full Professors who have a demonstrated record of independent extramural funding as Principal Investigator and are attempting
to renew that extramural funding are eligible for Bridge Funding only. Individuals who are not full-time faculty can be listed as co-PI in collaboration with a full-time faculty person who is listed as PI.

**SUBMISSION FORMAT**

- Submit electronically the following to Maria Pelc (mpelc@luc.edu):
  - the abstract – this will be used to assign reviewers
  - the entire proposal in the form of a pdf
- Grant Routing Form - go to the Portal (portal.luhs.org), log in and select the Research Channel, then select New Routing form. The process is self-explanatory.
- Complete the Intramural Grant Application (all forms are part of the application).
- Table of Contents (TOC) Page (number all pages of the proposal and complete TOC)
- Signature Page
- Cover Letter Form.
  - In the cover letter, (1) state the type of grant requested, (2) provide justification for the request, and (3) summarize your plan for the use of RFC funds, if awarded. Include plans to obtain extramural funding. Especially for bridge fund requests, this is the opportunity to explain how you intend to use the funds to improve the extramural application. In particular, identify the specific aims, sub-aims and/or experiments that you propose to pursue with RFC funds (i.e., which subset of the goals can reasonably be accomplished with RFC funds and will support the extramural application).
- Budget Justification: This should contain sufficient detail so that reviewers can judge whether the budget is appropriate to the goals to be pursued.
- Biographical sketches of PI and Key Personnel
  - Key Personnel includes Co-investigators and Collaborators
  - ALL BIOSKETCHES MUST BE IN CURRENT NIH FORMAT
- Support letters from Key Personnel
- Abstract
- Other Support (Use NIH format)
- Resources and environment (Use NIH format).
- Progress Reports from other funding sources, when appropriate.
- Summary Statements (most recent; required for any previously reviewed proposal, including RFC applications).
- Response to prior Summary Statement critiques (for bridge funding applications and for RFC resubmissions). If a PI makes a request for bridge funding before resubmission of their extramural application, then the PI should explain how s/he intends to respond to the critiques, especially as these responses pertain to the use of RFC funds, if awarded.
- Proposal: (Use NIH format)
• Specific Aims (1 page)
• Research Strategy, including Significance, Innovation, Preliminary Data (or Progress Report for Bridge Awards), Approach (12 Pages Maximum).
  ▪ For bridge funds, this should be the extramural proposal, either just scored, re-submitted, or to be submitted (see also Cover Letter Form and Response to Critiques). For all other requests, this proposal should be written specifically to the RFC.
  o Literature cited.
  o PI’s last 10 years of funding history, including RFC sources.
  o Safety Committee Approvals (IACUC, IBC, IRB, RCO).
  ▪ For application, approvals may be pending.

PROGRESS REPORT

Progress Reports must be submitted to the RFC Chair (awolfe@luc.edu) with a copy to Maria Pelc (mpelc@luc.edu) no later than two months after the original funding end-date.

SAFETY COMMITTEE APPROVALS (IACUC, IBC, IRB, RCO)

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

SAFETY COMMITTEES

IACUC (Animal Care) Dr. J. Fareed jfareed@luc.edu (x 65997)
IBC (Biosafety) Matthew Hejna mhejna@luc.edu (x 66738)
IRB (Human Subjects) Dr. Ken Micetich kmiceti@lumc.edu (x64608)
Cynthia Tom-Klebba ctomklebba@luc.edu (x66198)
RCO (Radiation Control) Nathan Duff Nathan.Duff@luhs.org (x69260)

LIMITATIONS

o Funding of more than one RFC proposal by the same PI in a 12-month period will not be considered.

o With the exception of VA funding, future extramural support directly related to previous RFC funding must be administered through Loyola University Chicago/SSOM.

o Faculty salaries are not supported.
o Post-doctoral fellows can be supported at a technician salary level.
o RFC monies cannot be used to support graduate student stipends or their health insurance, except for Bridge Awards, and only with prior approval from the Chair of the RFC committee and the Vice Dean for Research.
o PIs supported by the RFC must notify the ORS-HS when external funding is received for work similar to that being supported by the RFC.
o Remaining or duplicate monies, where applicable, will be returned to the RFC.
o If funds remain at the end of the funding period, a 1-Year No-Cost Extension may be requested with appropriate justification, in writing (email), to the Chair of the RFC and Vice Dean for Research and must be accompanied by a progress report. No-cost extensions are limited to one year.
o The RFC does not support travel expenses.
o Equipment/computer support is generally discouraged, but may be considered on an individual basis.
o Supplies should not exceed $25,000/12 months (includes supplies and animals).
o Research expenditures from RFC award 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, unless such transfer is specifically approved, in writing, by the dean of the school and the HSD provost. 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.

SPECIFIC AWARD INFORMATION

New Investigator Award
 o New faculty members who have been awarded start-up monies are not eligible for New Investigator Awards.
o Eligibility - See General Information above.
o Budget - Total budget request cannot exceed $40,000 (technician or post-doctoral fellow salary not to exceed $30,000, including fringe benefits. Supplies should not exceed $25,000/12 months (includes supplies and animals).
o Second Review - Applications for a second year of funding require a new Routing Form and should clearly explain in the Cover Letter why continued intramural funding is required.

Pilot Award
 o Eligibility - See General Information above.
o Budget – Total budget request cannot exceed $25,000. The budget is generally limited to supplies only, but technicians or post-doctoral fellows may be supported with adequate justification.
o Second Review - Applications for a second year of funding require a new
Routing Form and should clearly explain in the Cover Letter why continued intramural funding is required.

**Bridge Awards**
- Eligibility - See General Information above.
- Bridge funding requests must include a letter of support for the RFC Bridge Award from the PI’s department chair.
- The proposal for continuing external support (i.e., competing renewal) must have been submitted and reviewed or have a plan for resubmission.
- Include the most recent critique(s) provided by the external agency and a detailed response to the critique.
- Budget - Total budget request cannot exceed $40,000 (technician or post-doctoral salary not to exceed $30,000, including fringe benefits).
- RFC awarded Bridge Awards can be used to support graduate student stipends and health insurance, but only with the approval of the Chair of the RFC, the Vice Dean for Research and the Associate Dean of the Graduate School.

**Translational Awards**
- Translational Awards provide pilot support for new collaborative research projects proposed by a team including clinical and basic scientists. Although clinical research activity is not a strict requirement for this award, the future clinical impact of the research must be well described in the proposal.
- Eligibility - See General Information above.
- Budget - These grants, which require collaboration between clinicians and basic scientists, cannot exceed $30,000; in some cases, technician or coordinator salaries will be supported.