



LOYOLA UNIVERSITY CHICAGO
Stritch School of Medicine (SSOM)
INTRAMURAL GRANT
APPLICATION GUIDELINES

Research Funding Committee (RFC)

Mission Statement:

To support the success of faculty in securing and maintaining extramural funding by recommending, through an internal peer-review process, the funding of bridge, seed and pilot grant applications that support new/novel and sustainable programs of research. Trans-disciplinary research that spans and combines basic, translational and clinical research is encouraged.

The purpose of the 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
- 3) Bridge short-term gaps in research funding to mitigate the negative impact of a temporary funding hiatus

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. Moreover, 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 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:

Samantha Bynum, Program Manager, RFC Committee Support @ sbynum1@luc.edu

Qunfeng Dong PhD, RFC Chair @ qdong@luc.edu

Meharvan Singh, PhD, Vice Dean for Research, SSOM @ msingh@luc.edu

MEETING DATES/SUBMISSION DATES

The RFC meets quarterly. The dates are posted [here](#).

AWARD CATEGORIES

NEW INVESTIGATOR AWARD – provides support for new faculty member, who has not been awarded start-up funds. **Research Assistant/Associate Professors are eligible to apply but must demonstrate sufficient distinction between their proposed research and that of their mentor/sponsor.**

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. This program will not be reviewed by the RFC committee, and instead, will be reviewed by the Dean’s cabinet (the Dean, the Vice Dean of Administration, the Vice Dean of Research, and the Director of Business Operations for SSOM) so this request for support can be considered within the context of other support provided to the applicant.

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.

PROGRAMMATIC ENHANCEMENT AWARD – funding mechanism available only to SSOM department Chairs and Institute Directors. Funds permitting, the Office of the VDR will award up to two grants (\$50K maximum) to help seed new, innovative, collaboration-promoting initiatives that have the potential to support the research mission and its success. ***Submissions are allowed only for the last cycle of RFC applications (May) and will be reviewed and awarded before the end of the fiscal year.*** The projects can be, for example:

- To support multi-PI projects that can lead to future, programmatic, multi-disciplinary grants like Program Project Grants (or other multi-PI grants)
- To support innovative partnerships between clinical and basic science faculty/departments
- To support technological enhancements that would be critical for your faculty’s competitiveness in securing extramural funding (e.g., small equipment, modular “add-ons” or upgrades to existing equipment)

GENERAL INFORMATION

Applies to all award categories, with the stated nuance for the Programmatic Enhancement Award. The application can be found [here](#).

- Eligibility
 - Only full-time, Loyola Stritch School of Medicine faculty may apply as a principal investigator (PI).
 - Faculty members are not eligible if they have more than \$10,000 in start-up funds remaining at the time of submission. *If the lead PI of the proposal does not have any startup funds remaining, it is acceptable to submit an application with a co-I who may still have startup funds. Acceptable roles for this additional investigator is “co-I” or “Collaborator.”*
 - VA-based, Loyola faculty are eligible to apply for RFC funds if they currently have or have had external research funding administered by Loyola University Chicago, 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 eligible for only the New Investigator Award mechanism of funding, and can apply **only if** they demonstrate that the research proposed is sufficiently distinct from the research of their mentor/sponsor. Research Assistant/Associate/Full Professors may also apply for a New Investigator Award if they are attempting to renew a previously held (or ending) extramural grant. Individuals who are not full-time faculty can be listed as co-I in collaboration with a full-time faculty person who is listed as PI.
 - For Programmatic Enhancement Awards, only Chairs, Institute Directors or Center Directors are eligible to apply.

SUBMISSION FORMAT

The documents below comprise your application and should be submitted via the [Pilot/Seed Grant Program Portal](#) for the next available review cycle. You can contact [Samantha Bynum](#) for login questions or technical issues.

- the abstract
- 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 RFC Intramural Grant Application (all forms are part of the application).
- Table of Contents (TOC) Page (number all pages of the proposal and complete TOC)
- Cover Page/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 a statement that explains how the funds requested will support future requests for 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. Allowable expenses are outlined below.
- 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
 - For applicants holding the title of Research Assistant/Associate/Full 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
- 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.
- Literature cited.
- PI's last 10 years of funding history, including RFC sources.
- Safety Committee Approvals (IACUC, IBC, IRB, RCO).
 - For application submission, approvals may be pending.
 - **If a proposal is awarded, all safety committee approvals must be in place before an AU is created. An RFC checklist will be included with the award letter.**

PROGRESS REPORT

Progress Reports must be submitted via the [Pilot/Seed Grant Program Portal](#) no later than two months after the original funding end-date. **Failure to submit progress reports on funded proposals by the due date will impact future internal/RFC funding and/or approval of no cost extension (NCE) requests.**

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)	Walter Jeske, PhD WJESKE@luc.edu (x72842)
IBC (Biosafety)	Matthew Hejna mhejna@luc.edu (x 66738)
IRB (Human Subjects)	Cynthia Tom, MA, CIP ctom@luc.edu (x66198)
RCO (Radiation Control)	Dani Hjelm MHP, CNMT Danielle.Hjelm@luhs.org (x69260)

LIMITATIONS

- Funding of more than one RFC proposal by the same PI in a 12-month period will not be considered.
 - A PI with an existing/ongoing RFC grant is not eligible to apply
- With the exception of VA funding, future extramural support directly related to previous RFC funding must be administered through Loyola University Chicago/SSOM.
- Research Assistant/Associate Professors and Research Professors (i.e., non-tenure track faculty), postdoctoral fellows and staff can be supported up to 25% of effort*, but **the total salary support requested cannot exceed 50% of the total value of the grant**, *unless it is a "bridge funding application/award*. 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.
 - 25% is based on annualized effort. If a Research Assistant Professor is supported at 100% for only one month, this represents an 8.3% annualized effort, and as such, is acceptable.
- 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.
- Remaining or duplicate monies, where applicable, will be returned to the RFC.
- If funds remain at the end of the funding period, a 1-Year No-Cost Extension may be requested with appropriate justification prior to the expiration of a grant, made in writing (email) to the Chair of the RFC and Vice Dean for Research. This request for a no-cost extension must be accompanied by a progress report. No-cost extensions are limited to one year.
- The RFC does not support travel expenses.
- Equipment/computer support (purchase or repair) is generally discouraged, but maybe considered on an individual basis.
- 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 Vice Dean of Research and the Dean of SSOM. 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

- New faculty members who have been awarded start-up funds are not eligible for New Investigator Awards.
- Eligibility - See General Information above
- Budget - Total budget request cannot exceed \$50,000 (technician or post-doctoral fellow salary not to exceed \$30,000, including fringe benefits). 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, Research Assistant/Associate Professors and Research Professors (i.e., non-tenure track faculty). Salary for Research Assistant/Associate Professors and Research Professors can be supported up to 25% of effort*, but **the total salary support requested cannot exceed 50% of the total value of the grant**, unless it is a "bridge funding application/award (where this threshold can be exceeded). 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.
 - *25% is based on annualized effort. If a Research Assistant Professor is supported at 100% for only one month, this represents an 8.3% annualized effort, and as such, is acceptable.
- Second Year of Funding Requests - 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

- Eligibility - See General Information above.
- Budget – Total budget request cannot exceed \$50,000. The budget is generally limited to supplies only, but technicians or post-doctoral fellows may be supported with adequate justification.
- 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/supervisor.
- 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 should not exceed \$60,000. Exceptions to this limit may be considered on a case-by-case basis, with approval of the Vice Dean of Research. Salaries for critical personnel can be proposed (with sufficient justification), and may exceed 50% of the overall award (if approved by the Vice Dean of Research)
- 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 Biomedical Graduate Program.
- These applications will not be reviewed by the RFC committee, and instead, will be reviewed by the Chair of the RFC along with select members of the SSOM Dean's cabinet (the Dean, the Vice Dean of Administration, the Vice Dean of Research, and the Director of Business Operations for

SSOM) so this specific request for support can be considered within the context of other institutional support provided to the applicant.

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 \$50,000; in some cases, and with proper justification, technician or coordinator salaries will be supported.

Programmatic Enhancement Awards

- This mechanism of seed funding is available only to SSOM department Chairs and Institute Directors. Up to two grants per year will be awarded to help seed new, innovative, collaboration-promoting initiatives that have the potential to support the research mission and its success. The projects can be, for example:
 - To support multi-PI projects that can lead to future, programmatic, multi-disciplinary grants like Program Project Grants (or other multi-PI grants)
 - To support innovative partnership between clinical and basic science faculty/departments
 - To support technological enhancements that would be critical for your faculty's competitiveness in securing extramural funding (e.g., small equipment, modular "add-ons" or upgrades to existing equipment)
- Eligibility – See General Information Above
- Budget - Funds permitting, the Office of the VDR will award up to two grants, with a budget to not exceed \$50K
- Time of submission – The Programmatic Enhancement funding opportunity will only be available for the final funding cycle of the RFC program (i.e., for the May deadline). This program will only be made available if, and only if, funds to support at least one grant (\$50K) remain in RFC account.