

## **Application for funding for the Sarah Morrison Pilot Research Funding (SPiRe)**

### **General Policies**

**Application Deadline:** All applications must be submitted electronically in PDF format. Late applications will not be accepted.

**Submit complete applications to: Health Sciences District Research Administration**  
**<hsdresearch@umkc.edu>**

### **Application Guidelines:**

The complete SPIRE application must be assembled as follows:

Any application exceeding the page limitations will be withdrawn from consideration without review.

1. Checklist
2. Investigator and Site forms
3. Cost Share Agreement Page (link to UMKC Cost Share)
4. Table of Contents
5. Abstract Page
6. SPIRE need for funding statement (1 page)
7. Budget and Budget Justification (link to UMKC NIH Budget Template)
8. Biographical Sketch(es)
9. Research Plan
  - Introduction (2-page)
  - Specific Aims (1-page)
  - Research Strategy (6-page limit)
  - Human Subjects (2-page)
  - Vertebrate Animals (1-page)
10. Bibliography (3-page limit)
11. Letters of Collaboration (if applicable)
12. Signed Grant Submission Consent Forms (F and A agreement form, Chair letter)

**These documents should be assembled, in order, as a single PDF file.**

## General Descriptions:

### 1. Face Page

The SPIRE Face Page must be signed by the Principal Investigator (applicant) and the Principal Investigator's immediate supervisor. **Applications submitted without signatures will be withdrawn from consideration without review or appeal.** Please answer all questions on the Face Page. If the question is not applicable, indicate so by entering N/A.

### 2. Investigator and Site form.

Please fill out page 2 and 3 of the application.

### 3. Cost Share Agreement Page

Any funds awarded will support direct costs only; no indirect support will be provided. A SPIRE award may not be used for salary support for the Principal Investigator or any other faculty level personnel, but Principal Investigator effort must be reflected on the budget page and must be cost shared by the department or other entity that will support such effort. Principal Investigator salary should not be shown on the budget page.

The SPIRE Cost Sharing Agreement Page must be signed by the Principal Investigator's department chair or appropriate responsibility center director who can authorize cost sharing. The institutional account number against which the effort will be charged must also be provided.

### 4. Table of Contents

Concisely summarize the proposal, identifying the major question address, the specific aims and proposed outcome.

### 5. Abstract Page

Provide a concise summary of the project highlighting the deficiencies in the field that will be addressed, questions or hypothesis address, the specific aims, and expected outcome.

### 4. SPIRE Need for Funding Page

It must be used to address the following, where applicable:

- a. **Need for funding from the SPIRE for the proposed project.** Describe what role SPIRE support would play in the applicant's research and career plans, future grant applications, *etc.*, if an award were made.
- b. **Ongoing Research.** If the SPIRE application represents a request for funds to extend an ongoing project into a new direction, it is essential to specify clearly how the proposed project differs from the ongoing research. The source of funding for the ongoing research must be identified, and, if the funding source is not new investigator start-up funds provided by institutional funds, the reason(s) why that source is not available for the proposed SPIRE project must be given.

- c. **Investigator Independence.** If the applicant works in the laboratory of a senior investigator, he or she must clearly indicate how SPIRE funding will be used to support an independent research program and how the proposed research differs from ongoing activities in the senior investigator's laboratory. SPIRE funds will not fund either the research or personnel of the senior investigator. Rather, the proposed research must be a readily portable project that will be instrumental in establishing the applicant as an independent researcher at the university. (Please note: other support information and abstracts for active and pending grant applications of the senior investigator must be included in the Appendix.)

If the spaces provided are insufficient, one additional page may be included for each section of the SPIRE Eligibility Clarification Page.

## 8. Budget

The standard SPIRE award is up to \$15,000, to be expended over a period of up to 24 months. However, a maximum of \$20,000 may be requested if the Principal Investigator makes a compelling case that the proposed goals cannot be achieved with the standard \$15,000 award. If the costs of the proposed project would exceed the SPIRE award, the source of funds that will enable the completion of the project must be specified. The budget page must reflect the entire budget for the project.

When preparing the budget, please consider the following restrictions:

1. SPIRE funds are to be used to support a research project. Purchase of equipment or construction of equipment does not constitute a research project. Items of equipment exceeding \$500 must be specifically addressed in the Budget Justification section.
2. Computer or software purchase will only be approved if it can be demonstrated that the computer is essential for the proposed work. A request for a computer for routine access to e-mail, word processing, the Internet, and similar will not be approved. A request for a student computer is not justified.
3. Travel expenses to attend a meeting will not be awarded. Travel expenses will be considered if travel is necessary to complete a specific experiment or learn a specific technique. In this case, the PI must specifically state how this training /experiment will achieve the goals of the project. Travel outside the US will not be awarded.
4. Publication costs will not be awarded.
5. Salary support for the Principal Investigator or any other named professorial rank investigator may not be requested, but Principal Investigator effort (% or calendar months) on the proposed study must be indicated on the budget page.

Applicants must use the budget form included in the application packet and **must complete the Budget Justification section**. An additional continuation page may be included if the Budget Justification section needs additional space.

## Applicant and Key Personnel Guidelines

Applicants must be U.S. citizens, green-card or visa holders to be eligible for SPIRE funding

In any given application cycle, an applicant may

- Be the Principal Investigator only one application
- Or a Co-investigator on one application
- Be a consultant on no more than two applications
- Previous recipients of SPIRE funding as a Principal Investigator are not eligible as Principal Investigator on another SPIRE award within a 3-year period unless a competitive grant application was awarded, or a competitive score was obtained. In this case, the new SPIRE application must be on an independent project.
- Multiple Principal Investigator applications are ineligible for SPIRE funding.

## **Key Personnel Definitions**

*Principal Investigator (PI)* - The individual who conceives the project and has the authority and responsibility for directing and/or performing the proposed research.

*Co-Investigator/Collaborator* - An individual that is critical for the scientific development or execution of the project. The Co-Investigator must devote a specified percentage of time to the project and is considered senior/key personnel.

*Consultant* - An individual who provides professional advice or services but is not part of the scientific development or execution of a project.

## **Proposal Guidelines:**

### **(1) Biosketch:**

Biosketches must be a 2-3 page NIH format including "Other Support" information (which must include annual direct costs and duration of each award), are required for the Principal Investigator and each Co-Investigator/Collaborator listed in Key Personnel.

Applicants who work within the laboratory of a more senior investigator must include a biosketch and other support information for this person, even if he or she is not listed as a Co-Investigator on the SPIRE project.

During the review process, funding information may be requested from additional individuals, including, but not limited to, consultants and mentors.

### **(2) IACUC, IBC, IRB, CITI, COI Approval**

Applicants must submit copies of approved Institutional Review Board (IRB), Institutional Animal Care & Use Committee (IACUC), Institutional Biosafety Committee (IBC), Institutional Review Board (IRB), CITI training and Conflict of Interest (COI) or other relevant approvals applications with their SPIRE application.

## **Frequency and Timing of Solicitations**

Annual solicitations will be issued between January 16<sup>th</sup> and 20<sup>th</sup>, with an early March deadline, and a mid-April award date (pending approval of relevant regulatory protocols).

## **Pre-review Process**

The office of Research at the SOM will perform preliminary evaluation of all submitted applications to ensure adherence to SPIRE policies and instructions. Applications deemed incomplete, or those not following the directions outlined in these Policies and the SPIRE Grant Application Instructions, **will be withdrawn from consideration without review or appeal**. In addition, there will be no opportunity for applicants to provide supplementary materials after the submission deadline.

## **Procedure for Review**

The SPIRE Review Committee reviews all eligible applications. This committee is composed of scientists from within the Health Science District. At least two reviewers with relevant expertise will provide written critiques for each application, and the committee as a whole will discuss each application during the review process. If additional expertise is needed for a given application, reviews are solicited from *ad hoc* reviewers. The committee has responsibility for analyzing each application, for providing written critiques of each application, and for making recommendations for awards.

## **Review Criteria**

The most important review criteria for all applications are scientific merit, health or biomedical relevance, **need for funding**, and the potential for **subsequent peer-reviewed major grant support**. Reviewers also evaluate applications for grantsmanship and completeness.

Independence of a research faculty member is also a key review criterion. If the SPIRE application is for research that is an extension of an ongoing project (for which either the applicant or someone else is the Principal Investigator), the applicant must indicate how the proposed project is different from the ongoing project. In addition, if the applicant works in the laboratory of a senior investigator, he or she must clearly indicate how funding will be used for an independent research project and not merely to fund the project or personnel of the senior investigator. It is incumbent upon the applicant to convince the reviewers that the research differs significantly from that of the senior investigator. A letter from the department chairperson demonstrating departmental commitment to the career development of the applicant is a required component of the application, and demonstration of this commitment will be one of the criteria used in evaluating the application.