

## **SPIRE APPLICATION CHECK LIST**

- ☐ **Signed Face Page**
- ☐ **Investigator and Site forms**
- ☐ **Cost Share Agreement**
- ☐ **Table of Contents**
- ☐ **Abstract Page**
- ☐ **SPIRe Need for funding statement**
- ☐ **Budget, including budget justification**
- ☐ **Biosketch(es) of PI and all Co-Investigators**
- ☐ **Research Proposal**

- ☐ Introduction (2-page limit)
- ☐ Specific Aims (1-page limit)
- ☐ Research Strategy (6-page limit)

- ☐ Human Subjects (2-page limit)
- ☐ Vertebrate Animals (2-page limit)
- ☐ **Bibliography (3 page limit)**
- ☐ **Letters of Support or Collaboration**
- ☐ **Appendix**

**Application Form for Research Grant Support  
Face Page (Page 1)**

**FORM MUST BE TYPEWRITTEN**

**Principal Investigator:** \_\_\_\_\_  
(Last Name, First Name, Degree(s))

**Rank** (check only one)

☐ Research  
Assistant  
Professor

☐ Assistant Professor

☐ Research  
Associate  
Professor

☐ Associate Professor

Years of Budget Requested      1 Yr.      2 Yrs.  
☐      ☐

Total Cost for Project      Year 1      Year 2  
\_\_\_\_\_  
All Categories)

**Primary Dept. and Division:** \_\_\_\_\_

Have you previously applied for funding from SPiRe?      Yes      ☐ No  
If "Yes," when? \_\_\_\_\_  
☐

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Is this a revised SPIRE application?      ☐ Yes      ☐ No

**Research Compliance**

Does this research use:

Recombinant DNA?      ☐ Yes      ☐ No  
If "Yes," IBC approval will be required  
before an award can be made.

Human Subjects?      ☐ Yes      ☐ No  
If "Yes," IRB approval will be required  
before an award can be made.

Vertebrate Animals?      ☐ Yes      ☐ No  
If yes, IACUC approval will be required  
before an award can be made.

CITI Training?      ☐ Yes      ☐ No  
If yes, expiration date \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

COI Completion      ☐ Yes      ☐ No  
If yes, expiration date \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Title of Investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location/Facility for Completion of Project:  
\_\_\_\_\_  
\_\_\_\_\_

If an award is made, the recipient will abide by all guidelines established by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC) and any other relevant University Compliance committee reviews or institutional requirements, in addition to any cooperative agreements between the University and other institutions.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal Investigator's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name of Principal Investigator's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

/Principal Investigator (Last, First, Middle):

SENIOR/KEY PERSONNEL. See instructions. *Use continuation pages as needed* to provide the required information in the format shown below. Start with Program Director(s)/Principal Investigator(s). List all other senior/key personnel in alphabetical order, last name first.

Name	eRA Commons User Name	Organization	Role on Project
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OTHER SIGNIFICANT CONTRIBUTORS

Name	Organization	Role on Project
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PROJECT/PERFORMANCE SITE(S) (if additional space is needed, use Project/Performance Site Format Page)

<b>Project/Performance Site Primary Location</b>			
Location:			
Street:		Street 2:	
City:	County:	State:	
Project/Performance Site:			
<b>Additional Project/Performance Site Location</b>			
Name:			
Street:		Street 2:	
City:	County:	State:	

## SPIRE Need for Funding

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

Title of Proposal: \_\_\_\_\_

*Form must be typewritten. If more space is needed, please use one additional page for each section.*

1. Summarize your need for funding from the SPIRE for the proposed project. Specify how funding will enable the submission of a highly competitive grant proposal.
2. 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 should be identified, and the reason(s) why that source is not available for the SPIRE-proposed project should be given.

Please use the UMKC Excel budget form at: <https://ors.umkc.edu/proposals-and-awards/pre-award/pre-award-budgets-and-funding/index.html>

**Budget Justification:**

**Personnel:** While salary support is not awarded, the PI must clearly state the role and percent effort of each individual named.

**Materials:**

**Animals:**

**Human Studies:**

**Equipment:**

**Travel for training etc.:**

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**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors in the order listed on Form Page 2.  
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME	POSITION TITLE		
eRA COMMONS USER NAME (credential, e.g., agency login)			
EDUCATION/TRAINING ( <i>Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.</i> )			
INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YY	FIELD OF STUDY

- A. Personal Statement
- B. Positions and Honors
- C. Selected Peer-Reviewed Publications (limit 15)
- D. Research Support (ongoing and completed projects for the past three years)

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**OTHER SUPPORT**

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**Format**

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**NAME OF INDIVIDUAL**  
ACTIVE/PENDING

Project Number (Principal Investigator) Source Title of Project ( <i>or Subproject</i> )  The major goals of this project are...	Dates of Approved/Proposed Project Annual Direct Costs	Person Months (Cal/Academic/ Summer)
<u>OVERLAP</u> ( <i>summarized for each individual</i> )		

Please refer to the Biographical Sketch sample (<https://grants.nih.gov/grants-process/write-application/forms-directory/biosketch>) in order to complete sections A, B,2C, and D of the Biographical Sketch.

Principal Investigator (Last, First, Middle):

**Introduction: (2 -page limit)**

Principal Investigator (Last, First, Middle):

**Specific Aims: (1-page limit)**



Principal Investigator (Last, First, Middle):

**Research Strategy: (6-page limit)**

Principal Investigator (Last, First, Middle):

**Bibliography: (3-page limit)**

Principal Investigator (Last, First, Middle):

**Letters of Support or Collaboration:**

Principal Investigator (Last, First, Middle):

## **Appendix:**