APPLICATION INSTRUCTIONS: SEED GRANT AWARDS FOR UFCD STUDENTS

Funding:	Because of limited funds, grants will be awarded on a competitive basis up to $3,000 maximum, depending on the availability of funds and number of meritorious applications.
Award Period:	1 year, with a no-cost extension for up to 1 additional year possible
Eligibility:	All UFCD dental and advanced education students. IDP PhD/MS students are not eligible.
Proposal Deadlines:	July 1 and December 1
Contact:	R. A. Burne (rburne@dental.ufl.edu)

Applicants must submit the entire package as one PDF file via email to DN-ResearchAdmins@dental.ufl.edu.

OBJECTIVE

The primary objective of the Seed Grant Program for UFCD Students is to promote independent student research by providing short-term support for novel research projects. Towards this goal, the application process itself is intended, in part, to help foster students to develop and clearly delineate the reasoning and approaches of a project, under the advisement of their mentor(s). Projects may include the following:

- Testing a new and well defined hypothesis
- Testing the feasibility of an approach or experimental design
- Gaining experience with new or unfamiliar methods

The request may not be used simply to supplement currently funded research projects of the applicant's mentor(s). Thus, whereas techniques, patient populations, etc. will likely coincide with those of the home laboratory, the specific aim/hypothesis to be tested in the proposed project must be unique.

MENTORSHIP

Mentors must be full-time faculty of the UFCD, with demonstrated research expertise in the form of publications and/or extramural funding.

APPLICATION PROCEDURE APPLICATION

DOCUMENT FORMAT

Applicants must observe the font and page format limitations as well as PDF guidelines below. (Applications not conforming to the format instructions will be returned without review.)

- Arial font, black color, 11 point font size, single space
- 1/2 inch margins
- No header, but with consecutive page numbers in the center of footer.
- No fillable fields in any included documents.
- Print text documents to PDF. Do not scan documents to PDF.
- Disable all security features in the PDF document
- When naming your PDF file, do not use special characters or spaces in the file names.

Approved by Executive Advisory Board 12/09/10

Applications must be prepared according to the following application template. Applications that do not conform to these instructions will be returned to the applicant without review.

Cover Page (1 Page)

Student: First, Middle & Last Name, Position/Title, Department, Phone, Fax & Email Mentor: First, Middle & Last Name, Position/Title, Department, Phone, Fax & Email Descriptive Title of Project: (14 words or less)

Start Date and Ending Date: (The maximum project period is one year.)

Total Amount Requested: (The maximum amount of funding is $3,000.)

Co-Investigators (Faculty and Student): Name, Position/Title, Department, Phone, Email

Mentor's Letter of Support

Mentors must provide a letter of support for a student's application indicating their commitment to guide the student through the funded research training and to ensure the student puts forth the time and effort indicated. Also provide statements regarding the originality of the work proposed, your general plan for interacting with the student and evaluating progress (frequency and method, such as one-on-one supervision and/or lab meetings), and your expectations for student independence in conducting the work. Finally, indicate that you will ensure the student submits a Final Report as described below.

Investigators' Information

On a separate page for each Investigator (including the student applicant) include the following information:

1) Name

2) Role on the project (Student, Mentor, Co-Investigator)

3) Effort (1-100%). The student applicant must also include a description of how and when time will be allocated for him of her to conduct the study.

4) Publications for the last five years. Please include titles.

5) Current funding (Include source, title, role on project, total yearly amount, inclusive dates of funding, percent effort, and a brief description of the specific aims).

6) Current requests for funding under review. (Include source, title, role on project, total yearly amount, inclusive dates of funding, percent effort, and a brief description of the specific aims).

Itemized Budget

1) Salary: No more than $500 total may be allocated to salaries other than faculty or the student. For example, salary may be requested for technical assistance necessary to help carry out the study. Clearly justify all salary requested.

2) Equipment: No more than $500 can be allocated to equipment. Clearly justify any equipment requested.

3) Supplies: Provide a list different types of supplies (e.g., chemicals, culture media, etc.).

4) Other (e.g., analytical services, patient/recruitment costs, travel funds to a scientific meeting)

5) Total funds required.

6) Total funds requested.

7) If the required funds are more than the funds requested, list the source of the additional funds.

Research Plan (5 Pages Maximum)

Graphs, diagrams, tables, charts and photographs must be in the body of the application. No appendix material may be submitted.

1) Specific Aims

2) Background and Significance

3) Preliminary Studies

4) Research Design and Methods

5) Timeline for completion of each component of the project

IRB or IACUC Information (For Studies Requiring IRB or IACUC approval ONLY)

If clinical studies are proposed, information is needed on the availability and appropriateness of study populations, the utilization of minorities and women as study subjects, and the provisions for the protection of human subjects. Animal study assurances must be provided with regard to the humane treatment of animals. Provide all appropriate information as defined and in the format described in the NIH SF424 guidelines.

REVIEW CRITERIA

The Research Committee of the College of Dentistry will review all applications within the two-week period following each submission deadline. Major factors considered in the evaluation of an application include:

- the project's significance
- the project's originality
- feasibility, based on the experimental design and efforts indicated
- qualifications of the mentor and the student
- adequacy of the facilities
- appropriateness of the budget

RECEIVING AN AWARD

A proposal selected for funding is required to have all applicable approvals/certifications entered into PeopleSoft and routed for appropriate approvals/signatures. All documentation will then be sent to the College of Dentistry Office of Research (OR) for award processing. The OR will then submit a request to the Division of Sponsored Research (DSR) to establish an account for the project. The seed grant awards are monitored by UFCD, DSR, Contracts and Grants and the PI's department.

AWARD GUIDELINES

- Seed Grants are funded for one year.
- A one-year no cost extension is possible if requested at least 1 month in advance of the last day of funding. In justifying an extension the following information is necessary: (1) an explanation of why the work was not performed in the time proposed, (2) a research plan for completing the project, and (3) an explanation of how the remaining funds will be expended. The extension request should be brief but specific.
- Any funds remaining in the seed grant account will be returned to the Dean's office at the end of the funding period.
- All UF policies related to IRB or animal use will be strictly enforced. No funds will be released until proper documentation of approval is provided to the Office of Research.
- Notify the Research Committee if there is a drastic change in work scope that would affect the outcome of the project or necessitate re-budgeting.

FINAL REPORT

The Principal Investigator of any funded grant proposal is required to submit a final report within two weeks after the end of the grant period. The report should describe:

- The title, student and mentor names, the award amount and award dates.

- Brief synopsis of original goals.
- Brief synopsis of results obtained and how they relate to the original goals. Specify if each of the original aims were met or not. If not met, explain and indicate current status.
- Brief synopsis of future goals.
- Extramural funding applied for and/or received (either student or mentor). If any, specify if they would or would not have been possible without this grant. If none, indicate the expected date of submission for extramural funding directly related to this project.
- Publications submitted and/or published that are directly related to the grant (either student or mentor). Submit an abstract of those publications related to this grant. If none, indicate future plans to publish the work, current status of the manuscript and expected date of submission.
- Brief fiscal report. Indicate how funds were used and if there are any unused funds. Use the itemized budget template as described above.