



The University of Vermont
COLLEGE OF NURSING
AND HEALTH SCIENCES

OFFICE OF THE DEAN

CALL FOR PROPOSALS RESEARCH INCENTIVE GRANT PROGRAM

PURPOSE: Incentive grants are designed to stimulate research within the College that has a high potential for extramural funding. Seed grants provide funding to support the collection of data to be used in securing external funding. Those funded through these grants must submit an application for external funding within two years of receipt of the CNHS award. All incentive grant awardees must present their funded research at the annual CNHS Zeigler Research Forum.

DESCRIPTION: One-year research grants in amounts up to \$25,000 are available to faculty members with a primary appointment in the College of Nursing and Health Sciences (CNHS). Funds may be used for supplies, special equipment (generic equipment such as a computer is excluded), research assistance, and/or travel expenses related to data collection. Funds may also be used to support hourly student wages (plus appropriate fringe rate). The funds may not be used to support faculty salaries during the academic year (September - May) but can be used to support faculty salaries during the months of July and August in each fiscal year and/or June at the end of the same fiscal year (including that current fiscal year's fringe rate located at <https://www.uvm.edu/spa/spa-fact-sheet>) if the faculty member has less than 50% of his/her FTE supported by extramural funds during these months. All dollars must be expended by June 30 in the fiscal year that the award was issued and all expenses (other than encumbered salary) must be entered into the PeopleSoft system by June 15 of the same fiscal year.

ELIGIBILITY: All full-time (0.75 FTE or greater) CNHS faculty are eligible for incentive grants. Collaborators, but not the principal investigator, may be from other schools and colleges or other Universities. If a faculty member received a CNHS Incentive Grant award during the previous academic year, they are not eligible for this year's award. Past incentive grant awardees who did not submit an extramural grant application related to the project funded by the CNHS incentive grant are not eligible to apply.

AVAILABILITY: As many grants as possible will be funded, up to a combined total of \$25,000.

DEADLINE: Applications must be submitted by 5 p.m. on **April 1, 2024** to be considered. Awards will be announced during the final CNHS faculty meeting of the Spring 2024 semester

and funds will be available beginning July 1, 2024.

FORMAT: Research proposals should be no longer than 4,000 words (Sections 1-5; 12 point font, double spaced, one inch margins), excluding cover sheet, reference pages, budget pages, explanation of potential and planning, biosketches, and appended materials. Applicants should avoid highly technical jargon, since all reviewers may not be experts in the given field of study. To assist the review team, the proposal **MUST** include the following sections in order, with headings.

1. Cover Sheet (use Cover Sheet at the end of this document)
2. Introduction & Background
 - a) Describe the significance/importance of the problem to be addressed in the context of what is currently known and reported in the relevant literature.
 - b) Describe how the results of the proposed project might advance current knowledge and/or practice or serve as a basis for future studies.
 - c) Research Questions(s), Hypothesis Statement(s) or project purpose(s).
3. Methods
 - a) Research Design
 - b) Sample & Recruitment Methods – include, if applicable, mechanisms to be used to assure ability to recruit the required number and type of participants.
 - c) Report timeline for seeking and receiving IRB approval if applicable.
 - d) Plan for data collection
 - Protocol
 - Instrumentation/Measurement Tools (validity and reliability to be addressed as appropriate)
 - e) Data Analysis
4. Environment – describe how the environment in which the project will be completed (e.g., lab space, equipment, personnel, collaborative arrangement, etc.) will contribute to its success.
5. Limitations – address potential limitations of the methods or problems that may be encountered and how these might be addressed.
6. References
7. Budget
 - a) Budget Worksheet
 - b) Budget Justification: Justify all items in the budget and (if applicable) describe efforts to utilize available resources on-campus.
8. Potential and Planning:
 - a) Explain your long term research plan and how it fits in with the College’s research priorities.
 - b) Explain how the proposed project fits within your long term research plan.
 - c) List the agencies to which you will apply for extramural funding within two years of the receipt of this CNHS grant (if awarded);
 - d) Include a brief description of the proposed agency’s priorities and how this project is a match to those priorities.
 - e) Explain how the proposed project, when completed, will position you to have a successful application to the identified external agencies.

9. Appendices

- a) Biosketches for all investigators with key relevant publications, scholarly works listed (use NIH Biosketch format in the application).
- b) Additional appendices as needed, e.g., letters of support, survey instruments, etc.

APPLICATIONS THAT DO NOT INCLUDE EACH OF THESE ITEMS AND/OR NOT DO FOLLOW THESE GUIDELINES WILL NOT BE REVIEWED.

SELECTION: Proposals will be reviewed by the CNHS Research Committee. The committee will make funding recommendations to the Dean, who will make the final selection and announce the awards.

Awards will be made on the basis of merit with special consideration to the following:

- Junior faculty will be given preference, however, senior faculty requesting bridge funding and/or seed money will be considered.
- Preference will be given to faculty not previously funded through this mechanism.
- Proposals that have the greatest potential for external funding.
- Proposals that are consistent with CNHS research priorities and support the investigator's research plan.
- Proposals that demonstrate scientific merit and rigor.
- Proposals that are feasible in terms of the experience and training of the investigator(s) and the resources available.

DISBURSEMENT: Budgets will be administered through the home department of the principal investigator. All funds must be spent by June 30, 2025 and all expenses (other than encumbered salary) must be entered into the PeopleSoft system by June 15, 2025.

REPORTING:

- If the project has not been completed and an external grant has not been submitted, the report must detail progress toward grant application and a plan for activities during the following 12 months including:
 - The granting agency to which proposal will be submitting and the submission deadline;
 - An outline of specific aims coherent with the grant mechanism;
 - A plan for dissemination of findings based on the research funded by the incentive grant (professional meetings abstract and/or journal submissions).
- A final report must be submitted by June 30, 2025 that details how the investigator's research program has been advanced by access to the CNHS Research Incentive Grant. In addition, the PI must provide to the Associate Dean for Research an electronic copy of the application that was submitted to the external funding agency.

SUBMISSION: Applications should be submitted through the InfoReady portal <https://uvm.infoready4.com/>

APPLICATION FOR FUNDING
CNHS RESEARCH INCENTIVE GRANT PROGRAM
COVER SHEET

DOES THIS PROJECT INVOLVE:

Human Subjects:

Vertebrate Animals:

IRB, IACUC or IBC Status:

Date: _____

Proposed Title: _____

Principal Investigator: _____

Department: _____

Co-Investigator, if any: _____

Amount Requested: \$ _____

Estimated Start Date: _____

Estimated End Date: _____

PI ASSURANCE:

I certify that the statements herein are true and accurate to the best of my knowledge. I am aware that any false, fictitious or fraudulent statements or claims may subject me to disciplinary action according to the bylaws of the CNHS and/or University of Vermont. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the funds were awarded.

Signatures:

Principal Investigator: _____

Department Chair: _____