

**Call for Proposals
Renewal or New Pilot Research Awards for
Faculty at Baccalaureate Colleges in the VGN
Beginning June 1, 2010**

Application due by web submission on February 12, 2010 by 4:00 pm

Cover Page hard copy (with required signatures) due by fax on February 16, 2010 by 4:00 pm

Please note that research in Genetics is not required to be eligible for these awards, but must be in biomedical science.

This award is contingent upon the renewal of VGN funding by NCRR/NIH.

Beginning December 1, 2009 you can access the application site on our VGN website to submit your application online (<http://vgn.uvm.edu/funding>) by clicking on the Faculty Pilot Project application link.

Pilot Project Support

Castleton State College, Green Mountain College, Johnson State College, Lyndon State College, Middlebury College, Norwich University and Saint Michael's College tenure track full-time faculty are encouraged to apply for the following:

- For Pilot Project support, award funds will begin by June 1, 2010 and **must** be expended by May 31, 2011.
- Applications must be submitted on our application website, which you can access beginning December 1, 2009 at <http://vgn.uvm.edu/funding>.
- Web application deadline is **February 12, 2010 by 4:00 pm**; Cover Page with required signatures must be faxed by **4:00 pm on February 16, 2010**. Note that formatting must adhere to NIH standards as on the website.
- You may request up to \$25,000 in Pilot Project support. Small projects under \$20,000 will not be considered.
- The funds can be used for salary for release time, supplies or small equipment, and use of the funds must be outlined and justified as part of the application. Salary can be for summer and/or academic year.
- Only list direct costs on your budget page.
- Your BPI Coordinator must review the application and budget and you must have a grant manager review the budget before it is submitted to VGN.
- In addition, if your application is for a renewal, you must arrange for your research advisor to review your application.

Eligibility Requirements

- Faculty members who are full-time tenure track at Castleton State College, Green Mountain College, Johnson State College, Lyndon State College, Middlebury College, Norwich University or Saint Michael's College.
- Disciplines include biology, psychology, and chemistry; also mathematics, computer science, and physics if the work is biomedical research.
- All institutional IRB approvals or copy of your protocol for human or animal research **must** be included with application.
- **Please note:** If you have not complied with reporting and grant submission requirements for previous VGN awards, you will not be considered for funding.

Application Review

- A committee of faculty members from the four year institutions will review the applications and make their recommendations to the VGN Steering Committee.

Obligations that Come with Funding

- Award funds will begin by June 1, 2010 and ***must*** be expended by May 31, 2011.

You are required to submit the following:

- If your research involves Human Subjects or Vertebrate Animals, all required IRB documentation must be submitted to the VGN office before your award can be made.
- Three tri-annual reports on meetings with your research advisor. Your advisor can be paid \$200 each for reading your manuscripts and grant applications.
- ***A research award application to VGN for renewal of the Pilot Project or for a new full Project award by June 1, 2011, or you may apply to a federal agency by June 1, 2011.***

You are required to attend the following:

- VGN Networking and Professional Development activities.
- Annual VGN Career Day for students.
- Annual VGN Retreat on **August 13, 2010** and August 2011. In addition, you are required to present your research at the 2011 Retreat in either a PowerPoint presentation or a poster presentation, even if results are preliminary.

You are required to complete the following:

- Annual VGN Survey and periodic VGN Longitudinal Surveys.
- Annual Progress Report (APR)

Checklist for Faculty Applications for Pilot Project Support

SUBMIT ON THE VGN WEBSITE BY FEBRUARY 12, 2010 BY 4:00 PM:

Application cover page must be filled in online, and printed out from the VGN website at <http://vgn.uvm.edu/funding> for signatures. Signed cover page must arrive by fax by **4:00 pm on February 16, 2010**. Fax: (802) 656-0242.

Please note regarding Cover Page:

- Cover Page
 - Must be signed by faculty member's Grants Official
 - List Direct Costs only
 - Abstract (200 words)
 - Budget (1 page) – BPI Coordinator must sign off on Budget
 - Budget Justification (1 page) – BPI Coordinator must sign off on Justification
 - Research Plan
 - A-D** not to exceed 5 pages or 7 pages if applying for a renewal
 - A.** Specific Aims (usually less than one page)
 - B.** Background and Significance (including *relevance to biomedical research*)
 - If this is a renewal application, as part of your research report include a short (one additional page) progress report **and** no more than one page listing grant proposals submitted, publications, conferences attended and presentations made during the previous year of VGN funding)
 - C.** Preliminary Studies
 - D.** Research Design and Methods
 - E.** Human Subjects Research (extra pages as needed)*
 - Protection of Human Subjects (Required if item 4 on the Face Page is marked "Yes"
 - Data and Safety Monitoring Plan (Required if item 4 on the Face Page is marked "Yes" **and** a Phase I, II, or III clinical trial is proposed)
 - Inclusion of Women and Minorities (Required if item 4 on the Face Page is marked "Yes" and is Clinical Research)
 - Inclusion of Children (Required if item 4 on the Face Page is marked "Yes")
 - F.** Vertebrate Animals (extra pages as needed)*
 - G.** Literature Cited (extra pages as needed)
 - Biosketch (2 pages)
 - Other Support (1 page)
 - IRB approvals (by PDF) or copy of IRB protocol
 - All new applicants must submit the name and contact information of a senior faculty research advisor who has already agreed to serve as your advisor
- Your application must be submitted on the VGN website by 4:00 pm on February 12, 2010.**

Fax the signed cover sheet (with required signatures) by 4:00 pm on **February 16, 2010** to:

Vermont Genetics Network
(802) 656-0242

Questions?

Call **(802) 656-4087**

Check the web at <http://vgn.uvm.edu> Or E-mail to VGN@uvm.edu

Important Information about IRB and IACUC Approvals

Research that Involves Human Subjects:

- If your research involves Human Subjects, you must have already received approval from your Internal Review Board (IRB) **or** you must have already submitted your research protocol for approval to the IRB at your institution
- You must submit **either** of the following with your application to VGN
 - ~ the IRB approval letter from your institution and a copy of the protocol you submitted to the board to receive your approval, or
 - ~ the research protocol submitted to the IRB board at your institution
- In addition, you must submit the required Enrollment Tables and Human Subject Education Certificate (see online application for forms and instructions).
- Applications submitted without an IRB approval memo, or a copy of the previously submitted research protocol, or the enrollment tables and Human Subject Education Certificate required by NIH, will not be reviewed for funding by VGN.

Research that Involves Vertebrate Animals:

- If your research involves Vertebrate Animals, you must have already received approval from your IACUC Board **or** you must have already submitted your research protocol for approval to the IACUC Board at your institution
- You must submit **either** of the following with your application to VGN
 - ~ the IACUC approval letter from your institution and the protocol you submitted to the board to receive your approval, or
 - ~ the research protocol submitted to the IACUC board at your institution
- Applications submitted without an IACUC approval memo or a copy of the previously submitted research protocol will not be reviewed for funding by VGN.

Very Important - Please Note: If your application is awarded for funding by VGN, research with Human Subjects or Vertebrate Animals cannot begin until we receive a copy of your IRB or IACUC approval letter. The VGN office will then submit the required documentation to NIH for their approval. Once NIH gives their written approval, you will be notified and research with Human Subjects or Vertebrate Animals can begin.