

**UVM Larner College of Medicine
Bridge Support Program (BSP) Guidelines**

POLICIES – These funds are set aside for interim research support of faculty who currently are or in the near term (within 6 months) will find themselves temporarily without extramural funding for research. This is a distinct situation from the Internal Grants Program (IGP) and faculty unsure of which mechanism is appropriate should contact the Chair of the Research Committee.

*****PLEASE READ GUIDELINES AND APPLICATION INSTRUCTIONS
CAREFULLY PRIOR TO SUBMISSION*****

1. Applications will be accepted from **all full-time/salaried faculty members (0.75 FTE or greater)**
 - It is important that efforts be made to obtain support through the investigator's department. Note that the BSP award may be used to supplement such departmental support or be used without department support. Please provide a letter from the Chair detailing what bridge funding has been granted from the department or the reason for the absence of such funding, and why the current BSP request is being made.
 - The faculty member must provide evidence that grant applications have been submitted prior to the budgetary shortfall or provide an explanation as to the circumstances that prevented submission of applications for extramural funding.

1. Applications are accepted **once annually** on May 10th by 11:59pm or the next business day if May 10th falls on a weekend. All applications must be submitted to the Chair of the Research Committee electronically as **a single PDF file** (matthew.wargo@uvm.edu). It is the PI's responsibility to assure that all necessary components of the application are included and the application is received on time.

2. Eligibility: In order to be eligible for BSP funding, the applicant must have had a minimum of five years of extramural funding at UVM including in at least three of the last five years. This prior funding could be either individual grants or components of multi-investigator grants in which the annual direct costs for the portion available to the applicant was greater than \$100,000. Since this program is for bridging support, it is targeted for individuals whose loss of funds is imminent and, thus, their ongoing research operation is in jeopardy. Funds will be provided to assist in maintenance of critical staff, supplies, and services necessary to maintain the integrity of the research project. No salary dollars will be available for the PI. Bridge support may be **up to \$50,000 per project**.

3. These funds will be available to any one person for no longer than one calendar year. This should allow adequate time for either a change of direction in research or resubmission of a renewal application. If less than one year of support is needed, this should be specified.
4. Four factors will be considered in the evaluation of these proposals:
 - Scientific merit will be assessed by the review committee. It is required that the investigator to provide evidence that grant applications have been submitted prior to the budgetary shortfall (or provide an explanation as to the circumstances that prevented submission of applications for extramural funding).
 - The application must include any critiques and scores from the extramural granting agency(ies) for those submissions.
 - If an application for extramural funding was not made prior to the budget shortfall, the investigator must explain the circumstances surrounding their lack of attempt to obtain extramural funding.
 - The applicant should provide a detailed and focused plan of how the monies provided by the Bridge Support Grant will be used to address the critiques of the extramural review committee.
 - For those investigators that have not submitted extramural grants prior to seeking Bridge Support, the investigator should clearly describe how Bridge support monies will be directed towards obtaining preliminary support for 1 or, at most, 2 specific aims of their future submission(s) for extramural funding.
 - Specific Aims: The proposal should outline the strategy of the investigator for correcting any deficiencies in the original proposal. Please list the Specific Aims from the grant application that will be addressed in the proposed studies and how the results will address the deficiencies outlined by the Reviewers.
 - All Current Support: The fact that a faculty member has ongoing support for other projects within his/her laboratory will not disqualify the faculty member from consideration, but will lower the priority when viewed in relation to the needs of others.
 - Prior Bridge/IGP Support: Investigators that have received prior funding through the Bridge Support or Internal Grant Programs will not be eligible for repeat funding until 4 yrs following the start date of the prior award. Furthermore, if the applicant received prior funding through either mechanism, a separate section should be added to the new request for funding specifically outlining how prior monies were spent and whether extramural support was obtained from the proposed studies (see Application Process instructions below for details).
5. No funds will be disbursed to approved projects until all necessary institutional approvals (IRB, IACUC or IBC) have been received.

Application Checklist

- Cover letter
- Face Page and Itemized Budget
- Other Support
- Body of Application
- References Cited
- Explanation of how IGP/BSP funds will enhance extramural funding requests
- Explanation of use of prior IGP/BSP funds (if applicable)
- Biosketch
- Reviewer critiques from a related extramural funding applications (w/ scores)
- Department Chair Letter (required for BSP apps)
- Appendices

APPLICATION INSTRUCTIONS

UVM Larner College of Medicine Bridge Support Program (BSP)

APPLICATION PROCESS – An **electronic version** of the full application **in PDF format** should be submitted to the Committee Chair (matthew.wargo@uvm.edu) **the day of the start of the funding cycle (e.g., 11:59 pm May 10th)**. Please review all guidelines noted above. If there are any questions regarding logistical, scientific, or administrative aspects of the application process, please contact the chair of the committee prior to the deadline.

INSTRUCTIONS

1. **COVER LETTER:** Submit a cover letter briefly describing the submission (Title of application, specify IGP or BSP program, \$ requested), the circumstances surrounding the need for the funds, and how the funds will be used to enhance extramural funding applications. This letter is not a substitute for more in depth discussions of these issues in other sections of the application, but is meant to provide an overview of this information at the beginning of the application.
2. **ADMINISTRATIVE INFO:** Complete Face Page and Itemized Budget Page
3. **OTHER SUPPORT:** Please include an Other Support document in current NIH format.
4. **RESUBMISSION (if applicable):** If the application is a resubmission, a brief (1 pg limit) response to the prior critiques of the COM Review Committee should be included and does not count towards the 7 pg limit.
5. **BODY OF APPLICATION:** The proposal **should not exceed 7 pages (1 specific aims page and 6 pages for the body of the proposal)**, which addresses each of the items listed below (A to C). The format, including font selection and size and ½” margins is to follow the standard NIH format. Failure to conform to NIH guidelines will inform assessment of fundability and could, if egregious, result in rejection of the proposal.
 - A. **Specific Aims Page (<1 page); we recommend that you limit to one or, at most, two Specific Aims that can reasonably be completed within the limited grant period.**
 - B. **Significance and Innovation (~1-1.5 pages);** Describe the importance of the research question and the innovation such work will provide in the field.
 - C. **Approach (~5 pages), including:**
 - i. **Integration of the work within the field (including appropriate citation of literature) and preliminary data**
 - ii. **Research Design & Methods include relevant preliminary data that has led to the proposed studies.**

NOTE: The proposal will be reviewed by at least one person from outside of your field and will be discussed by a committee whose members' combined expertise is broad.

Therefore, copy and paste of text from proposals sent to specialist study sections is not helpful to the evaluation of your proposal.

NOTE 2: Figures must be contained within the page limit of the proposal and be of image quality and text size as to be legible.

6. REFERENCES CITED: References should contain the full author list unless greater than 10 author **or** have the PMID number associated. This section does not count towards the page limit.
7. HOW WILL THIS LEAD TO EXTRAMURAL FUNDING: Explain how the results of the proposed studies will be used in an upcoming extramural grant application (1 page max). This should include the title of the grant application, the organization to which the application will be sent, and the expected date of submission.
8. PRIOR IGP/BSP FUNDING: If the applicant received prior funding through either mechanism, a separate section should be added to the new request for funding specifically outlining how prior monies were spent and whether extramural support was obtained from the proposed studies
9. BIOSKETCH: Include a Biosketch of the PI and any Co-PIs in **current** NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>)
10. PRIOR PROPOSAL and EXTERNAL REVIEWER CRITIQUES: If this is a request for research support that is intended to address reviewers' critiques, you **must** include previous proposal and review critiques, including scores. It should be clear in the proposal how this support will be used to develop information to respond to the critique(s).
11. DEPARTMENT CHAIR LETTER: A letter from the applicant's Department Chair **must** be included. Effort should be made to obtain support through the investigator's department prior to applying for BSP funds. If this proves to be impossible, applicants must submit a statement detailing why such funding is not feasible or not sufficient. This **must** also be addressed by the Departmental Chair in their letter.
12. APPENDICES: Only letters of support or their equivalents should be included that are germane to judging the science of the application or support for the proposed work/PI.

A one page narrative progress report is required within 1 month of the termination of the award.

APPLICATION FOR LARNER COLLEGE OF MEDICINE RESEARCH FUNDS

SUPPORT REQUESTED (check one):

DOES THIS PROJECT INVOLVE:

Internal Grant Program

Human Subjects

Bridge Support Program

Vertebrate Animals

Date:

Recombinant DNA

Proposed Title: _____

Principal Investigator: _____

Department: _____ Extension: _____

Co-Investigator, if any: _____

Department: _____ Extension: _____

Names of qualified local experts who could help the Committee as ad hoc reviewers (must not currently Co-I or Co-PI on a grant for which the applicant is a PI, and must be outside of the applicant's department (or division in the Dept of Medicine):

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 and that the research proposal reflects original work by myself and has not been submitted to other funding sources by students, trainees or junior faculty under my direct supervision. I am aware that any false, fictitious or fraudulent statements or claims may subject me to disciplinary action according to the bylaws of the College of Medicine 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 grant is awarded.

Signatures:

Principal Investigator: _____

Department Chair: _____

Record of Committee Action

Received on: _____ Acted on: _____

Approved for: \$ _____ Dates of Award: From: _____ To: _____

Notification to Applicant: _____

Comments:

BUDGET REQUEST

Please itemize individual categories in your budget using sections such as personnel, equipment, consumable supplies, patient costs, animal costs, and whatever else is necessary for the review committee to understand how you determined your budget; please provide justification for budget items on a separate page. The form below is a general template – please add categories as needed.

PERSONNEL

Name: _____

Monthly Salary ----- \$ _____

Fringe Benefits ----- \$ _____

Total Salary Requested ----- \$ _____

Consumable Supplies ----- \$ _____

Other Expenses ----- \$ _____

BUDGET TOTAL ----- \$ _____