Proposed Graduate Certificate in Clinical and Translational Science

Seed Grant Application Instructions

I. Application Receipt Dates: January 15, March 15, July 15

II. Notice of award: February 15, April 15, August 15

III. Amount and Duration of Award: Up to $5,000 for a maximum of 12 months

    NOTE: IRB and/or IACUC approval will be required at the time of the award.

IV. Eligibility: Enrolled and in good standing in the proposed Graduate Certificate in Clinical and Translational Science—including MS in Medical Sciences students also taking the proposed Graduate Certificate in Clinical and Translational Science courses.

V. Use of Funds: Funds should be used for the conduct of the research practicum, including supplies, subject payments, assays, scholar travel for training, etc.

    NOTE: FUNDS CANNOT BE USED FOR SALARY SUPPORT.

VI. Application Instructions:

    Applicants are urged to review the instructions provided below carefully and to submit completed applications in electronic format to Barbara Hurst, (bghurs1@uky.edu).

    Incomplete or incorrectly prepared applications may be returned without review.

    Please contact Thomas H. Kelly, PhD, at thkelly@uky.edu with any questions during preparation of the application.

A. FORMATTING SPECIFICATIONS

    1. Font and margin format should comply with NIH requirements:

        a) 1/2 inch margins
        b) Arial 11 point font

    2. EACH page—excluding the cover page (see specifications in Section B)—should provide the applicant’s name in the upper right hand corner.

    3. The application pages should be numbered consecutively in the center bottom.
B. COVER PAGE (1 Page Limit)

1. Title of the Project

2. Name, Degree(s) and Rank of the Applicant
   Applicant’s Address
   Applicant’s Department Affiliation (Primary Appointment Only)
   Applicant’s College Affiliation
   Applicant’s Telephone
   Applicant’s E-mail

3. Immediate Supervisor or Department Head

4. Name, Degree(s) and Rank of the Primary Mentor
   Mentor’s Address
   Mentor’s Department Affiliation (Primary Appointment Only)
   Mentor’s College Affiliation
   Mentor’s Telephone
   Mentor’s E-mail

5. Total Amount Requested

C. BUDGET (1 Page Limit)

NOTE: Budget requests and their justification should be restricted to one page.

1. Allowable requests include:
   a) Equipment essential for the conduct of the project
   b) Data analysis costs
   c) Participant reimbursement costs
   d) Project specific specimen collection/analysis or testing
   e) Travel for relevant training or to present study results at a national meeting

2. Non-Allowable requests include:
   a) Salary support
   b) Travel unrelated to the applicant’s training objectives
   c) Office materials not specific for project use

NOTE: INDIRECT COSTS ARE NOT ASSIGNABLE THROUGH THIS MECHANISM.
D. ABSTRACT (250 Word Limit)

E. KEY PERSONNEL

Beneath the abstract, each of the key personnel and their departmental affiliation should be noted. The key personnel should minimally include the PI and the designated mentor (one of the endorsers). Research design and data analysis consultants (if included), collaborating investigators, and others may be listed, if they will play a significant, active role in the conduct of the proposed work. Key personnel listed should provide a letter confirming their role (INCLUDE THESE LETTERS IN SECTION J).

F. NIH-FORMAT BIOSKETCHES

BIOSKETCHES FOR THE:

1. Applicant
2. Mentor(s)
3. Other Key Personnel

NOTE: The biosketch should follow NIH format and should include other support.

G. RESOURCES AND ENVIRONMENT (1 Page Limit)

Specify the laboratory, clinical, animal, computer, office and other resources and facilities that will be used for the conduct of the proposed research. This section should provide sufficient information to demonstrate the feasibility of the proposed research.

H. RESEARCH PROPOSAL (5 Page Limit)

The body of the proposal should have the following sections in the designated order:

1. Specific Aims
2. Background and Significance
   NOTE: Be sure to develop both the health implications and the clinical and/or translational relevance of the proposed research.
3. Research Design and Methods, which must include at least one testable hypothesis with accompanying justification for sample size, proposed analytic approach(es), and the applicant’s description of limitations and future directions.

Note that in contrast to NIH applications the preliminary studies/progress section is optional.

I. TRAINING PLAN (3 Page Limit)

The training plan should have the following sections in the designated order:

1. Training expectations/objectives associated with this research (note: articulate how the funds will be integrated with and/or extend the applicant’s clinical and translational career training plans. Graduate students and postdoctoral fellows who are in biomedical research programs should explain how the funds will support clinical or translational research and career training opportunities that would not otherwise be possible in his/her current program).

2. Plan for meeting these expectations/objectives

3. Objective criteria for determining that expectations/objectives are met

4. Schedule of meetings with mentor(s): this section must include the signature of both the applicant and the primary mentor

J. LETTERS FROM KEY PERSONNEL

1. LETTER FROM PRIMARY MENTOR: A letter of recommendation from the primary mentor is required. This letter must indicate the applicant’s qualifications and career potential in CTS, identify available research support, provide the primary mentor’s training history (e.g., academic successes of previous and current trainees), and state the mentor’s agreement to oversee that applicant’s completion of the Graduate Certificate in Clinical & Translational Science.

2. LETTERS FROM ANY ADDITIONAL KEY PERSONNEL

K. REFERENCES (3 Page Limit)

Authors, year, title and journal information is expected for each citation.

NOTE: Given the length of the application, investigators should not strive to provide an exhaustive relevant review (i.e., not more than 2-3 pages).
L. APPENDIX

Relevant assessment materials may be included provided they are of reasonable length and significantly enhance the review of the application.

DO NOT submit published manuals, materials in the public domain, or similar materials.

VII. Review Process and Criteria

NOTE: The submission will receive an initial administrative review and may be returned if portions are missing or incomplete.

Complete applications will be reviewed by the TEAM Leadership Committee.

A. The general criteria for review include:

1. Applicant (eligibility, potential for, credentials, and commitment to a career in clinical and translational research)

2. Mentor (training history, credentials, understanding of, and commitment to the role of the applicant’s mentor)

3. Training plan (e.g., clarity of the goals and objectives, project will serve as a foundation and advance the applicant’s career goals in CTS)

4. Significance of the research topic to health and to clinical and/or translational research

5. Quality of the application—both in terms of the research plan (e.g., knowledge of and integration with relevant literature, clarity of the aims and hypotheses, soundness of the methodology, and feasibility) and construction/writing/grammar, etc.

6. Environmental/Institutional resources (e.g., availability of requisite equipment, resources, and time)

7. Management of human/animal welfare

8. Plans for dissemination and future research directions
VIII. Post Award:

A. ACCESSING THE FUNDS

Once the protocol is approved, you should contact Barbara Hurst at bghurs1@uky.edu or (859) 257-0593 for instructions on accessing the funds.

B. EVALUATION REPORTS

Applicants and mentors will be required to provide evaluation reports at 6-month intervals beginning 3 months after the award.

C. CTS ACTIVITIES

Applicants must agree to all of the following:

a) Regular attendance at:

   (1) Dean’s Distinguished Lecture Series
   (2) CTS Seminar Series
   (3) CTS Spring/Fall Conferences

b) Present research at the Seminar in CTS and CTS Spring Conference

c) Prepare a final written report upon project completion

d) Acknowledge the support of the Dean of the College of Medicine in all future dissemination associated with this project

e) Notify Thomas H. Kelly, PhD, CCTS TEAM Director, thkelley@email.uky.edu of this dissemination

D. CURRENT AND FUTURE CONTACT INFORMATION

Applicants and mentors must agree to provide contact information and updated curriculum vitas upon request in the future to support career tracking and program evaluation.