<u>**Hendricks Intramural Pilot Grant**</u> - *(Funding for new projects that will produce preliminary data for subsequent grant submission)*

Pilot Grant Awards of up to $50,000 for one year are designed to provide support for new and innovative research ideas and to assist investigators in generating the necessary preliminary data for subsequent grant proposal submissions for federal funding. Funds are not for existing research projects or to be used as bridge grants. The targeted grant must be identified and have a deadline within 18-months of receiving funding.

This opportunity is open to <u>any full-time faculty member</u> at Upstate Medical University with the necessary departmental support, facilities, and protected time to complete the proposed studies, priority will be given to projects that have the highest likelihood of obtaining extramural funding. Faculty at any rank are eligible, including new (junior) faculty with limited funding (both start-up and extramural) or established investigators that are changing or extending their area(s) of research who do not have non-restricted funds available to support the proposed research. All applicants must include in their cover letter **ALL** fund balances, including FDF, and provide an explanation of what portion of the fund is already committed to other projects. Collaborative projects between Basic scientists and Clinical researchers are encouraged but not required. **A faculty member is only eligible to submit one application as a PI or co-PI in a single review cycle. PI's funded through last year's intramural pilot grants are not eligible to apply.**

Applicants **must** adhere to the proposal guidelines as detailed below. **Any proposals that are incomplete will be returned without review.**

For questions regarding the Pilot grant program, please contact Katie Keough keoughk@upstate.edu.

Submission Guidelines:

Please submit the following using our online InfoReady portal: https://upstate.infoready4.com/ by 4pm EST on March 28, 2022.

Formatting requirements – minimum of 11pt font and .5-inch margins, single-spaced.
Please upload each document as a PDF and make sure they are not password protected.

Applications must be submitted through our new InfoReady online portal
- Once on the InfoReady main page click log in (top right corner)
- From there you can log in with your Upstate credentials.
- Once you are logged in you will see the Seed Grant opportunity – select to being application process
- If you have any questions on navigating the InfoReady system – please contact Molly Dyer at dyermo@upstate.edu

1. **Cover Letter** - describe why pilot funding is needed to support this research (please include current fund balances in RF and FDF accounts) and list two potential external reviewers who are experts in your field. External reviewers may be asked to evaluate the proposal and may not be current or recent (within the last three years) collaborators of the applicant.

2. **Research Abstract** (200 word maximum)

3. **Research Plan** (maximum 3 pages)
    a. The research plan should include the following sections:
        i. Specific Aims
        ii. Significance
        iii. Innovation
        iv. Preliminary data (not required)
        v. Description of Experimental Approach including outcomes
        vi. Pitfalls and alternatives

b. The description of approach should be explicit and sufficiently detailed to allow adequate evaluation. Describe clearly the overall design, with consideration of statistical aspects and adequacy of controls.
c. Emphasize variables that will lead to success and the ability to replicate findings and data.

4. **Literature cited** (no page limit).

5. **Project Timeline and Plans for Extramural Applications:** (1 page maximum and chart to demonstrate timeline, see examples 1 and 2)
   a. For new (junior) faculty with limited funding (both start-up and extramural) please include a brief description of the mentoring activities you are participating in to support your research development – this can include departmental mentors, grant-writing workshops, support for protocol development, etc.
      For established investigators are changing or extending their area(s) of research who do not have non-restricted funds available to support the proposed research, please describe how this project is a change or significant extension from your current/previous research.
   b. Describe specifically which mechanism you will apply for with the data and findings generated as well as timeline for submission. Include funding sponsor and announcement number (ie: NIAMS: PAR-21-030)

6. **Current NIH format Biosketch for all key personnel and current and pending grant history for extramural funding only**

7. **Facilities available to conduct research** (1 page maximum)

8. **Letter of departmental support from your Chair stating:**
   a. How much time and what facilities are available to the investigator.
   b. What additional departmental support is being provided eg. salaries for support staff, supplies, animal costs, equipment.

9. **Detailed budget and justification** (1 page each) (salary for Faculty or Graduate students is not allowed).

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