

COLLEGE OF MEDICINE
2016 INTERNAL AWARDS PROGRAM

CALL FOR PROPOSALS

Deadline for Submissions: October 31st, 2016 by 5PM EST

The goal of the College of Medicine (COM) internal award program is to support discrete research projects to further develop into larger scale projects, with the potential to receive extramural funding.

Eligibility

The principal investigator must be a COM faculty member. Each principal investigator must have at least one UCF faculty member as a collaborator on the project. Collaboration with investigators from more than one department is strongly encouraged. Applicants must highlight how the collaborator brings value and is essential to the project. Only one proposal will be accepted per principal investigator. Principal investigators holding a current internal award are not eligible to apply for a second award until the completion of the current award and the submission of a final report.

The project must engage at least one graduate/master's or medical student in the project over the project period. Undergraduates may not be compensated from the project budget.

Budget

Funds may be requested for expenses required to complete the project, as long as they are allocable, reasonable and allowable, per university policies. However, the following budget items will not be allowable expenditures on awards:

- Faculty and Staff salary costs
- Desktop or laptop computers and computer related devices
- iPads or similar devices
- Patient Incentives (although patient mileage and tolls may be allowable on a case-by-case basis), unless special circumstances warrant compensation. (Mere compensation to induce patient enrollment is not enough).
- Undergraduate student salaries.
- Equipment/software packages (unless the proposed research itself involves their development)

A maximum of \$20,000 can be requested. The project period may be up to one year. No cost extensions will be limited to three (3) months (see below for further details). Any questions on the allowability of any budget items, please contact the ADR Office prior to proposal submission.

Review Criteria

Proposals will be reviewed by a COM committee after the proposal deadline. Special consideration will be given to projects with an emphasis on clinical, translational, high risk, population health, clinical nutrition, multi-disciplinary, and space/extra-terrestrial.

Principal investigators have the opportunity to present their proposed project face-to-face with the review committee in a "Shark Tank" fashion. This process is optional. Principal Investigators who do not wish to present orally will have their proposals reviewed by the review committee at a separate meeting.

Submission Information

Proposals are due by October 31st, 2016 by 5PM EST. All proposals shall be submitted to ADR office to the attention of Elise Dantuma, (edantuma@ucf.edu).

Award Notification and Requirements

Awards will be announced around the first week of December. Principal investigators will be notified via email. The period of performance for the projects will be January 1st, 2017 – December 31st, 2017. No cost extensions may be granted for up to three (3) additional months beyond the end of the project period, after review of a provided justification for the necessity of additional time to complete the projects. Funds remaining at the end of the project period will be returned to the college.

Principal investigators will be required to submit a report within three (3) months after the completion of the project, including a summary of the research completed, how the findings will support a larger research project, possible extramural sources of support for the future research project, and publications (pending or current) that resulted whole or in part from the research.

Questions

Any questions in regards to the 2016 COM Internal Award Program should be directed to the Associate Dean for Research (spartha@ucf.edu) and/or the Assistant Director for Research Programs (edantuma@ucf.edu).

PROPOSAL PREPARATION AND SUBMISSION

The deadline for proposals is October 31st, 2016 by 5PM EST. Proposals must be submitted to ADR office to the attention of Elise Dantuma (edantuma@ucf.edu) by the principal investigator as a single PDF file.

Proposal Format

1. Cover Page (Appendix A)
2. Lay Summary (200 words)
Include a summary of the proposed project in terms appropriate for a lay audience.
3. Proposed Research Plan (2 Pages)
The proposal should use single-spaced 8 ½" x 11" pages. The pages must have 1" margins on all sides, and must be no smaller than a 12-point font.

The proposal should include the following sections:
 - a. Brief statement of field, gap in knowledge, and the proposed project
 - b. Brief approach
 - c. Feasibility, how the acquired data will be used for grants/manuscripts
 - d. IRB/IACUC submission status and timeline for obtaining approvals, as applicable
4. References (Maximum 10)
Each reference should include the full citation (authors name, article/book title, volume number, page numbers, and year).
5. Budget and Justification (Budget Form separately attached).
Each item in the budget item must have a justification for the need of the cost for the project.
6. Biographical Sketches for principal investigator and collaborator.
Each biosketch is limited to 5 pages. Standard NIH biosketch format can be used.

APPENDIX A
Cover Page

College of Medicine
2016 Internal Award Program

Project Title: _____

Principal Investigator: _____	Department/ College: _____
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Collaborator _____	Department/ College: _____
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Collaborator: _____	Department/ College: _____
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Collaborator: _____	Department/ College: _____
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Amount Requested: \$_____

Have you previously received funding from this program as a principal investigator? ☐ Yes ☐ No

If yes, in which years? _____

Do you request to present your proposal in the face-to-face "Shark Tank" session? ☐ Yes ☐ No

Principal Investigator Assurances:

I confirm the IRB and/or IACUC application(s) will be submitted on the topic before the project start date. ☐ Yes ☐ No ☐ Not applicable

I confirm that a statistician has been consulted in the development of the attached proposal.

☐ Yes ☐ No

Applications should be submitted to ADR office to the attention of Elise Dantuma
(edantuma@ucf.edu) no later than October 31st, 2016 by 5PM EST.