

Department of Pediatrics Research Funding Opportunity Application and Review Guidelines

Purpose: The Department of Pediatrics recognizes the need to provide "seed" money for new, promising research projects in order to generate pilot data for more competitive extramural funding applications by Department t faculty. New and early-stage investigators and junior faculty are encouraged to submit a proposal. The Pediatrics Vice Chair of Research is available to provide guidance and input. Department leadership is also aware that established investigators often experience periods without extramural funding or need seed funds to pursue research in new areas. Thus, the following criteria have been developed to aid the Vice Chair of Research in awarding department funds for early-stage investigators, bridge monies, new projects, and to allow completion of ongoing studies. Proposals may be awarded for up to \$15,000.

	Due date	Release of funds
SPRING Cycle	Friday, June 28th, 2024	July 26th, 2024
FALL Cycle	Friday, December 6, 2024	January 17, 2025
Request for time sensitive proposals	ongoing	30 days after approval
Submission form link	Click here .	

Priority will be given to applicants who have not been previously funded by the Department of Pediatrics Office of Research. As in the past, the department prioritizes support for investigators who are researching topics that have direct relevance to children and adolescents. For all proposals that do not propose to undertake studies in individuals less than 20 years of age, a rationale for why funding is being requested from the Department of Pediatrics needs to be explicitly stated.

Grant Application Guidelines

- 1. PI eligibility.** The Principal Investigator on the submission must be faculty in the Department of Pediatrics at 0.5 FTE or greater. A funded PI may hold no more than one Pediatrics research award at a time. If a PI has received funding from Department of Pediatrics on two or more occasions prior to a planned submission, she/he is strongly encouraged to contact the Vice Chair of Research during the grant's planning stages. Critical to the Pediatrics Office of Research's ability to provide further research funding will be the PI's past successes in publishing the results of past research, submission of grants to extramural agencies, and demonstrated compliance with all research guidelines.

Residents and fellows are not eligible to apply as the PI. They must identify a faculty member to serve as PI to provide oversight and mentorship. The resident or fellow should be named as a co-investigator in the proposal. In the cover letter, please state that this is a resident or fellow project and identify the resident or fellow co-investigator.

- 2.** All proposal documents should be submitted as a **single PDF file** through the application [submission form](#). Please include a cover letter.
- 3.** Proposals may be awarded for up to \$15,000 for a **one-year** project period.

- Budget must include Banner Tax. This is a 1% charge levied against all non-salary expenses to help pay for the on-going implementation and maintenance of Banner. The tax is \$150 and is within the total \$15,000 budget limit.
 - Faculty salaries and travel expenses are not permitted.
 - CLICK [HERE](#) for lists of allowed and disallowed expenses
4. ***If the grant involves human subjects or animals in the research protocol, a copy of the Human Subject or Animal Research Review approval letter must be provided before release of funds.***
5. **Submission requirements:**
- A. **Cover Letter.**
- B. **Proposal Narrative.** The grant body (sections I – IV below) should be no more than **six pages** in length (excluding references) and follow a Public Health Service/National Institutes of Health (PHS/NIH) format. Please use Times New Roman or Arial font, font size no less than 11, spacing no less than ½ inch around all margins, and a page number in the upper right-hand corner.

Section I: **Specific Aims.** State concisely and specifically the goals of your research (approximately one page, including background section). The background section should briefly introduce the science relevant to the application and the gaps in knowledge that will be addressed by the completion of the proposed grant activities.

Section II: **Research Strategy.** Each section should follow sequentially with the following sub-headings: Significance, Innovation, and Approach (approximately one page for each).

Regarding significance, write to make sure all your potential reviewers understand the importance of your project. Note the significance of your research to the field encompassing child health, safety, and well-being that includes basic science studies, formative studies, analytic studies, and descriptive research on the determinants of health and disease. Also underscore the importance of your research to a public health problem. Clinical studies include all phases (I, II, III), including community-based efficacy trials. Translational research includes bench to bedside studies, from basic biomedical research to implementation and effectiveness studies to determine how to translate research into practice and policy. What disease(s), injury(ies), condition(s), or disorder(s) will be better understood, diagnosed, prevented, or treated?

Regarding Innovation, discuss how your research is new and innovative and moves the frontier forward.

Regarding Approach, this section should have sufficient amount of detail to address each of your specific aims. Expect the reviewers to assess your plan to see in enough detail what you propose to do and how you will do it. If you are a new investigator, you will need to convince the reviewers that you understand what you are undertaking. This section should also briefly introduce the research team and their relevance to the grant application. Additionally, they will assess if you and your team are capable of handling the proposed research. Be sure to lay out potential problems and alternative strategies.

Some examples of subheadings under the Approach section may include:

- Overview and study design,
- Study team,
- Preliminary data
- Participants,
- Study Setting,
- Intervention description,
- Control description,
- Methods,
- Measures,
- Statistical analysis,
- Sample size,
- Potential problems and alternative strategies.

Section III: **Budget and Timeline.** Please provide a timeline and description of your corresponding budget for one year (up to one page). Your grant will be reviewed to see if the scope of the work can be accomplished in one year and whether the budget appears to correspond with the activities. If participant incentives will be purchased, please include a list of all staff who will be purchasing incentives for the study. Upon award, the PI must follow the Department of Pediatrics guidelines to distribute incentives, including submission of the departmental forms for taxation accountability. If graduate students are listed on the grant, the PI must include the name of the person who will coordinate contracts for the Office of Graduate Studies. The monies awarded are to be utilized in one year and after that returned to the Department of Pediatrics. If funded, you will be required to sign an MOU stating your understanding that the funding period is for **one year only** and agreement with all requirements for funding distribution.

Section IV: **Environment and Future Plans.** Please describe the setting, tools, and materials that are needed to complete the research tasks (up to one page). In a separate paragraph, please describe your future plans, with focus on your plans to write grants for intra- and extramural funding. Please identify your future funding opportunity and the Program Announcement (if available) and when you anticipate applying for the grant.

Section V: **References cited**

C. Additional Documents

Appendix A: **Budget Justification** – Provide a detailed budget justification. List FTE and costs (salary/fringe) for all personnel. Note: Must include the 1% Banner tax; faculty salaries and travel are **not** permitted.

Appendix B: **Biosketch** – Provide a standard NIH biosketch for the PI and co-investigator(s) (up to 5 pages each). Please use the NIH Biographical Sketch Format Page: <https://grants.nih.gov/grants/forms/biosketch.htm>

Appendix C: **Letters of Support** – Provide a Letter of Support from your division chief and Letter(s) of Support from external collaborators if applicable.

Appendix D: **Study Materials (optional)** – Provide your protocol and draft surveys, data entry forms, technological tools, or other means by which you will gather data for your research project.

6. **Pre-Review.** The Vice Chair of Research will be available to pre-review applications to aid new investigators in the development of proposals. Additionally, applicants can ask the Vice Chair to recommend a mentor to aid in the development and completion of a research project. Please contact the Pediatrics Office of Research to set up a meeting: HSC-PedsOfficeofResearch@salud.unm.edu
7. **Grant review.** The number of grants to be awarded will be contingent on research priorities set forth by the Department of Pediatrics and the amount of available funds.

Applications will be reviewed based on the proposal's significance, investigator and team qualifications, innovation, approach, and plans for future funding. If the grant is meritorious but not fundable, the Vice Chair may request a revision in 30 days, and re-consideration may be granted. Applicants are encouraged to ask for assistance with revising their application.

8. **Reporting and dissemination requirements.** All awardees must submit a six-month progress report. All awardees must participate in the annual Pediatric Research Forum by preparing an oral or poster presentation.
9. **Contingency of funding.** The Vice Chair of Research reserves the right to retract funds if spending activity is not initiated within nine (9) months of approval.

The Vice Chair of Research reserves the right to make further inquiry regarding the proposed budget and to specify the terms of the memorandum of understanding (MOU) between the grantee and the office.

Grant funds are expected to be used for the approved research project. If the Principal Investigator wishes to use the money for some project other than that funded, a written request must be submitted to the Vice Chair of Research BEFORE a different project is undertaken. The Vice Chair reserves the right to disallow the use of money for a new or ancillary project not previously approved. In such instances, the unused portion of the funded money will be returned to the Department of Pediatrics.

The following must be submitted prior to funds being released:

- Proper HRRC or IACUC approval documentation
- Signed Memorandum of Understanding

Please contact the Pediatrics Office of Research at HSC-PedsOfficeofResearch@salud.unm.edu with any questions.