



Intramural Research and Development Grant Funding Opportunity

PART 1. REQUEST FOR PROPOSALS

A. Introduction

The Department of Obstetrics and Gynecology allocates funds each year to support research and development grant proposals. Funds are awarded to Department faculty to provide them pilot funding to support their Research and Development projects. Projects supported by this initiative can be focused on **Clinical, Translational or Basic** research topics. It is the Department's goal to fund projects that enhance our academic mission and lead to development of new clinical practice paradigms that improve patient care. It is not required that the projects have a basic science or lab research component. **Quality Assurance (QA) and Quality Improvement (QI) proposals are not typically funded by this mechanism. Please contact the appropriate Vice Chair before preparing exceptional QA/QI proposals.** Submitted projects will be evaluated for the following criteria:

1. Potential for the pilot funding to lead to manuscripts in established Journals
2. Potential for securing future funding
3. Research leading to changes in clinical practice
4. Potential to address health disparities
5. Potential benefit to our patients and health care providers

Additionally, this R&D Application form may be used by people seeking input from the R&D subcommittee on a project's merit without requesting R&D funds (residents, Shapiro student, fellows, Chair, outside faculty).

B. Topic Areas Considered for Funding

A partial list of topic areas that will be considered for funding is provided below:

Understanding and early diagnosis of diseases, development of new treatments, development of surgical tools, use of population-based approaches to address clinical problems, use of new animal and biomimetic models for gynecologic and obstetric diseases and approaches to enhance quality-of-life of women and their health care providers.

The list provided above is **not** all-inclusive and is only provided to serve as a guideline.

C. Funding Levels

The Intramural Research and Development Grant Funding Opportunity has three levels of funding available: \$5,000 (\$5k), \$15,000 (\$15k), \$35,000 (\$35k), and \$70,000 (\$70k). ***Please be aware of the different page limits (specified within the application), budgets (1 and 2 year), and additional questions on the application for the higher levels of funding.***

Note for Chair or Plan B applicants requesting award amounts funded from sources other than R&D, or Residents and Fellows requesting standard research fund allocations as per your training program: On the application Face page and subsequent pages, you only need to fill out tan colored sections. You as Trainee can act as PI for standard award amounts - be sure to also identify your faculty mentor.

Trainees requesting beyond standard individual Trainee amounts: If you are requesting funds for a Residency or Fellowship project which exceeds standard training project amounts, the Faculty Mentor must make an application as PI and complete all relevant sections as a full R&D request. Be sure to list Resident or Fellow in description and in budget as key personnel.

PART 2. ELIGIBILITY

Principal applicants must have a minimum 50% appointment as faculty in the Department of Obstetrics and Gynecology and have not received intramural funding in the preceding year. The committee will prioritize applications from investigators that do not have active startup funds from the Department, with exception only in extenuating or unusual circumstances. These exceptions must be well justified in the submitted proposal. Additionally, for those applicants who currently have an active funded R&D project, RAC will consider applications that extend beyond the original project's intent.

PART 3. APPLICATION FORMAT (Please see the OB/Gyn R&D Application Form)

Instructions for Preparing, Submitting, and Reviewing an Application

Applications and associated instructions can be found on the MyUW home page under the Box application in the folder entitled OB_GYN R&D Grants and then within the R&D Intramural Application Form and Instructions folder. Reviewers can find the R&D Review Forms in the same folder but under Reviewer forms. Reviewers will use the "R&D Review Form 5k & 15k" for \$5,000 and \$15,000 awards and "R&D Review Form 35k" for \$35,000 awards. **Remember--before preparing your application, please be sure you have read through and understand the "Request for Proposals" announcement.**

A. Submission Dates

- Request for Applications Open Date: July 1st
- Application **Due Date**: None - Ongoing
- Scientific/ Technical Review: None - Ongoing
- Earliest Start Date: July 1st

B. Format Specifications

- **Font**: Use an Arial, Helvetica, or Georgia typeface, a black font color, and a font size of 11 points or larger.
- **Page Margins**: Use at least one-half inch (0.5") margins (top, bottom, left, and right), including continuation pages.

- **Page Formatting:** application should be single sided and single-spaced. Consecutively number pages throughout the application.
- **Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes:** A smaller type size is acceptable, but it must be in black ink, readily legible, and follow the font typeface requirement.

C. Page Limits

Required components and page limitations:

Page Limit, if applicable

- | | |
|--|--|
| • Cover Page (Form Provided) | All applications |
| • Specific Aims, Research Strategy, and Future Direction of Proposal
(Add as additional pages after the detailed budget) | a. \$5k awards, 1-2
b. \$15k awards, 2-4
c. \$35k awards, 6
d. \$70k awards, 12 |
| • For \$70k, two pages should be dedicated to explaining why it should be MPI grant, what are the future plans with this funding, and what steps and planning have they already taken to make this an MPI project. | |
| • For \$15k and \$35k awards answer additional items
(see pages 2-3 of blank application) | |
| • Detailed Budget for initial Budget Period (Form Provided) | All applications |
| • Detailed Budget for entire Project Period (Form Provided) | |
| • Key Personnel/Budget Justification | All applications |
| • Project Rigor and Reproducibility
(see page 5 of blank application) | \$35k and \$70k awards only |

PART 4. SUBMISSION OF A COMPLETED APPLICATION

The application must be complete and accurate at the time of submission. Applications may not be reviewed if they are incomplete, illegible, fail to follow instructions, or present insufficient material to permit an adequate review.

A. Electronic Submission

Applicants must submit their application materials electronically to Andrea Zorbas at zorbas@wisc.edu.

1. File name must be the last name of the PI.
2. Applicant must also submit a current CV or NIH style biosketch with the application.

B. Completing the Forms and Format Pages

- **Face/Cover Page and subsequent Form Pages:** The first page of the application must be fully completed AND signed by the applicant acting as PI.

The application will not be processed without the SIGNED cover page. Areas on the face page that are greyed-out are not applicable and do not need to be filled-out. All other areas should be filled out as described in page limits (Section 3C above) for the size of the requested R&D funds, or as indicated below.

- **Exception: Senior Faculty are allowed to check the 'no' box under the Mentor/Consultant section and ALL others must check the 'yes' box.**
- If you are NOT requesting R&D funds (i.e., this is a **Chair's request for review, a Plan B Application or a Trainee Review request (Residency, Fellowship)**, use the box on face page below "signature of PI" to indicate you are seeking scientific review only by selecting

the appropriate check box (No R&D funds will be expended as funding is from another source). If you are requesting only scientific review for a project outside the department OB/Gyn, check “Other” and explain that in the first line of project description/in your submission for review.

- **Specific Aims:** [Separate page] State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology (Included in the applicable page limit with Research Strategy).

- **Research Strategy:** [Added pages] Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading—Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section.

- **Significance**

Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.

Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

- **Innovation**

Explain how the application challenges and seeks to shift current research or clinical practice paradigms.

Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).

Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

- **Approach**

Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans, as appropriate.

Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

- **Future Direction of Proposal** (*only for \$15k and \$35k awards*)

- By funding this application, please provide possible outcomes and/or future directions that your project will lead to

Be sure the combined sections of **Specific Aims, Research Strategy and Future Directions** do not exceed page limits.

- **Report Rigor and Reproducibility:** (*only for \$35k and \$70k awards*)
 - NIH Guidelines - Rigor Reproducibility: <https://www.nih.gov/research-training/rigor-reproducibility/updated-application-instructions-enhance-rigor-reproducibility>
 - Please provide evidence that your project is reproducible
- **Budget Instructions:** Each item listed on budget pages on the application form must be clearly justified at the bottom of the last budget form page (use a continuation page if necessary). List only the direct costs requested in this application.

Allowable Costs include:

- (a) Research costs for salaries for non-faculty personnel
- (b) Fringe Benefits for non-faculty personnel
- (c) Student stipends
- (d) Lab supplies
- (e) Travel
- (f) Publication/poster printing costs
- (g) Patient research related costs
- (h) Research Subject incentives

Equipment may be requested, however, such requests must be justified as being essential to the research.

Unallowable Costs include:

- (a) Investigator salaries
- **Budget Justification:** Provide a written explanation and justification for each direct cost category detailed on the budget forms.
- **Budget Assistance:** Please contact your Department Research Administrator for assistance with budget development, if needed.

C. Terms and Conditions

- **AWARD BUDGET:** R &D grants will be up to a maximum of **\$70,000**. Awards will be made on a competitive basis and budgets will be critically reviewed. Therefore, budget items must be specifically justified. Partial funding of proposals is possible. This determination will be at the discretion of the R&D Committee.
- **FUNDING PERIOD:** R&D grants will be issued for up to a 3 (three) year funding period.
- **NO COST EXTENSION:** If towards the end of the initial project period your studies are not complete, you will be contacted by the Research Office. We will enquire if you started the project, or if you did, do you feel you need additional time to finalize the

project. You may request a “No Cost Extension” and the RAC Chair will decide if there is sufficient justification to grant the extension.

- **UNOBLIGATED FUNDS:** If the project has not started and/or the justification for a No Cost Extension is not approved then unobligated funds may be returned to the R&D budget. Remember- if you did not undertake the project, it is better to return funds as this demonstrates responsible stewardship in future applications.
- **SUPPLEMENTS:** When justified, and at the discretion of the R&D Committee, an applicant may apply for a supplement in the second year of their project. The maximum amount that will be allowed for supplemental funding is \$10,000. If this request is needed, send in the initial application again unedited and provide a cover letter/document explaining the need for further funds.

All considerations for awards for any initiative shall be made at the discretion of the R&D Committee.

PART 5. NOTICE OF AWARD

A. Award notification

After the scientific/technical review of the proposals, all applicants will receive a status update of their proposal. The notice that will state one of three outcomes for their proposal within three months.

1. Approved Proposal

- RAC has approved the proposal

2. Rejected Proposal

- RAC has rejected the proposal

3. Resubmission Request

- RAC has evaluated the project and requests that you resubmit your proposal and address the reviewer(s) concerns within two months of notification. Please use the original application’s appropriate section to respond to the question(s) the reviewer(s) have raised. You do not need to delete the original text. Please add your response at the bottom of each section. Rename the application as Lastname-REVISED (i.e., Smith-REVISED) and e-mail it to Andrea Zorbas at zorbas@wisc.edu. The revised application will be then be considered by RAC within one month. Applicants will be notified whether their revised proposal is approved or rejected shortly thereafter.