

## **APPLICATION INSTRUCTIONS**

### **DEPARTMENT OF MEDICINE WOHLGEMUTH CARDIOLOGY RESEARCH FELLOWSHIP**

**APPLICATION PROCESS** – An electronic version of the full application in PDF format should be submitted to Michael O’Sullivan ([Michael.J.OSullivan@med.uvm.edu](mailto:Michael.J.OSullivan@med.uvm.edu)) by 11:59PM the day of the deadline. The PI is responsible for assuring that all necessary components of the application are included, and that it is received on time. If there are any questions regarding logistical, scientific, or administrative aspects of the application process, please contact the Vice Chair for Research ([michael.toth@med.uvm.edu](mailto:michael.toth@med.uvm.edu)) prior to the deadline.

You must contact the Department of Medicine Pre-Award Office ([gretchen.argraves@med.uvm.edu](mailto:gretchen.argraves@med.uvm.edu)) **at least six (6) weeks prior to the full-application deadline** to receive their assistance with formatting and budgeting to assure that all application guidelines are met. Failure to contact the pre-award office 6 weeks before the deadline will result in the application not being considered for review. Accordingly, the due date for contacting the Pre-award Office is the same as the letter of intent.

#### **INSTRUCTIONS**

1. **COVER LETTER**: Submit a cover letter (1 page), which should include:
  - a. a brief description of the submission (Title of application, \$ requested) and how the funds will be used to enhance extramural funding applications and investigator productivity,
  - b. the name of the PI’s mentor, if applicable (see below), and certification that they have read and have approved the proposal for submission, and
  - c. attestation that the proposed study is not funded by any intra- or extramural grant. If other funding for the proposed studies exists, a clear delineation of scientific and/or budgetary overlap with the current proposal must be clearly described.

Prior funding through other mechanisms is not disqualifying, but duplication of funding for a specific project is not allowed. This letter is meant to provide an overview of this information at the beginning of the grant and is not a substitute for more in depth discussions of these issues in other sections of the application.

2. **BODY OF APPLICATION**: The application should not exceed 7 pages, which addresses each of the items listed below (A to D). The format, including type size, is to follow the standard NIH format, including 1/2” margins, 11-12 point fonts with no more than 15 cpi with proportional spacing and no more than 6 lines of text within a vertical inch (Arial 11-pt will meet these specifications).

A. **Specific Aims and Hypothesis** (1 page); we recommend that you limit to 1 or, at most, 2 Specific Aims that can reasonably be completed within a 1-2 year grant period.

B. **Significance and Innovation** (1-2 pages); Describe the importance of the research question and the innovation such work will provide in the field.

C. **Approach** (4-5 pages), including:

- i. Discuss relevant work in the field (including appropriate citation of literature), preliminary data, and the rigor of the preliminary data or prior studies in the field.
- ii. Research Design & Methods include experimental design details and methodology relevant to the proposed studies.

D. **References** (no limit): Applicants are urged to be succinct in their consideration of available literature.

E. **Human Subjects/Animal Use** (no limit but be succinct): Provide information on ethical considerations and plan for obtaining Human Subjects or Animal Use approval. Application for such approval is preferable **prior to submitting** this application since this can cause significant delays in startup.

3. **FUTURE EXTRAMURAL FUNDING/MANUSCRIPTS** (1 page): Explain what will result from the proposed research if successfully completed, including: expected manuscripts and grant submissions, the journal and funding agency to which manuscripts/grants will be submitted, and timing of these submissions.
4. **CURRICULUM VITAE**: Include a curriculum vitae of the PI in the current NIH Biosketch format, with the exception that ***all active and pending current research support*** should be listed.
5. **LETTERS OF COLLABORATION/SUPPORT/MENTORING**: Letters can be included to show material/scientific/intellectual support from colleagues at UVM or externally if it is germane to the conduct of the study or scientific development of the applicant. Individuals with minimal research experience, such as trainees and early career faculty, ***must*** have a research mentor. The mentor ***must*** provide a letter of support detailing their mentoring plan for the proposed research and their continued support for the PI as they seek to obtain extramural funding for their research program.
6. **BUDGET/BUDGET JUSTIFICATION**: The maximum allowed budget is \$40,000. Working with the Department of Medicine Pre-Award Office, complete the budget table using the format referenced below. In your Budget Justification narrative, briefly justify the costs included in the table. There are no restrictions for how monies can be divided between grant years. For personnel expenses, describe the person's percent effort and their role on the project. For operating expenses, indicate major categories in your justification.

**Line Item Budget**

Category	Expense Code	Year 1	Year 2	Total
Faculty Salary	E50xx			
Staff Salary	E5200			
Faculty Fringe (UVM: 18.9% UVM: 46.6%)	E599x			
Staff Fringe	E5991			
Animal Maintenance/Animal Costs	E6001			
Consultant Services/Contract Services	E6120			
Equipment (>\$5K)	E6500			
Human Subjects Costs				
Inpatient Costs/Inpatient Care Expenses	E6000			
Outpatient Costs/Outpatient Care Expenses	E6000			
Participant Costs	E6000			
Publication Costs	E6011			
Supplies	E6001			
Travel	E6050			
Other	E6xxx			
	<b>Total</b>			

7. **PROGRESS REPORTS**: Submission of a progress report is mandatory near the end of Year 1 (10 months following official receipt of funding) and at the completion of the award. The Year 01 report must include: a) a discussion of the progress towards study goals and 2) discussion of work to be completed during Year 02 of the award. Funding for Year 2 will be contingent upon acceptable progress towards study goals in Year 01. Final progress report should include discussion of: a) progress towards study goals, b) results and c) a copy of the extramural grant application resulting from the studies or information on when the application will be submitted.