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**Faculty Practice Division**

**Announces**

**Request for Proposals (RFP) for**

**RESEARCH GRANTS**

A strategic goal of the University of Vermont Medical Center and the Faculty Practice Division of the UVM Health Network Medical Group is to promote and reward research and innovation in partnership with UVM Larner College of Medicine (LCOM). In support of that goal, the UVM Health Network Medical Group (UVMHN Medical Group) has committed $100,000 to support investigator-initiated research. The UVMHN Medical Group Faculty Practice Division has developed this Request for Proposals (RFP) with specific goals to:

1. Align the academic missions of the UVMHN and the LCOM
2. Enhance multidisciplinary and inter-departmental research projects
3. Promote scholarly activity for physicians at all stages of their career progression
4. Promote mentorship and team science

**Awards:** Two awards of $50,000 each over a two-year period will be available.

**Eligibility:** PI must be a member of the UVMHN Medical Group Faculty Practice Division (collaborating investigators do not need to be members of the UVMHN Medical Group).

**Proposal:** Priority will be given to proposals that include as many as possible of the following aspects:

1. A significant role for an early career faculty member, defined as <10 years from residency or fellowship training OR higher-rank faculty member with no or limited experience with peer-reviewed research funding);
2. A significant role for an experienced researcher as mentor and advisor, typically described as an associate professor or higher rank with a well-established record in research as measured by their success in obtaining external grants, publication in peer-reviewed journals and/or national leadership positions in the area of research;
3. A significant role for an additional co-investigator (either experienced or early career) from a different health care service if the experienced and early career researchers are from the same health care service;
4. Significant potential to contribute to new knowledge, either through publishable work or as preliminary research for an extramural grant opportunity;
5. Research which addresses Health Disparities and Health Equity will be given priority.
6. A justifiable timeline leading to completion of the project within 2 years of award receipt.

**Exclusions:** The proposed project must NOT include requests for support of the following: sabbaticals, travel to or cost of professional society meetings or review courses, office furniture, or general use computers.

**Salary Support:** Salary and fringe support for investigators and other personnel may be a component of the budget. Individual investigator effort and salary distribution should be based on the [NIH cap](https://grants.nih.gov/grants/policy/salcap_summary.htm), currently set at $199,300, excluding fringe.

**Topics of Interest:** Investigators are encouraged to submit applications that focus on:

1. UVM Health Network strategic targets for clinical health outcomes.
2. Medicare Shared Savings Program identified quality [measures](https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/sharedsavingsprogram/Quality-Measures-Standards.html).
3. Vizient Corp. (previously UHC) clinical performance [measures](https://www.vizientinc.com/our-solutions/clinical-solutions).
4. Patient satisfaction measures.
5. Health Disparities and Health Equity

**Submission of Letter of Intent Required**

Application **requires** the submission of a one-page letter of intent submitted to Steve Warren ([Steve.Warren@uvmhealth.org](mailto:Steve.Warren@uvmhealth.org)) by **noon on Friday, July 30, 2021**. Please include the following information:

* 1. Names of PI, mentor, and co-investigators and their respective departments and academic rank.
  2. Brief statement of relevant qualifications of researchers and staff.
  3. Brief research plan to include a research plan abstract and significance of the project, including scientific and career development significance, and outcome measures.

**Timeline, Progress Reporting and Outcome Measures:**

1. Completed application must be submitted electronically by **noon on Friday, August 27, 2021** in a single PDF document to Steve Warren ([Steve.Warren@uvmhealth.org](mailto:Steve.Warren@uvmhealth.org)).
2. Applications will be reviewed by members of UVMHN Medical Group Research Review Committee using the NIH Scoring Criteria noted below.
3. Awards will be announced at the LCOM Excellence in Research Day on **Wednesday,** **October 27, 2021** with an award start date of **January 1, 2022.** Award recipients will be expected to attend the event to celebrate their receipt of the UVMHN Medical Group Research Award.
4. Progress reports are required and must be submitted by awardees:
   1. After one year of funding support on January 15, 2023.
   2. Upon completion of the project (no later than January 15, 2024). The final progress report will include an oral presentation or poster at the Larner College of Medicine’s Excellence in Research Day in 2024.

These reports will be reviewed by the UVMHN Medical Group Research Review Committee. ***NOTE:*** If no, or limited, progress is made at the 1-year interval, the committee reserves the right to discontinue funding the proposal

1. Research Award recipients will be asked annually for outcome measures from the research supported by UVMHN Medical Group grant, including:
   1. Publications (defined as a durable product suitable for dissemination) including but not limited to abstracts, peer-reviewed publications, book chapters, educational pamphlets, etc. This also includes legitimate web dissemination such as recognized online repositories.
   2. Presentation at local, regional, national or international meetings.
   3. Tools which are developed.
   4. Submission of extramural grant applications based on the project.
   5. Success in garnering extramural funding based on the project.
   6. Impact on the investigators’ career development.

**Review Process:**

1. Applications will be reviewed by members of the UVMHN Medical Group Research Grant Review Committee (outside expert reviews will be requested as appropriate).
2. Two faculty members of the UVMHN Medical Group Research Grant Review Committee, or designated representatives, will act as primary and secondary reviewers.
3. Each application will be scored by the entire reviewing committee using the [NIH system](file:///C:\Users\kluebber\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\O05DIDIT\Scoring%20System%20and%20Procedure3_5_2012%20(nih.gov)) (10-90, plus “unscored”). The committee will discuss each application and the grant considered to be the best (lowest score) will be funded.
4. Awardees and other applicants will be contacted directly by the chair of the UVMHN Medical Group Research Grant Review Committee and an announcement will be made.

**Application Process:**

1. The format, including type size, is to follow the standard NIH PHS grant (PHS-398). That is, “type should be 10-12 points (approximately 1/8” in height for capital letters). If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should *average* no more than 15 cpi. Finally, there must be no more than 6 lines of text within a vertical inch.” Leave 1/2” margins.
2. The application consists of the following parts (see [here](https://grants.nih.gov/grants/funding/phs398/phs398.html) for relevant NIH grant application forms to use for the application):
   1. Face Page.

Must include:

* + 1. Proposed Title
    2. Names, Department, Phone Number and e-mail of PI and Co-PI
    3. If IRB or IACUC approval is needed and the status of approval
    4. Signature of PI and Co-PI with the following statement:
       1. PI ASSURANCE: I certify the statements herein are true and accurate to the best of my knowledge. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the grant is awarded.
    5. Signature of the Health Care Service Leaders for each PI
  1. Narrative Description of the proposal: The narrative description should **not exceed a total of 6 pages** and should address each of the items:
     1. Specific Aims and Hypothesis (<1 page): A clear statement of the Specific Aims and the hypotheses being explored. It is recommended that you limit the proposal to 1 or 2 aims that can be reasonably accomplished within the two-year grant period.
     2. Background and Supporting Literature (<1 page): State the research problem and review relevant literature.
     3. Significance (<1 page): State how the project will address an important problem or question, such as why is the problem important, who will be impacted by a solution, why is a solution missing, what have people tried, why is a solution needed now, how will your research address the problem and why is your team qualified to solve the problem? Also, please include a description of how this will advance the career of any early career investigators involved in the project, or will lead to other grant opportunities for the investigators.
     4. Innovation (<1 page): Please describe what is new and different about your solution to the problem that makes it viable, such as what advance has happened to make your solution potential likely to work, what new ideas or technologies does it use, what new approaches will you use, how are you combining existing approaches in a new way, and/or what unique resources have you developed or have access to that can be used for this research?

For Significance and Innovation sections, please reference this link for [additional guidance](https://morganonscience.com/grantwriting/significanceinnovationdemystified/).

* + 1. Methods (1-2 pages): Describe the overall study design, providing the overall strategy, methodology, and analyses. Adequate detail must be included to support the proposed methodologies and analyses, including statistical analyses. One figure/table describing relevant supporting preliminary data is allowed, although preliminary data is not required. If the project involves clinical research, please describe the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes.
    2. Environment (<1 page): Describe the environment in which the work will be done, including any institutional support, equipment, and intellectual expertise, and other physical resources available adequate for successful undertaking of the project proposed. Describe any unique features of the academic environment, subject populations, or collaborative arrangements that will contribute to the success of the project.
    3. Timeline (<1 page): Provide a timeline outlining the planned conduct of the study and how it will be completed within the grant cycle (2 years).

1. The following sections are not part of the above 6-page limit. (See [here](https://grants.nih.gov/grants/funding/phs398/phs398.html) for relevant NIH grant application forms to use for the application)
2. Future Directions (<2 pages): Explain how the results of the proposed studies will be used to further the research mission of LCOM and the UVMHN Medical Group, and provide outcome measures for your study.
3. Detailed [Budget](https://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-templates/)
4. [Budget Justification](https://research.ncsu.edu/sparcs/budgeting-guidelines/budgeting-templates/) for each budget item (<2 pages)
5. Other research support, if applicable
6. References (<1 page)
7. Mentoring plan with a letter from the experienced researcher confirming the plan and detailing their experience in relevant mentorship
8. Letters of support. If appropriate and limited to two in addition to the mentor letter noted above
9. Current *curriculum vitae* of the PI(s) and Co-Investigator(s) or a current NIH biographical sketch may be used.
10. The entire proposal, including signed face page, 6-page research proposal, future directions, mentoring plan, budget, budget justification, references, letters of support, and CV/biosketches MUST be submitted as a **single** PDF document electronically by **noon on Friday, August 27, 2021** to Steve Warren ([Steve.Warren@uvmhealth.org](mailto:Steve.Warren@uvmhealth.org)). Proposals that do not meet this requirement will NOT be reviewed. Please use the template provided in this document.

NOTE: If after reviewing the guidelines any questions arise concerning the suitability of proposed projects or budgetary items, please contact: Dr. Gordon Jensen ([Gordon.Jensen@med.uvm.edu](mailto:Gordon.Jensen@med.uvm.edu)) or Kim Luebbers ([kimberly.luebbers@med.uvm.edu](mailto:kimberly.luebbers@med.uvm.edu))

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**Faculty Practice Division**

**Announces**

**Request for Proposals (RFP) for**

**RESEARCH GRANTS**

Proposed Title:

PI Name: Co-PI Name:

PI Department: Co-PI Department:

PI Phone Number: Co-PI Phone Number:

PI e-mail: Co-PI e-mail:

Is IRB or IACUC approval needed? No  Yes  If yes, status of approval:

I certify the statements herein are true and accurate to the best of my knowledge. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the grant is awarded.

PI signature: Co-PI signature:

PI Health Care Service Leader signature:

Co-PI Health Care Service Leader signature:

Health Care Service Leaders:

Ira Bernstein, M.D. - Obstetrics, Gynecology and Reproductive Sciences

Kristen DeStigter, M.D. - Radiology

Lewis First, M.D. - Pediatrics

Gregory Holmes, M.D. - Neurological Services

Debra Leonard, M.D. - Pathology & Laboratory Medicine

Melissa Davidson, M.D. - Anesthesiology

Claude Nichols, M.D. - Orthopaedics and Rehabilitation

Mitchell Norotsky, M.D. - Surgery

Polly Parsons, M.D. - Medicine

Thomas Peterson, M.D. - Family Medicine

Robert Pierattini, M.D. - Psychiatry

James Wallace, M.D. - Radiation Oncology

Narrative Description of the proposal: The narrative description should **not exceed a total of 6 pages** and should address each of the items below (i-vii).

1. **Specific Aims and Hypothesis (<1 page)**: A clear statement of the Specific Aims and the hypotheses being explored. We recommend that you limit the proposal to 1 or 2 aims that can be reasonably accomplished within the two-year grant period.
2. Background and Supporting Literature (<1 page): State the research problem and review relevant literature.
3. Significance (<1 page): State how the project will address an important problem or question, such as why is the problem important, who will be impacted by a solution, why is a solution missing, what have people tried, why is a solution needed now, how will your research address the problem and why is your team qualified to solve the problem? Also, please include a description of how this will advance the career of any early career investigators involved in the project or will lead to other grant opportunities for the investigators.

iv. Innovation (<1 page): Please describe what is new and different about your solution to the problem that makes it viable, such as what advance has happened to make your solution potential likely to work, what new ideas or technologies does it use, what new approaches will you use, how are you combining existing approaches in a new way, and/or what unique resources have you developed or have access to that can be used for this research?

1. Methods (1-2 pages): Describe the overall study design, providing the overall strategy, methodology, and analyses. Adequate detail must be included to support the proposed methodologies and analyses, including statistical analyses. One figure/table describing relevant supporting preliminary data is allowed, although preliminary data is not required. If the project involves clinical research, please describe the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes.
2. Environment (<1 page): Describe the environment in which the work will be done, including any institutional support, equipment, and intellectual expertise, and other physical resources available adequate for successful undertaking of the project proposed. Describe any unique features of the academic environment, subject populations, or collaborative arrangements that will contribute to the success of the project.
3. Timeline (<1 page): Provide a timeline outlining the planned conduct of the study and how it will be completed within the grant cycle (2 years).

3. The following sections are not part of the above 6-page limit (see here for relevant NIH grant application forms to use for the application).

1. Future Directions (<2 pages): Explain how the results of the proposed studies will be used to further the educational mission of LCOM and the UVMHN Medical Group and provide outcome measures for your study.

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| DETAILED BUDGET FOR INITIAL BUDGET PERIODDIRECT COSTS ONLY | FROM | THROUGH |
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List PERSONNEL *(Applicant organization only)* Use Cal, Acad, or Summer to Enter Months Devoted to Project

Enter Dollar Amounts Requested *(omit cents)* for Salary Requested and Fringe Benefits

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| EQUIPMENT *(Itemize)* | | | | | | | | | |  |
| SUPPLIES *(Itemize by category)* | | | | | | | | | |  |
| TRAVEL | | | | | | | | | |  |
| INPATIENT CARE COSTS | | | | | | | | | |  |
| OUTPATIENT CARE COSTS | | | | | | | | | |  |
| ALTERATIONS AND RENOVATIONS *(Itemize by category)* | | | | | | | | | |  |
| OTHER EXPENSES *(Itemize by category)* | | | | | | | | | |  |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | DIRECT COSTS | | | |  | |
| SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD *(Item 7a, Face Page)* | | | | | | | | | $ |  |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | FACILITIES AND ADMINISTRATIVE COSTS | | | |  | |
| TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD | | | | | | | | | $ |  |

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1. Budget Justification for each budget item (<2 pages)
2. Other research support, if applicable
3. References (<1 page)
4. Mentoring plan with a letter from the experienced researcher confirming the plan and detailing their experience in relevant mentorship.
5. Letters of support, if appropriate, and limited to two in addition to the mentor letter noted above.
6. Current curriculum vitae of the PI (s) and Co-Investigator (s) or a current NIH biographical sketch may also be submitted.