



Southwest National Primate Research Center

Instructions for Preparation of Applications for SNPRC Grants-in-Aid of Pilot Studies

Applications for funds to conduct pilot studies at the SNPRC may be submitted by investigators who are beyond the postdoctoral rank and are based at any non-profit academic or research institution. If the applicant is not an SNPRC core staff member, the application must be sponsored by a core staff member <http://www.sfbr.org/SNPRC/staff.aspx>. The sponsor is expected to ensure that the application conforms to all policies and guidelines of the SNPRC and SFBR and that an animal budget has been obtained from the SNPRC Research Coordination Group <http://www.sfbr.org/SNPRC/resources.aspx>. If funded, the sponsor will maintain sufficient contact with the project investigators such that an update of progress can be provided to the Research Advisory Committee and will ensure that annual and final progress reports are provided to the Group Leader of the appropriate section. Sponsorship of a proposal does not necessarily imply an endorsement of the importance of the research aims or appropriateness of the experimental design.

Deadlines for Submission of Applications		
Funding period	Abstract and Title Deadline	Full Application Deadline
Spring (starts first working day of May)	January 22*	February 1 *
<i>* Note: If either date falls on a weekend, the deadline will shift to the following Monday</i>		

The application should include a title page, a budget page and justification according to NIH specifications, a biographical sketch and up to 8 pages of text formatted at a maximum of 15 characters, 6 horizontal lines per inch (this corresponds nominally to 11-point type, but fonts and printers differ, so it is important to check the final printed output). The page limitation does not include references and attachments that are essential for the review of the application; however, these should be kept to a minimum. **Applications that exceed the page limit will not be reviewed.**

The current maximum award is \$100,000 (direct costs) over two years. Common, allowable expenditures include (but are not limited to) costs of animal purchase and/or access (e.g., use fees), costs of animal handling for data or sample collection; veterinary procedural costs for data or sample collection; costs of reagents and expendables for assays; costs of sample or data processing, retrieval, and/or shipping; fees for services; and travel expenses for pilot study investigators from other institutions to come to the SNPRC. For SFBR Principal Investigators, the budget must include 2.5 – 5.0 percent effort with salary support. Other SFBR faculty and staff scientists may serve as consultants at no cost to the grant. Principal investigators salaried at other institutions must show a percentage of effort but without salary support. The percent effort for those investigators is unlimited. Only direct costs are covered. Over this period, a maximum of \$40,000 may be expended at institutions other than the SNPRC to pay for services not offered at SFBR.

If funded, applicants should be ready and able to begin the study on the award date (note funding periods listed on page 1). Carryover of more than 25 percent of the current budget period's total budget requires prior approval from the SNPRC. No-cost extensions require prior approval from the SNPRC.

The original and ten copies of the completed application should be 3-hole punched and separated, and submitted to

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The following format for the preparation of applications has been developed to assure uniformity and ease of review.

I. Title Page

The title page will include the title of the project (limited to 56 characters), the name and title of the investigator, institutional and departmental affiliation, the period of the proposed project, the amount requested and the SFBR IACUC protocol number (see application form).

II. Abstract, Performance Sites, and List of Personnel (NIH format, see application form)

III. Budget Page (NIH format, see application form)

The current maximum award is \$100,000 (direct costs) over two years.

Funds can be spent over two 12-month periods beginning May 1.

Applicants should provide a detailed budget for Year 1, a summary budget for Year 2, and a separate budget justification explaining these requests.

The following items will not be funded through the Grants-in-Aid program: travel to scientific meetings, publication costs, and salary for any personnel other than the SFBR Principal Investigator.

IV. Biographical Sketch (NIH format, see application form)

V. Research Plan

The research plan (NIH format) should include the following (**please note page and type limitations described above**):

- a. Specific Aims
- b. Significance
- c. Progress Report/Preliminary Studies
- d. Methods
- e. Literature Cited
- f. Appendix (if necessary)

VI. Other Support

(NIH format; Grants Management can provide a draft for SFBR investigators)

VII. Abstracts of Funded or Submitted Proposals

This section should contain the abstract page or a brief summary of each grant and contract that is currently funded or submitted, including those funded or submitted elsewhere for pilot study support.

VIII. Statement About Relationship of Proposed Pilot Study to Funded or Submitted Proposals

This statement should explain the relationship, if any, to funded or submitted proposals. If there is no relationship, a single sentence will suffice.

IX. List of Previously Awarded Internal Grants

This list should include all internal grants previously awarded at SNPRC and SFBR during the last five years. For each previously awarded grant, state what external grant or contract applications resulted from the internal grant, and for each application, whether it was funded.

Procedures and Criteria for the Review of Applications

Procedures

1. The applications will be reviewed by the Research Advisory Committee. The committee will function similarly to NIH study sections.
2. Individuals assigned as primary or secondary reviewers of particular proposals will be permitted to seek confidential verbal or written reports from colleagues if they have a need for outside assessment. All outside assessments received, whether verbal or written, will be reported to the committee.
3. The committee will be advisory to the Center Director, as stipulated by NCRR policy. It will be the Director's responsibility to make the final decision as to which proposals are funded and at what duration and budgetary level.
4. In the event that overlapping funding is received any time after a pilot study award is made, funding for the pilot study funding will terminate in order to insure the most efficient use of Center funds.
5. An application that is not funded may be resubmitted as a revised application one time, only.

Criteria

1. The principal criterion on which the proposals will be judged is the perceived scientific quality of the proposed work that will likely lead to a NIH grant award. In most instances, the anticipated outcome will be a new grant application. However, pilot projects that complement work funded under an existing NIH grant also qualify, provided the intent is to develop a new direction or technology that will enhance the likelihood of success of a competing renewal application.
2. A secondary criterion will be the leveraging potential of the pilot project. For example, two pilot project proposals may be judged to be equally as likely to lead to R01 grants of equal size, but the pilot project budgets may differ substantially (e.g., \$25,000 per year versus \$50,000 per year). In that instance, the proposal with the lower budget would receive priority for funding.
3. Pilot projects may fulfill the criteria stated for NIH grant proposals (e.g., innovation, significance, etc.), but pilot projects that accomplish a more mundane goal (e.g., technology development) also are encouraged. In either case, the extent of innovation, significance, etc. of the planned NIH proposal (rather than of the pilot project itself) will be of primary importance.
4. Past success in acquiring NIH funding after an internal grant award will be an important consideration. In the case of pilot project awards from the SNPRC, it is expected that an NIH grant application will be submitted while the pilot project is in progress or shortly after its conclusion. If an NIH application is not submitted within one year of the conclusion of the pilot project, a written statement must be provided to the Center Director explaining the reasons why a grant proposal was not submitted.