



LIBERTY
UNIVERSITY
COLLEGE *of* OSTEOPATHIC
MEDICINE

EXTRAMURAL RESEARCH
GRANT PACKET

Liberty University College of Osteopathic Medicine

Extramural Research Grant Packet

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Part I

Process and Policies

Overview

LUCOM faculty members are encouraged to apply for extramural funding to support research projects. Proposed applications for extramural funding by LUCOM faculty members require the support and approval of the LUCOM Research Committee and the Dean. Upon approval by the LUCOM, proposed applications must then be reviewed, approved and ultimately submitted by Liberty University according to the guidelines and process established and coordinated by the Liberty University Office of Grants Administration.

Step-by-Step Process

1. Faculty member develops idea for an application to extramural funding source.
2. Faculty member meets with department chair and the appropriate associate dean (biomedical science faculty: Dr. Leonard; clinical faculty: Dr. Gish) to discuss feasibility of project, time required for the project (% effort). The signature of the appropriate associate dean is required (see below).
3. Faculty member completes the following and submits to the Associate Dean for Research for review by the LUCOM Research Committee.
 - A. LUCOM: Proposal for Extramural Grant Application (includes A. *Signature Cover Page* and B. *Project Information*; included in this packet)
 - B. Liberty University Grant Proposal Form (PDF available on the LUCOM Center for Research webpage)
4. LUCOM Research Committee reviews the proposed research project for its feasibility and its fit with the LUCOM mission and vision and makes a recommendation to the Dean for review and a final decision. Approval by the Dean is signified by the Dean's signature on the LU Grant Proposal Form.
5. The decision and written feedback from the LUCOM Research Committee is communicated to the faculty member by the Associate Dean for Research.
6. A proposed application for extramural funding that is approved by the Dean then moves forward with the LU process for review, approval and submission, according to the procedures of the LU Office of Grants Administration.

Note: It is the faculty member's decision whether to prepare the complete grant application before or after receiving approval from LUCOM. Only the documents specified above in #3 are required for review by the LUCOM Research Committee and the Dean.

Policies

- Only a full-time LUCOM faculty member can serve as the principal investigator (PI) for an application to an extramural funding source.
- Adjunct faculty and Liberty University faculty can be listed as a co-PI in collaboration with a full-time LUCOM faculty member as the PI according to the guidelines of the extramural funding source.
- Applications to extramural funding sources originating from LUCOM student-initiated ideas require a full-time LUCOM faculty member as the PI.

Part II

Application Components and Instructions

A faculty member wishing to apply for an extramural grant must complete and submit the documents below to the Associate Dean for Research.

- A. Signature Cover Page (included in this packet)
- B. Project Information (included in this packet)
- C. Liberty University Grant Proposal Form (PDF available on the Center for Research webpage)

LUCOM: Proposal for Extramural Grant Application

A. Signature Cover Page

PI: (print) _____ % Effort for the Project _____

(signature) _____ Date: _____

Dept.: _____

Dept. Chair: (print) _____

(signature) _____ Date: _____

Associate Dean: (print) _____

(signature) _____ Date: _____

Proposed Funding Agency: _____

Project Title:

CO-PI's: Include all co-PI's, use additional page in necessary; If none, check box below.

NONE [☐]

1. (print) _____

(signature) _____

Dept.: _____ Date: _____

2. (print) _____

(signature) _____

Dept.: _____ Date: _____

LUCOM: Proposal for Extramural Grant Application

B. Project Information

I. Lay Summary: In the space below, briefly summarize the research project in language appropriate for a general audience of individuals outside of this field of study. Be sure to address *why* the research will be done and *why* it is of value.

II. LUCOM Mission and Vision: In the space below, briefly explain how the research project will advance the mission and vision of LUCOM.

