



LIBERTY  
UNIVERSITY  
COLLEGE *of* OSTEOPATHIC  
MEDICINE

INTRAMURAL RESEARCH  
GRANT PACKET

# **Liberty University College of Osteopathic Medicine**

## **Intramural Research Grant Packet**

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**Part I – Policies and Guidelines**

**Part II – Application Components and Instructions**

**Part III – Progress Report Guidelines and Components**

## **Part I**

### **Policies and Guidelines**

#### **Purpose**

LUCOM Intramural Research Grants are intended to meet both emerging opportunities and needs within the research enterprise of the institution. These include supporting pilot or preliminary projects with the goal of fostering successful subsequent funding by an external agency, supporting needs of established research programs and allowing exploration of novel ideas that may lead to new research directions.

#### **Process**

##### **Eligibility**

- Only a full-time LUCOM faculty can serve as the principal investigator (PI).
- 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.
- Applications originating from LUCOM student-initiated ideas require a full-time LUCOM faculty member as the PI.

##### **Submission and Review**

- Applications are submitted to the Associate Dean for Research for review by the LUCOM Research Committee. The Research Committee holds meetings as needed, so applications can be submitted at any time.
- The LUCOM Research Committee makes recommendations to the Dean, and the Dean then makes final decisions regarding funding of applications.
- The Associate Dean for Research communicates the decision and provides written feedback from the Research Committee to the PI.

##### **Guidelines**

- A PI is allowed one *funded* proposal in a 12-month period.
- In general, the total budget request should not exceed \$15,000. Funds can be used for supplies, research animals and expenses associated with publication and/or presentation of the data at conferences. However, under certain circumstances, budget guidelines can be modified.
- If the PI obtains extramural funding for work similar to that being supported by a LUCOM grant, it is the responsibility of the PI to notify the Associate Dean for Research.

In this situation, remaining funds in the LUCOM grant will be returned to the LUCOM budget.

- Applications that are approved for funding require an annual Progress Report which is to be submitted by the PI to the LUCOM Research Committee.
- Publications and/or presentations at conferences reporting results of research funded by a LUCOM grant should acknowledge LUCOM as the funding source.

## **Part II**

### **Application Components and Instructions**

A complete application requires the components listed below. For all components, a font size of at least 11pt and page margins of at least 0.75in are required. Specific instructions are provided for each component.

- A. Signature Cover Page
- B. Project Information
- C. Research Proposal
- D. Research Compliance
- E. Budget Justification
- F. Other Support

## LUCOM Intramural Grant Application

### A. Signature Cover Page

PI: (print) \_\_\_\_\_ % Effort for Project \_\_\_\_\_

(signature) \_\_\_\_\_ Date: \_\_\_\_\_

Dept.: \_\_\_\_\_

Dept. Chair: (print) \_\_\_\_\_

(signature) \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: (print) \_\_\_\_\_

(signature) \_\_\_\_\_ Date: \_\_\_\_\_

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Project Title:

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**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 Intramural 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.

## LUCOM Intramural Grant Application

### C. Research Proposal

The Research Proposal should consist of the following elements according to the specifications indicated:

- I. **Specific Aims** [maximum of 1 page; includes an abstract and a concise statement of the project's aims/goals]
- II. **Research Plan** [maximum of 6 pages; includes key background, preliminary data (if applicable), experimental design & methods]
- III. **Literature Cited** [no page limit, complete references required]

Please note the following key points:

- Inclusion of preliminary data is not required.
- Plans for statistical analysis of data should be clearly addressed in the Research Plan.
- Please number the pages of the Research Proposal.



## **LUCOM Intramural Grant Application**

### **D. Research Compliance**

I. Does the proposed research involve human subjects? YES\_\_\_\_\_ NO\_\_\_\_\_

If "YES", has a protocol for the work been approved by the LU IRB?

YES\_\_\_\_\_ NO\_\_\_\_\_

If "YES", please attach a copy of the IRB approval letter.

If "NO", please explain below the plan for obtaining IRB approval.

II. Does the proposed research involve animals? YES\_\_\_\_\_ NO\_\_\_\_\_

If "YES", has a protocol for the work been approved by the LU IACUC?

YES\_\_\_\_\_ NO\_\_\_\_\_

If "YES", please attach a copy of the IACUC approval letter.

If "NO", please explain below the plan for obtaining IACUC approval.

## **LUCOM Intramural Grant Application**

### **E. Budget Justification**

Please provide an estimated budget and a corresponding justification for the budgeted items. Common categories are provided below. If other categories/items apply, please add. Use additional page if necessary.

#### **SUPPLIES**

Total \$:

#### **ANIMAL EXPENSES**

Total \$:

#### **HUMAN SUBJECT EXPENSES**

Total \$:

**FEE for SERVICE** (such as DNA sequencing, statistical analysis of data, etc.)

Total \$:

**CONFERENCE EXPENSES** (attendance at conference to present data from the project)

Total \$:

**PUBLICATION EXPENSES** (publication reporting the findings of the project)

Total \$:

**Grand Total Requested \$:**

## **LUCOM Intramural Grant Application**

### **F. Other Support**

Information regarding other financial support (active, pending, overlapping) for the PI must be provided. Please provide this information for all other sources of support according to the example below. If there is no other support, state "NONE".

#### **SAMPLE**

Active or Pending

Name of PI:

Source:

Dates of Approved/Proposed project:

Annual Direct Costs:

Title of Project:

The major goals of this project are...

Does the project overlap with the LUCOM Intramural Grant proposal?    YES\_\_\_\_    NO\_\_\_\_

If "YES", please explain the extent and nature of the overlap below.

## **Part III**

### **Progress Report Guidelines and Components**

#### **Guidelines**

- Annual Progress Reports are submitted to the Associate Dean for Research for review by the LUCOM Research Committee.
- Annual Progress Reports are due within 30 days after completion of 12 months since the grant was awarded.
- Annual Progress Reports consist of the components listed below and are prepared according to the provided template.
  - A. Major Research Accomplishments
    - 1. Publications and/or Presentations at Conferences
    - 2. Attraction of other Funds
  - B. Highlights of the Research
  - C. Impact of Research on LUCOM

## LUCOM Intramural Grant Progress Report

PI: (name) \_\_\_\_\_  
(signature) \_\_\_\_\_

PI's department: \_\_\_\_\_

### A. Major Research Accomplishments

1. Did any publications and/or presentations at conferences result, at least in part, from the research funded by this intramural grant?

YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", please provide corresponding information (reference, title, etc.) below.

2. Did the research funded by this intramural grant lead to further funding from other sources and/or to pending applications?

YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", please provide corresponding information below.

### B. Highlights of the Research (maximum of 1 page; summarize progress made toward the specific aims of the project, major findings and future plans)

### C. Impact of Research on LUCOM (maximum of 1 page; summarize the impact of the research on the mission and vision of LUCOM, especially on LUCOM educational programs, faculty scholarly activity and the Center for Research)

