RESEARCH GRANT GUIDELINES

Maximum award: $100,000 (Total amount awarded over two years)
Maximum duration: 2 years

Research Grant/Award Information
Only one request per applicant per year is permitted. Requested funds cannot exceed $100,000 (maximum total for 2 years). Funding of research projects that involve human subjects or animals must have documented Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval, respectively, prior to the release of funds. Funding for Research Grants are for a maximum of two years. Funds cannot be used for faculty salary support. Unspent funds will be returned to the CMN after the second year. Requests for no-cost extensions are granted only under special circumstances and on a case-by-case basis. Such requests must be received by March 30 of the final funding year. Mandatory Progress Reports are due each year prior to March 30. Any applicants that have previously received funding for a CMN Research Grant must provide information on prior funding including publications resulting from the award and how the funds were used to support extramural grant submissions (and the results of these submissions).

General research grants maybe submitted by full-time junior faculty with senior faculty mentor(s) and full time staff (i.e., nurses, pharmacists, dieticians, therapists) in partnership with an established faculty member as co-principal investigator. Fellows, research assistants, residents, Project Scientists, and students cannot apply as the Principal Investigator (P.I.) but can be included in the proposed application. **Funding requests will only be considered if the P.I.'s Final Report for any previously funded CMN grant has been received. Concurrent awards and applications for new awards are not permitted; if an applicant has a currently funded CMN research grant the application will be administratively triaged.**

Competitive Research Grants
Research projects must have a primary focus on directly improving the health and welfare of children, particularly those served by UCDCH. In the grant application, the applicant must clearly indicate how the project/research contributes to UC Davis Health goals as indicated in the UC Davis Health Clinical [Strategic Plan](). This information will be a component of the grant review and considered when ranking the applications.

Projects may be translational, clinical, community-based, or address a related basic science question. While all funded proposals must be meritorious, priority will be given to investigators submitting a project to obtain preliminary data for a planned extramural grant submission. The plan for such submission(s) must be clearly addressed in the application. This information will be a component of the grant review and considered when ranking the applications.

A budget and detailed budget justification must be included in all applications and with sufficient information to ensure that reviewers can evaluate the use of requested funds. Funds cannot be requested for personal devices such as, but not limited to, the following: iPad, iPhone, laptops, or desktop computers (unless for patient use and clearly explained and justified). Other disallowed funds include: PI salary; gift cards; travel other than to present related to application; personal

certifications; food for meetings that do not include patients and families; meeting space rentals; consultant; speakers; parties for past patients; UCDMC IT requests.

Submissions will be accepted from junior faculty with senior faculty mentor(s). The funds are intended to support junior faculty (Assistant Professor) under the guidance and mentorship of senior faculty; a faculty mentoring team is encouraged. All funded proposals must be meritorious and meet the missions of the CMN and UCDCH; priority will be given to investigators submitting a project to obtain preliminary data for a planned extramural grant submission. The plan for such submissions must be specifically addressed in the application. This information will be a component of the grant review and considered when ranking the applications.

RESEARCH PLAN
Please include all the following (maximum length of 6 pages, 0.5 margins, Arial 11-pt. font, single spaced, includes all relevant figures):

1. Specific Aims and Hypotheses (1 page)

2. Significance, Background, and Innovation (1-2 pages)

3. Experimental Plans and Methods (must include statistical methods and analysis, rigor and reproducibility, sex as a biological variable, and potential problems/alternative approaches, timeline, 2-3 pages)

4. Justification (½ page) including role of collaborators and trainees

5. Impact (½ page)

6. Contribution to UC Davis Health goals as noted in the UC Davis Health Clinical Strategic Plan

7. Implications for Quality of Care in Children

8. Literature Cited (1 page with maximum of 30 references, cited in full; not included in in 6-page limit)

ITEMIZED BUDGET

1. Salary and Fringe Benefits (*Only allowed for trainees and technicians*. No Salary or Fringe Benefits permitted for Principal Investigator or Co-Investigators/Collaborators)
2. Additional Costs
   a. Equipment (Itemize by category)
   b. Supplies (Itemized by category)
   c. Inpatient Care Costs (Only costs incurred outside standard care are permitted)
   d. Outpatient Care Costs (Only costs incurred outside standard care are permitted)
   e. Other Expenses (Itemized by category)
3. Budget Justification
   a. Describe in detail the specific roles of the personnel and co-investigators/collaborators proposed.
   b. Describe in detail all budgeted items and rationale for inclusion.

c. Explain and justify any unusual items such as equipment over $5,000 and patient care costs: Patients should not incur costs related to the research beyond those related to standard medical care.

NOTE – Your grant application should not include a request for any disallowed funds such as: PI salary; iPad, laptop, desktop that is not used by a patient; gift cards; travel other than to present related to application; personal certifications; food for meetings that do not include patients and families; meeting space rentals; consultant; speakers; parties for past patients; UCDMC IT requests.

OTHER SUPPORT

Follow Instructions Carefully
Incomplete, inaccurate, or ambiguous information regarding Other Support may lead to disqualification. If there are any changes in this information after submission (e.g., newly funded grant particularly if in the same research area and overlaps with the CMN application), the CMN Executive Committee must be notified. The Other Support provided must follow the standard NIH requirements for Other Support.

Other Support is defined as any funds or resources, whether Federal, non-Federal, or institutional, available to the Principal Investigator (and other key personnel named in the application) in direct support of ongoing research through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, or other means.

Key Personnel includes the Principal Investigator and other individuals who contribute to the scientific development or execution of the project in a substantive, measurable way. Key personnel will typically include all individuals with doctoral or other professional degrees, but in some projects may include individuals at the master's or baccalaureate level provided they contribute in a substantive way to the scientific development or execution of the project.

Reporting requirements include:
For each Key Person:
(1) All currently active research support.
(2) All research support pending review or award. If the support is part of a larger project, identify the Principal Investigator and provide the data for the relevant subproject(s).

FACILITIES AND OTHER RESOURCES

1. Facilities: Identify the facilities to be used including those indicated on the signature page, and briefly indicate pertinent capabilities, relative proximity, and extent of availability for the project. This is comparable to the Facilities and Other Resources document required by the NIH. Use "Other" to describe the facilities at any other location(s) and at sites for field studies. Include an explanation of any consortium/contractual arrangements with other institutions or organizations.

a. Laboratory:
   b. Clinical:
   c. Animal:
   d. Computer:
   e. Office:
   f. Other:
2. Major Equipment: List the most important equipment items available for the project, noting the location and pertinent capabilities of each and the extent to which such equipment will be available for the project.
3. Additional Information: Provide any other information describing the environment for the project. Identify support services such as consultants, administrative, machine shop, and electronics shop, and the extent to which they will be available for the project.

BIOGRAPHICAL SKETCH (All participants in a submitted application except technical staff)

1. Complete and include a current NIH Biographical Sketch Form and ensure the page requirements are adhered to (5 pages max).