# INOVA RESEARCH SEED GRANTS

Request for Applications

Deadline: May 2nd, 2022 by 5:00 PM (ET)

*Submit all applications via email to the Grants Management Office at* [*InovaSeedGrants@inova.org*](mailto:InovaSeedGrants@inova.org)

# Overview

Research Seed Grants are awarded to Inova investigators in order to encourage original research. Seed Grants are intended to support preliminary studies required for grant applications and larger planned research efforts, start research activity of new Inova investigators, and/or provide funding for small projects to investigators with demonstrated research productivity. Selection is through a peer-reviewed process. The maximum award amount will be $25,000.

# Eligibility Requirements

Only Inova employees and Inova-affiliated physicians with full clinical privileges at the facility where the study will be conducted are eligible to serve as Principal Investigator (PI). Interns, residents and fellows may serve as the PI for the grant application if a faculty member is listed as a mentor. For purposes of IRB review, once the grant is awarded, the faculty mentor will be required to be listed in the IRB submission as the PI, and will be responsible for correspondence with the IRB.

Seed Grants are intended to support novel pilot projects. While past Seed Grant awardees are eligible to apply, proposals that are identical or highly similar to previously-funded studies will not be considered.

# Application Instructions

All application materials should be assembled into a single pdf document. PLEASE use Adobe Acrobat or comparable software to generate the final pdf from your Word document; please do not scan your entire application to pdf. Digital signatures on the cover page are preferred. If you must use an ink signature, then please scan just the cover page to pdf and send it as a separate document. Submit all applications to [InovaSeedGrants@inova.org](mailto:InovaSeedGrants@inova.org) by 5:00 PM (ET) on May 2nd, 2022. Include the PI Name and ‘Seed Grant Application’ in the subject line of the email. Late applications will not be accepted.

Formatting Guidelines: Use Arial 11 point font, single-spaced, with half–inch page margins. Text in figure legends/captions may be smaller but must be legible (recommended 8 point minimum). Begin each component on a new page. Adhere to all page limitations. Do not include headers or footers.

**All components (1–8) below must be present** in order for the application to be reviewed. You must use the cover page, abstract, and budget templates that are attached to this RFA.

1. **Cover Page** (Template Attached): Complete all fields. Signatures of both the PI and the PI’s Department Chair are required. Digital signatures are preferred. An Authorized Designee may sign for the Department Chair if he or she is unavailable.
2. **Abstract** (Limit 30 lines of text). Please use the Abstract template attached to this RFA.
3. **Specific Aims** (Limit 1 Page): Describe the goals of the proposed research, including the problem or gap in knowledge that is being addressed, the hypotheses that will be tested, the expected outcomes, and the potential impact on the field. List succinctly the specific, immediate objectives of the proposed study.
4. **Research Plan** (Limit 5 Pages): Please include in your Research Plan the four (4) sub-sections described below. *Suggested* page lengths appear in parentheses next to each corresponding sub-section (A-D); the entire Research Plan may not exceed five (5) pages.
   1. ***Significance*** *(~1 page):* Define the problem or knowledge gap you seek to address, and explain why it is important. Establish the premise upon which your hypothesis is founded, including key references.
   2. ***Innovation*** *(~0.5 pages):* Define the status quo in the field, how the proposed approach differs from that status quo, and what new areas of investigation or advances in patient care will become possible if the goals are met.
   3. ***Approach*** *(~3 pages):* Provide a thorough description of the research design, including methodology, study groups, variables and outcomes to be measured, analysis plans, and predicted results. Include a justification of sample sizes. If you are proposing pilot work, explain how the results will be used to design a larger research study. Discuss any potential pitfalls or barriers to success, and how these will be addressed.
   4. ***Timeline and Future Goals*** *(~0.5 pages):* List major milestones and place the study in context of a larger program of research. Important milestones to consider include 1) IRB or Departmental Approval, 2) Completion of Specific Aims, 3) Submission of manuscripts for publication 3) Submission of grant applications for long-term support, and 4) Applications for patents and/or product commercialization. It is advisable to identify specific opportunities (i.e. journals, funders, etc.) that will be pursued. While all study aims are expected to be completed within 12-months, dates for achieving other milestones may extend beyond the award period of performance.
5. **Bibliography** (No page limit):Be judicious in the use of references.
6. **Detailed Budget and Justification** (Template Attached): Use the template that is attached to this RFA. Do not exceed $25,000 total cost.

The following cost categories are allowable, with appropriate justification:

1. Materials and Supplies: Medical and laboratory supplies are allowable; other categories of materials/supplies may be permissible if strongly justified.

2. Equipment: Purchasing of major equipment (per item cost > $5,000) is permitted with strong justification. The equipment must be solely dedicated to the project during the period of performance. It is suggested that you attach a vendor-generated price quote to the budget justification for each item of equipment costing more than $5,000.

3. Research Patient Care Costs: Those costs above and beyond usual care that would not be incurred apart from the research study.

4. Participant Incentives: Applicants may budget for gift cards or other incentives for subjects to participate in the study.

5. Computers, Software and Data Storage: Purchasing of computing devices should be limited to that which is needed for direct data collection. Examples would be iPads for subjects or research personnel to use for data input, or devices for remote monitoring (e.g. Fitbits). Requests for such devices should be accompanied by model numbers, per unit costs, and the number of units required for the study. Purchasing of software should be limited to that which is required for data collection, or to analyze data in a proprietary format. Requesting general data analysis software is discouraged, and must be very strongly justified. If the grant is awarded, charges for such software may not be approved until there is evidence of patient enrollment and/or generation of data.

6. IRB Fees: Costs associated with initial review of the protocol, or fees required for an existing protocol to be amended for the grant-funded study.

7. Contracted Services: While sub-awards are not allowable, applicants may budget for fixed-rate or fee-for-service work by outside entities. Examples include fees for academic core facility use, manufacturing, software development, and bioassays. It is recommended that you include a price quotation or estimate from the contractor with your application; this may be requested prior to award.

8. Consultants: Outside consultants are permissible with strong justification. Examples include a Biostatistician who will perform data analysis or a Software Engineer who will develop an application. Consultants should perform specific tasks; it is not appropriate to budget for outside faculty offering only “expertise” or “collaboration” on an as-needed basis. It is recommended that you include a letter from the consultant detailing the number of hours and fee structure with your application; this may be requested prior to award.

9. Research Personnel: Applicants may request salary and fringe benefits support for non-key, Inova research personnel. Such personnel may include laboratory technicians, research coordinators, and other individuals with similar responsibilities. Applicants may not request salary support for any senior or /key personnel (PI, Co-PI, Sub-I, etc), or administrative personnel. The need for personnel support must be well- justified. If awarded, approved personnel must log their time in Kronos.

10. Publication Costs: Costs associated with publication of results for the funded study

Any costs that do not fall within any of the categories listed above but which the applicant feels are justifiable, should be listed as “Other” in the budget template and thoroughly described.

The following items are not allowable:

* Travel Costs and Conference registration fees
* General Office Supplies
* Sub-awards. Any contracted or consultant services must adhere to the guidelines set forth above
* Overhead/Indirect Costs

**7. NIH Biosketches** (Limit 5 pages each): Include an NIH-formatted Biosketch for the PI and all other Key Personnel. Each biosketch must be in the current NIH format; no other formats will be accepted. Access the current NIH biosketch template and instructions [here](https://grants.nih.gov/grants/forms/biosketch.htm). For purposes of this award, Key Personnel are defined as any individual who will contribute significantly to the planning, design, execution, and analysis phases of the project, including mentors. Key Personnel do not typically include individuals such as technicians or study coordinators, although their inclusion is at the discretion of the PI. **Each application is limited to three (3) Key Personnel (including the PI).**

**8.** **Seed Grant History** (1 page, REQUIRED):The PI should list past grants received from Inova. For each grant, list the program, project title, period of performance, and your role in the study. You may include Inova Research Seed Grants, Inova Summer Student Awards, Inova Translational Research Awards, Inova Nursing Research Fellowships, funding from the Inova Health Foundation, and any other Inova-sponsored research grant or fellowship program. Do not include grants from external funders, industry-sponsored studies, or research that funded solely through departmental budgets. For each grant, provide a list of directly-attributable outcomes, including manuscripts accepted for publication, successful applications for continued support, and patents. Investigators new to Inova may list similar internal grants received at a previous institution. Investigators who have never received a seed grant should write “Not Applicable”.

# Grant Review Process

Each grant application is peer reviewed by qualified individuals (physicians or doctoral-level research scientists) with familiarity in the topic area and/or research methodology. Applications will be evaluated using the following criteria:

* 1. Significance: Does the research address an important problem or knowledge gap? Is there a strong scientific premise? Is there significant potential for improved knowledge and/or patient care?
  2. Investigators: Does the study team (i.e. Principal Investigator and all Key Personnel) possess the necessary expertise to carry out the project? Do experienced investigators have a demonstrated track record of academic productivity, particularly from prior Inova research funding? Do new PIs have appropriate support from more experienced investigators?
  3. Approach: Is the research design and methodology adequately explained and appropriate to achieve the Specific Aims of the study? Have the study groups and all experimental variables been described? Is there a detailed analysis plan and a justification of sample size? For pilot studies, are future plans discussed, including a plan for addressing any potential pitfalls/problems that may be encountered?
  4. Sustainability: Does the study fit into a larger program of research? Are future goals clearly articulated and feasible? Is the project sufficiently innovative to attract long-term funding from external sources?
  5. Budget: Does the budget make effective and efficient use of funds? Are all costs appropriately justified? Are budget guidelines followed?

# Notification

Applicants will be notified of the status of their applications on or around 8/31/2022. The results of the review will be communicated to the applicant via an email from the Inova Grants Management Office. Potential award recipients will be asked to provide proof of final IRB Approval/Exemption and other ‘Just-in-time’ information as requested. Following verification of IRB status and resolution of any other outstanding compliance issues, award recipients will be sent a Notice of Award (NoA), which they will be asked to sign and return to indicate their acceptance of the award terms and conditions.

The initial period of performance for all awards will be **November 1st, 2022 – October 31st, 2023.** However, awardees will not be authorized to make any charges against their seed grant before obtaining IRB approval. The Grants Management Office can work with study teams and the Human Research Protections Office (HRPO) to facilitate the approval process, but responsibility for obtaining a timely approval falls to the awardee. Awards will be considered for a 6-month no-cost extension with satisfactory progress.

# Questions?

Questions regarding this RFA or the Seed Grant program should be sent to [InovaSeedGrants@inova.org.](mailto:InovaSeedGrants@inova.org)

# SEED GRANT APPLICATION COVER PAGE

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| --- | --- | --- |
| **PROJECT TITLE** | | |
|  | | |
| **KEY PERSONNEL (limit 3)** | | |
| **NAME** | **Inova Service Line** | **Study Role**  **Email** |
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| **IRB STATUS** | | | |
| **Approved**  **Protocol Number:**  **Expiration Date:** | **Pending**  **Protocol Number:**  **Submission Date:** | **Not Yet Submitted**  **Planned Submission Date:** | **Non-Human Subjects Research**  *Additional information may be requested* |

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| **AMOUNT REQUESTED ($)** |  |

As the responsible Inova Principal Investigator, I agree that if this grant proposal is funded, I will acknowledge the support of Inova in all publications and presentations that arise from the research. If funding is accepted, I further agree to adhere to all award terms and conditions, including submission of a final report regarding this research to the Grants Management Office.

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| Name of Principal Investigator | Signature of Principal Investigator | Date |
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| Name of Department Chair or Designee | Signature of Department Chare or Designee | Date |

**ABSTRACT TEMPLATE**

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| PI Name |
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| Co-Investigator Name(s) |
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| Application Title |
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| **Abstract** (Use Arial font, 11 pt., single spaced. Do not exceed 30 lines of text). |
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**BUDGET TEMPLATE**

|  |  |
| --- | --- |
| **Category** | **Requested Amount ($)** |
| Materials and Supplies |  |
| Equipment (Per unit cost > $5,000) |  |
| Research Patient Care Costs |  |
| Participant Incentives |  |
| Computers, Software and Data Storage |  |
| IRB Costs |  |
| Contracted Services |  |
| Consultants |  |
| Research Personnel (salary and fringe) |  |
| Publication Costs |  |
| Other (Specify): |  |
| **TOTAL (Do not exceed $25,000)** |  |

**Justification:**