

INOVA RESEARCH SEED GRANTS

Request for Applications

Deadline: May 1st, 2023, by 5:00 PM (ET)

NEW FOR THIS YEAR

All applications must be submitted through a new **online portal**, which can be accessed [here](#). Do not email applications to the Grants Management Office (GMO). It is recommended that you access the portal and become familiar with the required data fields well in advance of the deadline.

I. Overview

Research Seed Grants are awarded to Inova investigators to encourage original research. Seed Grants are intended to support preliminary studies required for grant applications and larger planned research efforts, and/or to start research activity of new Inova investigators. Selection is through a peer-reviewed process. The maximum award amount will be \$25,000, and the initial period of performance will be 18 months (11/1/2023 – 04/30/2025)

II. Eligibility

- 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). New investigators – i.e., those who have not previously received financial support for their research– are encouraged to apply. It is recommended that new investigators include at least one experienced investigator to serve as a Co-Investigator and/or mentor.

- Interns, residents, and fellows may serve as the PI for the grant application if an Inova faculty member serves as a mentor. Once the grant is awarded, the faculty mentor must be listed in the IRB submission as the PI and will be responsible for all correspondence with the IRB.

- While collaboration with non-Inova investigators is permissible, it is expected that the study will be based at Inova.

- Seed Grants are intended to support novel 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.

III. Application Instructions

All applications must be submitted through the [online portal](#). Below are portal screenshots and notes/instructions for completing the required fields and attachments. Please email any questions to InovaSeedGrants@inova.org, but do NOT submit applications to this email address.

PI Information

PI First Name

* must provide value

PI Last Name

* must provide value

PI INOVA Job Title

* must provide value

Service Line

* must provide value

Email

* must provide value

Co-Investigator Information

Number of Co-Investigators:

* must provide value

- Select the number of Co-Investigators (not including the PI), and enter the information requested for each. A maximum of two (2) Co-Investigators may be included, and each must provide a biosketch with the proposal.

Project Information

Project Title

* must provide value

Summary of Proposed Research

* must provide value

Expand

IRB Approval Status

* must provide value

- Approved
- Submitted
- Not Yet Submitted

reset

Place of Performance

* must provide value

- IFMC
- ILH
- IAH
- IMVH
- IFOH
- Other

You may select more than one

- Research Summary: please keep the summary to 500 words or less. Include background, hypotheses, methodology, and expected outcomes.
- IRB Approval Status: IRB approval is not required at the time of application; however, it is expected that approval can be obtained prior to the award start date (November 1st, 2023). For studies that have been submitted or approved, enter the eProtocol number in the pop-up field. For studies that have not been submitted, enter the expected submission date in the pop-up field.
- Place of Performance: Select more than one if applicable. While collaboration with non-Inova investigators is permissible, it is expected that the study will be based at Inova

BUDGET

Enter whole dollar amounts only. Do not use commas, decimals, or other special characters.

Materials and Supplies	\$ 0
Equipment	\$ 0
Research Patient Care Costs	\$ 0
Participant Incentives	\$ 0
Computers, Software, and Data Storage	\$ 0
IRB Costs	\$ 0
Contracted Services	\$ 0
Consultants	\$ 0
Research Personnel (salary and fringe)	\$ 0
Publication Costs	\$ 0
Other	\$ 0
Total	\$ 0
*Budget Justification	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="text-align: right;">Expand</p>

Enter the amount requested for each cost categories; do not exceed \$25,000 total

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

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.

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

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

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.

IRB Fees: Costs associated with initial review of the protocol, or to amend an existing protocol for the grant-funded study.

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.

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.

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 /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.

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 described in the budget justification.

Budget Justification: provide a narrative justification for each cost item.

The following cost items are not allowable:

- Travel 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

All components below (A-E) must be combined into a single pdf and uploaded to the application portal. Follow all formatting guidelines and page limits.

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.

Your single pdf file must contain the following five sections (A-E):

A. **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.

B. **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.

Significance: 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.

Innovation: 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.

Approach: 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.

Timeline and Future Goals: 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 18 months, dates for achieving other milestones may extend beyond the award period of performance.

C. Bibliography (No page limit): Be judicious in the use of references.

D. 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](#). 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).

E. Seed Grant History (Limit 1 page): 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 (these may be included in biosketches). Provide a list of outcomes directly attributable to each grant, 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 any such grants should write "Not Applicable".

* must provide value

I attest that I have followed the submission approval process for my Service Line.

Submit

Save & Return Later

Each applicant must certify they have followed the approval procedures for their service line. Applicants uncertain about the approval process for their service line may contact InovaSeedGrants@inova.org; we will connect you with the appropriate individual.

Once all required fields are completed, the application may be submitted. Although applications can be saved and edited prior to submission, they cannot be revised once submitted. Any applicant wishing to correct a submitted application must contact GMO prior to the deadline. Incomplete applications will not be reviewed.

IV. Application Review

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 team have the necessary expertise to conduct the study? New investigators – i.e., those who have not previously received financial support for their research– are encouraged to apply. It is recommended that new investigators include at least one experienced investigator to serve as a Co-Investigator and/or mentor.

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 continuation plans discussed, as well as strategies for addressing potential pitfalls?

4. Sustainability: Does the study fit into a larger program of research? Are future goals feasible and clearly articulated? 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?

V. Notification and Pre-Award Requirements

Applicants will be notified of the status of their applications before 9/30/2023. The results of the review will be communicated to the applicant via an email from GMO. Potential award recipients will be asked to provide proof of final IRB Approval and other ‘Just-in-time’ information. Following verification of IRB status, resolution of any other outstanding compliance issues, and agreement with terms and conditions, award recipients will be issued a Notice of Award (NoA). Seed Grant funds will not be accessible prior to issuance of the NoA.

The initial period of performance for all awards will be **November 1st, 2023 – April 30th, 2025 (18 months)**. Awards will be considered for a 6-month no-cost extension with evidence of progress. However, awardees may not charge their seed grant before obtaining IRB approval.

VI. Questions?

Questions about this RFA or the Seed Grant program should be sent to InovaSeedGrants@inova.org.