Veterinary Center for Infectious Disease Research  
School of Veterinary Medicine

Research Initiative Funds  
*Potential applicants are encouraged to read these instructions carefully, since they are extensively modified for 2009.*

**Statement of Purpose:**  
The Funds are to support research in Infectious Disease and Food Safety that encompasses collaboration between laboratories in a clinical department (Clinical Studies - Philadelphia, Clinical Studies - NBC) and laboratories in a basic science department (Animal Biology, Pathobiology). Proposals matching intra-departmental laboratories that are clearly focused on clinical or basic research will also be considered.

**Funds are intended to:**  
Foster translational research by promoting collaborations between basic and clinical research laboratories.  
Provide support in areas where extramural support is difficult to obtain and where significant research of relevance to the State of Pennsylvania animal health issues can be facilitated with internal funding.  
Help faculty undertake pilot projects that will enable them to successfully apply for extramural sources of funding.

**Term:**  
One grant will be awarded this cycle. Grants are given for a single year only. Funds must be spent within 12 months of the beginning of the grant, and may not be "banked" for future use without written permission from the Center. Unexpended funds must be returned to the Center.

**Budget:**  
Applications up to $100,000 (full-cost budget) will be entertained.

**Eligibility:**  
Eligibility is limited to School faculty, in any track, at any professorial level.  
Informal inquiries regarding eligibility, or relevance of proposed research, should be sent to the Center, c/o Ms. Louisa Dowling (dowling@vet.upenn.edu).

**Dates:**  
A one-page letter of intent outlining the overall goal and specific aims of the proposal must be submitted by **May 8**. The deadline for Applications is **May 25**. Applicants will be notified of the outcome within 2 - 3 weeks of submission.
The application:
Please use NIH continuation pages, placing the name of the Principal Investigator in the header. Number all pages. Use 11-point Arial font, single spaced.

Applications must include in this order:
• A completed (with all signatures) cover page, which is available from Louisa Dowling (dowling@vet.upenn.edu). The application should be classified under one of the Statement of Purpose categories listed above.

• An abstract of no more than 200 words, written for the educated nonspecialist.

• The research proposal. Proposals must follow the basic NIH RO1 format, and be divided into the following sections: A. Specific Aims; B. Background and Significance; C. Preliminary Studies; D. Experimental Design; E. References. Sections A-D, inclusive, must be of no more than five single-spaced pages. The proposal should address the relevance to infectious disease and food safety and the outlook for future extension of the research and its potential for external funding. Successful applications will describe a research project that is strongly integrated between the participating laboratories. An application failing to conform to these guidelines will not be reviewed.

• A full-cost budget, with justification for each item requested. Items that can be requested include research costs associated with supplies, core equipment use, and salaries of non-faculty personnel essential to the project. Faculty salaries, including release time, are not funded. Because it may not be possible to fund meritorious proposals fully, the budget must prioritize items in the order of their importance to the project (not simply list all items requiring support for which support is requested). A full-cost budget will contain Facilities and Administrative (“F&A” or “indirect”) cost recovery, which for this proposal is set at 20% of the total budget. This will cover actual costs associated with performing the research (including: Banking and management of grant funds. Purchase order process for procurement. IT support for entire school - research and clinical components. Administrative support for grant management, animal/human protocol processing and managing service contracts and supplies. Management of existing resources such as cold rooms, ice machines, dry ice. Electricity, heat, and water charges. Facilities infrastructure for repair and maintenance. Teleconferencing and videoconferencing. Maintaining a website representing the school). The total budget, including F&A cost recovery, can be no more than $100,000.

• Research support, including other current funding with a list of titles, amounts, sources, and grant periods, expired funding for the prior three years, and pending applications.

• Regulatory issues. If research involves human subjects, animals, biohazards, or other regulatory issues, the application should identify those
concerns and provide documentation that they will be addressed. **If IRB, IACUC or Environmental Safety review and approval is required, it may be obtained after the application has been approved, but before funds are provided or research has been initiated.** For advice please consult the [Office of Regulatory Affairs].

- **NIH-format biographical sketches for the principle investigators and all co-investigators.**

- **Conflict of interest.** The applicant should explicitly make a statement about whether or not the application involves any potential conflict of interest, and any such conflicts should be described. For instance, if the research could forward the interests of a company in which the applicant has a financial interest, this should be disclosed.

- **An original of the complete proposal with the signed cover sheet should be submitted to Ms. Louisa Dowling, Department of Pathobiology, before the deadline. In addition, please send a PDF version:**
  - File name must be the last name of the principal investigator.
  - One fully inclusive PDF document.
  - Send to: dowling@vet.upenn.edu.

### Review Process
Applications will be reviewed by the Center Steering Committee and invited reviewers with specific expertise, as necessary. Each application will be reviewed for a variety of attributes, including

- scholarly merit, creativity and innovation
- strength of the argument for the collaboration
- feasibility
- significance of the research
- prospects for future extramural funding

*If awarded:*

- Regulatory approvals must be obtained before funds are transferred to the department.

- The home department must have a 26-digit budget code.

A brief (1 to 2 pages) report should be submitted to: Research Initiative Funds, Veterinary Center for Infectious Diseases, c/o Louisa Dowling, Department of Pathobiology, within 4 weeks of the first anniversary of notice of funding. The report should emphasize publications, other funding, discoveries or patents that resulted because of the award.