

## ODU MULTIDISCIPLINARY BIOMEDICAL RESEARCH SEED FUNDING INTRAMURAL PROGRAM SOLICITATION

**I. PROGRAM:** Multidisciplinary Biomedical Research Seed Funding (MBRSF) 2019-20 Application Guidelines

**II. PROGRAM DESCRIPTION:**

A consortium of ODU's biomedical research leadership, comprised of the Deans from the Graduate School, Colleges of Engineering & Technology, Health Sciences, Sciences, and the Director of the Center for Bioelectrics, seeks to incentivize and support multidisciplinary biomedical research projects through a competitive intramural funding opportunity, the Multidisciplinary Biomedical Research Seed Funding (MBRSF) grant, established in 2019-20. This funding opportunity provides one to two awards per year for research partnerships involving tenured and tenure-track faculty and research scientists, and is intended to position a team for a successful large multidisciplinary extramural funding application. Funding for the awards is made available through this group of ODU biomedical research administrators, and the competition is coordinated by the Office of Research under their direction.

The purpose of the MBRSF is to provide seed money for multidisciplinary biomedical research and future scholarly effort for tenure track and tenured faculty. These awards are expected to result in external grants, journal publications, and other scholarly products. Applications to external funders should follow within 12 months of the end of the award period.

**III. PROPOSAL DEADLINE (due by 5 p.m.): **Monday, October 14, 2019.****

**IV. AWARD INFORMATION:**

- A. Estimated Number of Awards:** One to two awards per year. Awards are contingent upon the availability of funds.
- B. Anticipated Amount of Awards:** Each College/Center that is represented in the selected research team will contribute \$8-12K each as available, with additional support possible for graduate students from the Graduate School, to the total award amount. Thus, awards could potentially range from \$16-42K (for a team of two from a College and the Center for Bioelectrics, or two Colleges) and up to \$36-54K (for a research team with partners from all three Colleges and the Center for Bioelectrics).
- C. Period of Award:** The work may begin as early as **January 1, 2020** and will need to be completed within 12 months of the start date. A single no-cost extension may be granted, subject to application approval by the review committee.
- D. Post-Award Travel Funding:** The MBRSF awards come with high expectations of additional future funded research, and the PI may request up to \$500 in support from the Office of Research (OR) for post-award travel. The purpose of these funds is to support travel expenses while visiting external agencies to which a proposal submission is planned. These funds may be requested from the Director of Research Development (OR) in the twelve months following the award. A detailed itinerary must accompany the request. Post-award travel funds cannot be used for conferences, workshops or presentations.
- E. Eligible Expenses:** Justified expenses may include materials, supplies, student research assistance.
- F. Ineligible Expenses:** Computers, laptops and common software are ineligible expenses. Conference and workshop travel is not supported. Regular faculty salary is not allowed. Minimal faculty summer salary, although not encouraged, when justified, may be permissible.

**V. ELIGIBILITY INFORMATION:**

- A. Who May Apply:** Tenured and tenure-track faculty, and research scientists in the Colleges of Engineering & Technology, Health Sciences, Sciences, and the Center for Bioelectrics are eligible to apply for a MBRSF. Collaborators from other institutions are permitted, but may not be financially supported by the MBSRF.
- B. Co-Investigator Required:** A minimum of one Co-I from a College/Center for Bioelectrics other than that of the PI is required. The research team may include Co-I(s) from the Colleges of Engineering & Technology, Health Sciences, Sciences, and the Center for Bioelectrics.
- C. Limit on Number of Applications per PI:** One proposal per academic year.
- D. Additional Eligibility Requirements:**
  - 1. The MBRSF *may not be used* to fund research for which any applicant already is or will be receiving funding support.
  - 2. Applicants who are not up to date on prior intramural reporting are not eligible for funding.

**VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

- A. Procedure:** The MBRSF proposal should be submitted electronically to the Office of Research in the specified format by the deadline. Late and/or non-compliant applications will not be considered for funding.
- B. Cover Sheet:** The MBRSF Proposal Administrative Form available online should be downloaded and completed. It includes spaces for signatures from the PI and all Co-Is, as well as the relevant Deans and the Center Director. Please ensure that all required signatures are present.
- C. Abstract:** Include a single page abstract. The abstract may be single-spaced, and must be in Times New Roman 11-point font, with 1-inch margins.
- D. Narrative Language:** The proposal must be written so that a layperson or reviewers in unrelated disciplines can understand it. All proposals will be reviewed by a committee comprised of faculty, administrative research personnel and outside reviewers from the biomedical community and will be held confidential.
- E. Narrative Format:**
  - 1. The proposal should be double spaced, in Times New Roman 11-point font, with 1-inch margins.
  - 2. Do not include a title page. The MBRSF Proposal Administrative Form (cover sheet) will serve as the title page.
  - 3. **Proposal Narrative** (not to exceed 5 pages), including the following sections:
    - a. **Background and Rationale.** Description of the multidisciplinary problem. This section should address the significance of the proposed research and the opportunity for societal impact. Discuss the background for the project, including what has been done in the area and the rationale for this project as a next step. Provide enough information so an individual who is not familiar with this particular area of research can ascertain its significance.
    - b. **Project Goal(s)** (broad, general, abstract) **and Objective(s)** (narrow, precise, tangible). This section must address the added benefit to be obtained through the collaborative effort that may not be attainable by a single PI
    - c. **Study Design/Methodology.** This section must establish that the proposal can demonstrate achievable milestones within the time period selected for funding. Provide a detailed

account of precisely what will be done to gather preliminary data to answer the question(s) or test the hypothesis(es). Include plans for the protection of human or animal subjects and/or the environment as appropriate.

- d. **Project Management Plan.** Discuss the plan for project management, including team member roles, anticipated challenges of working across disciplines and strategies for building an effective team. How will this project bring together investigators from multiple colleges, departments, and/or centers and any additional resources?
  - e. **Plan for Future Grant Applications, Related Projects, and Publications.** Identify a specific plan for future research and publication related to the proposed project beyond the MBRSF that includes the probability of the proposed project generating additional funding and high-impact peer-review journal publications. Include the names of funding agencies and programs to which you plan to apply as well as a description of your publication plan. Ensure that the agency/program has been thoroughly researched and is a good fit with the proposed research (discussion with relevant agency/program personnel is encouraged). Describe how this project could help the proposing team attract new or additional research dollars and provide a rationale for choosing this funding mechanism for the proposed project. Finally, include a justification of why it is more appropriate to apply for seed funding rather than applying to the target agency now.
  - f. **Statement of Eligibility and Qualifications.** Briefly describe the research team and the members' relevant qualifications to undertake this project.
  - g. **Budget and Justification.** All expenses must be clearly justified. Travel related expenses necessary to complete the research are allowable. Funds for faculty salaries, equipment, personal computers, laptops, tablets, common software, and conference related travel are not allowable.
- F. Supplementary Documents** (These do not count toward the 5 page limit):
1. **Timetable for Completion of the Proposed Research.** A detailed Gantt Chart/project timeline format is required.
  2. **Biosketch, in NIH format (for each research team member):** See instructions/samples at <https://grants.nih.gov/grants/forms/biosketch.htm>.
  3. **Appendices:** Up to 5 pages including figures and references may be included.
- G. Submission Instructions:**
1. Save the components as a single Adobe PDF document, and name the document with the lead PI's last name, name of program, and year (e.g., PILastName-MBRSF2019).
  2. Submit via email to [ORIntramural@odu.edu](mailto:ORIntramural@odu.edu).

## **VII. REVIEW AND SELECTION PROCESS**

- A. Proposal Review:** Proposals submitted in response to this program solicitation will be evaluated by the Office of Research for compliance with program requirements. MBRSF proposals are reviewed by a committee comprised of faculty, administrative research personnel and outside reviewers from the biomedical community. The identity of the reviewers will be confidential, and the technical reviews will be shared with the respective applicants. The final decision will be made by the administrators using the reviews/ranking provided by the reviewers.
- B. Proposal Review Information Criteria:** Proposals will be ranked according to the following criteria:

1. Significance, intellectual merit and societal impact of the proposed multidisciplinary biomedical research.
2. Reaching milestones within the time frame.
3. The probability of the results/ preliminary data strengthening the acquisition of extramural funding and how an MBRSF award will position the applicant team for external funding.
4. The team's management plan for conflict resolution and working effectively across disciplines.
5. Qualifications of team members involved in the study.

**VIII. AWARD ADMINISTRATION INFORMATION**

**A. Notification of the Award:** Notice of MBRSF awards will be made on **December 6, 2019**.

**B. Obligations of Award Recipients:**

1. By accepting the award, the applicant team agrees to complete the research project described within the prescribed project period.
2. The applicant team agrees to begin submitting targeted external funding applications within 12 months of the end of the award period.
3. Recipients are expected to acknowledge the support of the ODU's biomedical research administrators when making publications as a result of this award. The following statement should be used:

*This research was supported by a Multidisciplinary Biomedical Research Seed Funding Grant from the graduate school, (please insert the appropriate funders here, e.g. the College of xxx ) and the Center for Bioelectrics at Old Dominion University, Norfolk, Virginia, USA.*

**C. Reporting Requirements:**

1. An MBRSF Reporting Form will be e-mailed to the recipient approximately 2 months after the end of the funding period and for three additional years.
2. Reports on related submitted extramural proposals are due to ORIntramural@odu.edu by the dates listed above. Information to be provided will include the agency to which the proposal was submitted, program name, length of award, budget amount requested, Office of Research Grant Development Specialist support, proposal submission date, and estimated date of award/decline notification.
3. Faculty members are expected to comply with the MBRSF program requirements for submission and reporting to maintain eligibility for Office of Research intramural funding programs. Applicants will not be awarded funding if they are not up to date on prior intramural reporting.

<b>2019 MBRSF Award Timeframes</b>	
<b>August 2019</b>	The call for proposals will be sent via email to all eligible colleges/departments. The complete RFP and the Proposal Administrative Form are available on the Office of Research's website.
<b>October 14, 2019</b>	Deadline for submission of proposals to Office of Research, which forwards them to the participating Deans and the Center for Bioelectrics Director for review by the MBRSF committee.
<b>December 6, 2019</b>	Participating Deans/Bioelectrics Center Director announce awards.

For more information, contact Dan Campbell at dcampbel@odu.edu.