

**Pilot Project Grant Program – Supplemental Instructions for Budget and Research Plan**

## Instructions for Proposed Budget

Expense categories may include personnel such as technician salary, supplies, small equipment, and other costs. No awards will be made for faculty salary, conference travel expenses (travel is allowable to reach community groups or etc.), graduate student stipends, or consultant expenses (subawards to businesses or institutions within IDeA states are allowable on a case-by-case basis). Indirect costs are not allowable. Up to $40,000 may be requested.

## Instructions for the Research Plan

The Research Plan consists of the following items, as applicable. Begin each section of the Research Plan with a section header (e.g., Introduction, Specific Aims, Research Strategy, etc.).

### 1. Introduction (Included in Resubmission or Revision Applications only)

An Introduction must be included to respond to the issues and criticisms raised in the Reviewers’ Summary Statement, and describing the relevant additions, deletions, and changes to the application. (1/2 - 1 page)

### 2. Specific Aims

Provide a statement of the problem and your hypotheses. List the key objectives of your work. (1 page)

### 3. Research Strategy

Organize the Research Strategy in the specified order, using the instructions provided below. Start each section with the appropriate section heading (e.g. Significance, Innovation, Approach). Cite published experimental details in the Research Strategy section and provide the full reference in the References Cited section (item 6).

 (a) Significance (2 pages)

Briefly describe the background of the proposed work and indicate how it will fill gaps in the existing knowledge. Present any preliminary work that is pertinent to the project

(b) Innovation (1 page)

* Explain how the application challenges and may shift current research or clinical practice paradigms.
* Describe any novel theoretical concepts, approaches, methods, instrumentation, or intervention(s) to be developed or used, and any advantage over existing methods, instrumentation or intervention(s).
* Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methods, instrumentation, or interventions.

(c) Approach (3 pages)

Describe the research design and methods that will be used to accomplish the specific aims.

### 4. Expected Results and Future Plans to Secure Extramural Funding

### Describe the expected results of the project and how it will lead to securing research funding from granting agencies once this project is complete. (1-2 pages maximum)

### 5. Expected Results and Future Plans to Secure Extramural Funding:

Describe any previous attempts to obtain funding for this project (1 page).

* Give the review score from the prior submission(s)
* Detail how this submission addresses prior review(s)
* Include any reviews and review scores from external funding agencies for prior submission(s).

### 6. Bibliography and References Cited

Provide a bibliography of references cited in the Research Plan. Each reference must include names of all authors (in the sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Follow scholarly practices in citing source materials used in preparing any section of the application.

The references should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

### 7. Protection of Human Subjects (if applicable)

Refer to Part II of the PHS 398: [Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan](http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf) if the proposed research will involve [human subjects](https://www.umc.edu/uploadedFiles/UMCedu/Content/Education/Schools/Medicine/Basic_Science/Physiology_and_Biophysics/COBRE/HumanSubjects.doc#Human_Subjects_Defs_Human).

If the proposed research will not involve human subjects but involves human specimens and/or data from subjects, applicants must provide a justification for the claim that no human subjects are involved.

### 7a. Inclusion of Women and Minorities (if applicable)

To determine if Inclusion of Women and Minorities applies to the application, see [Part II Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan,](http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf) Sections 4.2 and 5.6.

### 7b. Targeted/Planned Enrollment Table (if applicable)

If this application involves the Inclusion of Women and Minorities, complete the attached Targeted/Planned Enrollment Table for each protocol; see [Part II Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan,](http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf) Section 4.3.

### 7c. Inclusion of Children (if applicable)

To determine if Inclusion of Children applies to the application, see [Part II Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan](http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf), Sections 4.4 and 5.7.

### 8. Vertebrate Animals (if applicable)

If vertebrate animals are involved in the project, address each of the five points below:

1. Provide a detailed description of the proposed use of the animals for the work outlined in the Research Strategy section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.

2. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.

3. Provide information on the veterinary care of the animals involved.

4. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.

5. Describe any method of euthanasia to be used and the reason(s) for its selection. State whether this method is consistent with the recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia. If not, include a scientific justification for not following the recommendations.