

**Research and Development Committee Awards
School of Medicine
University of Virginia**

Purpose: Support for the Research and Development Awards is from the Office of the Dean of the School of Medicine. The Research and Development Committee is a Dean's Committee that is responsible for awarding local funds for support of small research projects to individuals holding primary faculty status in the School of Medicine. Specifically, the Research and Development Awards are to support faculty to generate preliminary data leading to application for external support of the projects. Awards are typically in the range of \$20,000 - \$30,000 for one year, non-renewable. Although not a requirement, co-support of the project by the applicant's department is viewed favorably (please document in a brief letter from the chair and attach to application).

Funds cannot be used for the support of travel, faculty salaries, and office supplies/office computers.

Instructions for Preparing an Application:

Application materials (Form Pages 1, 2, and 3) are attached. Follow instructions below and provide requested information/material.

1. Completed Form Pages 1, 2 and 3.
2. Attach a ½ page lay summary of the project (Page 4).
3. Attach the narrative portion of the proposal including: 1) Hypothesis to be tested or question to be answered; 2) Background; 3) Specific aim(s); 4) Outline of experimental approach/alternative approaches; 5) Expected outcome; and 6) Specific details on how proposed work will lead to generation of a proposal for external funding. (Pages 5-7). The narrative should not be more than 3 pages including tables, figures etc. (0.5" margins, 12pt font).
4. Attach references cited (Page 8).
5. Budget page and justification (Page 9).
6. NIH Biosketch (Pages 10-12).
7. Other attachments (IRB, IACUC approvals, letters of support etc.)
8. Submit electronically as a pdf file to the office of Dr. Jay Fox (c/o Ms. Julie Burns: jb9v@virginia.edu).

Proposals are generally reviewed and announcement of results are sent to applicants within a month of submission. Award of funds through the Dean's Office for Finance is completed shortly thereafter. A short report on the outcome of the project is expected from all awardees at the end of the project.

7. Plans for future financial support.

a. List all applications that are pending funding. Provide title, source, total direct costs, date of submission and proposed starting date for each proposal.

b. List all planned applications for funding. Provide title, source, total direct costs, date of submission and proposed starting date for each proposal.

8. If human subjects are involved in any way, including the use of blood, other fluids, specimens or tissues the Institutional Review Board (IRB-HSR) must approve the project.

a. Will human subjects be involved in this research? Yes No
If yes a copy of your approval by the IRB must be attached.

9. If animals are involved in this project an approved protocol must be obtained from the Institutional Animal Care and Use Committee (IACUC).

a. Will animals be involved in this research? Yes No
If yes, a copy of your approval by the IACUC must be attached to the proposal.

Checklist:

Form Pages 1-3

Lay summary (Page 4)

Narrative (Pages 5-7)

References Cited (Page 8)

Budget and Justification (Page 9)

NIH Biosketch (Pages 10-12)

IRB approval (if necessary)

IUCUC approval (if necessary)

Signature of Investigator and Departmental Chair

Signature of Applicant

Signature of Department Chair