

**NEW INVESTIGATOR GRANT
MRF GRANT REGULATIONS & GUIDELINES
FOR ADMINISTRATION OF GRANTS AWARDED BY THE MEDICAL RESEARCH FOUNDATION COMMITTEE OF OREGON**

REGULATIONS

1. MRF grants are awarded to institutions. The grantee institution will account for expenditures at the close of the grant period.
2. Funds will be used for the purposes stated in the application. Major deviations (greater than \$10,000 between approved categories or changes in purpose or direction of research) must be approved by the MRF before being undertaken.
3. MRF grants do not include indirect costs but an institution's cost of employee benefit programs may be included for personnel. For OHSU awardees, MRF grants cannot be used to cover Overhead Cost Allocation.
4. Unencumbered balances at the end of the grant period or when an incumbent resigns will be returned to MRF.
5. If funding from another source is received for the project being supported by an MRF grant, notify the MRF Committee. Uncommitted funds are to be returned to MRF for use in supporting other projects.
6. Requests for extension of time will be considered if requested and justified prior to the expiration date.
 - a) Submit a letter requesting an extension to OHSU Research Grants & Contracts (RGC) or outside institution's equivalent sponsored projects department. The RGC Director must sign this letter.
 - b) RGC will send the signed request letter to the MRF Committee.
 - c) The MRF Committee will authorize the extension and communicate this authorization to the Principal Investigator (PI) and SPA prior to the end date.
7. The awardee investigator will submit a brief written report of results to MRF within 90 days after the grant period. This summary should be no longer than one double-spaced typed page, written in lay language. Also, submit any publication resulting from MRF-supported activities. Any favorable reference to MRF assistance will help MRF attract additional funds.

GUIDELINES

1. Basic and Applied studies must directly relate to human health.
2. Proposals to develop or perfect a technology are generally given below average priority scores unless that technology can be used to answer basic questions and unless the technology can be the basis for further research.
3. New Investigator grants are intended for physicians and scientists who are new to research and are currently without major funding resources. Applicants are expected to be members of the faculty of an academic department/institute and to have strong support from their department/institute. The primary goal of the grant is to enable new faculty members to improve their likelihood of obtaining national support (e.g., NIH, NSF). In this way, the grant can encourage the establishment of outstanding investigators based at Oregon academic centers.
4. Post-doctoral fellows, other trainees, visiting scientists and other investigators not appointed with the expectation of long-term departmental/institutional support are not eligible to apply as PIs.
5. The PI must be an **independent scientist**, defined by:
 - a) Rank at the level of assistant professor or above;
 - b) Committed institutional support such as space and/ or salary;
 - c) First authored or senior authored publications; and
 - d) Planned or pending application for funding on a national level.
6. A letter from the New Investigator's Department Chair regarding the status of their independence is to be submitted **separately**. The letter of support from the department chair/institute director is essential and must clearly attest to the level of commitment offered to the applicant. Specific information on the commitment should include the assignment of individual and independent space (sq. ft.), departmental/institute salary (percent support) and/or research support (amount of support or start-up package), voting privileges in faculty forums, appointment as the result of a national search, and tenure-track status. Of greatest importance are a faculty appointment and the provision of tangible, stable support (e.g., space, salary) that demonstrates a clear commitment to the applicant's long-term development as an independent investigator in Oregon. *Uncertainty as to the level of this support can lessen enthusiasm for the funding request during its review.*
7. MRF funding is primarily intended for the support of new research programs for which other funding is not available. Investigators with substantial research support from other sources will be given lower priority consideration.
8. Strong preference is given to proposals having the potential to evolve into ongoing, nationally supported projects.
9. Funding requests will be judged primarily on the basis of scientific merit. However, other factors (such as other sources of research funding available to the investigator, the likelihood that MRF seed funding will result in a nationally supported research program, etc.) will be considered.
10. Grants are not made for expensive items of equipment. However, requests will be considered when such equipment will enjoy wide use by a number of investigators or when it will make possible research of unique value. All equipment becomes the property of the grantee institution.
11. No funds are awarded for salary of PIs, indirect costs, travel (unless directly related to the conduct of an approved project), secretarial support or tuition.
12. The research facility with which the applicant is affiliated must be fully prepared to accommodate the project in terms of the PI's salary and space.
13. Proposals should not overlap with established funding with the exception that a new investigator may be permitted some overlapping funding if this is essential to establish a laboratory.
14. Research involving human subjects, animals or recombinant DNA must be approved by the appropriate institutional review board (IRB/IACUC/IBC). Investigators are encouraged to submit this application simultaneously but it is not a requirement. Note that no funds will be distributed until IRB/IACUC/IBC approval is obtained.
15. For OHSU applicants: No clearance request forms need to be submitted.

MRF NEW INVESTIGATOR GRANT INSTRUCTIONS

A SUCCESSFUL APPLICATION GENERALLY INCLUDES:

1. A clearly stated and testable hypothesis.
2. Previous work by the applicant and others with key references.
3. A discussion of how the data will be obtained and analyzed.
4. Methods of approach to be used.
5. Alternate approaches should proposed methods fail.
6. An indication of how the proposed work fits into the applicant's research program and long-range goals. Particular emphasis should be given to how the award may enable the investigator to obtain national funding in the future.
7. New Investigators are strongly encouraged to seek the assistance of experienced mentors in the development of a proposal.

I. GENERAL INFORMATION

The maximum dollar award for an MRF grant is \$40,000. These grants are made for a period of one year for research conducted in Oregon. Extensions will usually be granted if applied for before the grant expires.

Grants are awarded by the MRF Research and Education Committee in February, May, August and November.

Deadlines are:

Application Deadline Date*	Month of MRF Committee Meeting	Effective date of Grants
February 15	April	Jun 1-May 31
May 15	July	Sep 1-Aug 31
August 15	October	Dec 1-Nov 30
November 15	January	Mar 1-Feb 28

*If the 15th day falls on a weekend or holiday, the grants are due on the following workday.

Applications are screened for scientific merit by a competitive peer-review committee. The peer-review committee will provide brief critiques of each application. In addition, staff is willing to discuss ways to make an application stronger for resubmission to MRF. Applications are then submitted to the MRF Committee for final funding review and authorization.

Applicants will be advised of the decision by the MRF Committee immediately after the meeting (generally by email).

Only one application per investigator is allowed in any cycle. A single proposal may be submitted for consideration a maximum of three times.

II. PREPARATION OF PROPOSAL

1. Applications must be submitted on the MRF Committee's form with appendices as indicated. The type font should be no smaller than 12 point and side margins of at least one inch should be used for the body of the grant.
2. **Please supply all information requested.** Failure to do so may cause the application to be administratively withdrawn.
3. Descriptions of the general objectives, purposes and plan of the research and the background of those to be engaged in it, while condensed, must be clear enough that the reviewers can make a fair appraisal of its worthiness, capabilities of the personnel, and appropriateness of the project in relation to work of record.
4. The MRF Committee must know with as accurate detail as possible what is to be done with the money. This is detailed on the budget page.
5. The "Responsible Official" signing for the institution is a matter of institutional preference. This is generally the Vice President of Research. However, contact SPA or your Research Office to determine your institution's preference.
6. After receiving an Institutional Approval signature, application should exist of the following documents **combined into a single pdf**. No "bookmarks" are necessary. The order of and the allowable attachments are as follows:
 - a) Cover Letter (addressing previous reviews, if resubmitting)
 - b) Previous Reviewers' Comments (if resubmitting)
 - c) Grant Application
 - d) Research Plan (six pages maximum)
 - e) Literature Cited
 - f) IRB/ IACUC/IBC approval (if available)
 - g) Other Support Information, if needed (i.e., collaborative letters of support, budget pages, abstracts and appendices)
 - h) PI's Curriculum Vitae or Biographical Sketch (four pages maximum), ideally conforming to the newest format used for applications to the NIH.
7. A letter addressing the items listed in guideline 6 is to be submitted **separately** by the Department Chair.
8. The following naming conventions are required:
Application: Last, First, Submission Deadline, Grant Type (example: **Doe, John, August 2014, New Investigator**)
Support Letter: Applicant Last, First, "Support Letter," Writer Last (example: **Doe, John, Support Letter, Jones**)
9. Application and supporting documents are to be sent to **mrsubmit@ohsu.edu**.

Applications received by 5:00 p.m. on the deadline date will be accepted for the related review meeting. Late or incomplete applications will be returned.

MRF GRANT APPLICATION: New Investigator 1

MEDICAL RESEARCH FOUNDATION OF OREGON
1121 SW SALMON ST, STE 200
PORTLAND, OR 97205-2021

APPLICATION FROM: _____
NAME OF INSTITUTION

Amount requested: \$ _____ From _____ Through _____
DATE DATE

Brief descriptive title of project:

In 250 words or less, summarize the proposed work in space below using lay language.

INSTITUTIONAL APPROVAL	
_____ Signature of Responsible Official	
_____ Name	
_____ Title	
_____ Address / Mail Code	
_____ Telephone Number	_____ Date

PRINCIPAL INVESTIGATOR	
_____ Signature of Principal Investigator	
_____ Name	
_____ Title and Department	
_____ Address / Mail Code	
_____ Telephone Number	_____ E-mail Address

(Form revised 4/27/2009)

MRF GRANT APPLICATION

I. Name and title of the principal investigator:

II. Names and titles of associated personnel: (Do not list anyone included in the personnel category of the budget)

III. Proposed budget for 12 months or less. Please provide justification of all major items in the budget (Append as necessary).

1. For personnel (Include fringe benefit as separate amount. See VIII.)

\$ _____

2. For permanent equipment (itemize and justify. See IX.)

\$ _____

3. For expendable supplies (itemize and justify. See IX.)

\$ _____

TOTAL BUDGET

\$ _____

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VI. Utilize this page only to answer A and B:

A. What are the specific aims in scientific terms for the requested grant? Describe goals in language that will be readily understood by a scientific reviewer who may not be an expert in your field.

B. What is the significance of this research? (Please indicate your estimate of the importance of the proposed investigation in terms of how it is expected to advance the field of study.)

VII. Research plan and other supporting information:

Using **no more than six (6)** single-spaced additional pages, in a font no smaller than 12 point and side margins of at least one inch, please give your research plan in detail sufficient to permit determination of merit. This six-page limit includes graphics, other illustrations, and questionnaires. Recognize that many of the reviewers are not expert in your field. The plan should include background, preliminary studies, if applicable, methods, and discussion as to how data will be interpreted.

VIII. In the space below, briefly describe job qualifications or give a brief biographical resume of personnel to be supported by funds, if any, requested in proposed budget item (Section III, Item 1).

IX. Will human subjects be involved in this project?

Yes No

If "Yes," does this application include IRB approval?

Yes No Pending

X. Will vertebrate animals be involved?

Yes No

If "Yes," does the application include approval by your institution's Animal Care and Use Committee?

Yes No Pending

XI. Will recombinant DNA /infectious agents or biologically-derived toxins be involved?

Yes No

If "Yes," does the application include approval by your institution's Biosafety Committee?

Yes No Pending

Funds will not be made available until IRB / IACUC / IBC approval is provided to the institution's Sponsored Projects Administration Office.

For all institutions **except** OHSU, please complete the following information regarding the responsible financial official at your institution.

Name: _____

Title: _____

Address: _____

Telephone Number: _____