Format of the Application for CVRI Pilot Awards

Applications should be in Arial 11 point font with one-half inch margins. Each application must contain the following items in the order outlined below:

1.   SUMMARY SHEET

2.   PROJECT DESCRIPTION (1 page)

This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. Do not exceed one page PDF format, 11 point Arial font with ½" margins

3.   RESEARCH PLAN (maximum 6 pages)

The research plan should include sufficient information needed for evaluation of the project, independent of any other document. Be specific and informative, and avoid redundancies. Use Arial font, size 11 points or larger, and ½" margins.

       Organize Items a-d, to answer these questions:
- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?

    a. **Specific Aims** - State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

    b. **Significance** - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

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

d. **Approach** - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately, include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Describe the collaborative element of the study design and how this will contribute to success.

   Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

   If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

4. PLANS FOR SUBMISSION FOR A FEDERAL OR FOUNDATION GRANT AND TIMELINE FOR SUBMISSION

Provide a 1/2 page summary of anticipated plans for grant application, including expected timelines and funding source/grant type. Use 11 point Arial font, single-spaced with ½" margins.

5. BIBLIOGRAPHY AND REFERENCES CITED

Provide a bibliography of any references cited in the Research Plan. Each reference must include names of all authors (in the same 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 providing citations for source materials relied upon 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.

6. BUDGET

Complete the budget form and provide complete justification for each requested item.

The justification has a 1,500 character limit. Funds are to be used primarily for supplies and technical support. Investigator salary/fringe and major equipment are not allowed. Proposals cannot exceed $15,000 in total direct costs. No indirect costs are to be included. This fiscal year, funds may be distributed in quarterly increments depending on guidance by the central administration.

7. BIOGRAPHICAL SKETCHES

Provide an NIH format biographical sketch for the principal investigator and all investigators, in a single PDF file with the PI biosketch first. Each biosketch should not exceed 5 pages in length. Include the following information:

a. Personal statement. Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor) in the project that is the subject of the application.

b. Positions and Honors. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

c. Peer-reviewed publications or manuscripts in press. NIH encourages applicants to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research. When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate "PMC Journal - In Process." A list of these Journals is posted at: http://publicaccess.nih.gov/submit_process_journals.htm. Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PMCID numbers along with the full reference (note that copies of publicly available publications are not acceptable as appendix material.)

d. Research Support. List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

8. ASSURANCES AND COMPLIANCE

Approved protocols are not required with this application. However, if funded, researchers must provide institutional approval for proposals involving human subjects, animals, recombinant DNA (rDNA), lasers, x-ray machines, irradiators, or radioactive materials. Please indicate if your proposal will include any of these: human subjects, animals, recombinant DNA (rDNA), lasers, x-ray machines, irradiators, or radioactive materials. Delays in obtaining regulatory approvals are not a justification for an extension of the budget period.

For all of the above except irradiators, please type in the protocol number under which approval for research on the item(s) is being applied (can be draft at time of application).