



POLICIES

Effective Date: October 1, 2010

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: Office of Research - Intramural Pilot/Dissertation Research Funding

PURPOSE: The purpose of this policy is to provide guidance to Meharry Medical College (MMC) and the faculty investigators so as to maximize faculty development and outcomes of intramural pilot/dissertation research funding. It also seeks to make all stakeholders equally aware of the processes and to make them transparent.

POLICY STATEMENT: The purpose of intramural research grants is to provide:

1. pilot funding in order for faculty to obtain preliminary data to support an extramural research grant application, or
2. funding for dissertation research; however, the faculty mentor (not the student) must apply for the intramural grant.

Intramural pilot/dissertation research funding is not to be used primarily to fund ongoing research.

A final progress report must be submitted by all recipients of intramural pilot/dissertation research funding. In addition, it is expected that pilot projects with positive outcomes will result in extramural research grant applications. Dissertation research should result in manuscripts and/or extramural research grant applications. Failure to submit final progress reports, extramural research grant applications (when warranted) and manuscripts will be grounds for ineligibility for future intramural research funding.

All applications, without exception, for intramural pilot/dissertation research funding must be accompanied by the Meharry Submission Form for Pilot Funding (see Exhibit 1) that specifies exactly why these funds are requested.

Justifications may include, for example:

- preliminary data for a planned extramural application
- the need for extra personnel for an ongoing and funded project that is being taken into a new direction
- funding of dissertation research where the student has obtained or applied for stipend-only extramural funding

All extramural and intramural research grant applications must be routed to the Grants Management Office in the Office for Research after the chairperson(s) signature for the establishment of an MMC grants control number. This control

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number is the unique identifier for this application for all pre-award and regulatory transactions. This policy applies to all extramural research applications regardless of sponsor (federal, state, city, private) and to all intramural (MMC pilot, VUMC pilot, and bridge) applications.

DEFINITIONS: Intramural pilot/dissertation research funding is defined as a grant secured by an MMC faculty member applying internally to MMC, Vanderbilt University or the Vanderbilt-Meharry Alliance specifically for the purpose of conducting a pilot or dissertation study. Funding source examples include, but are not limited to, ARCH, CTSA, DRTC, MeTRC, RCMI, Walmart and RWJ.

PROCEDURE:

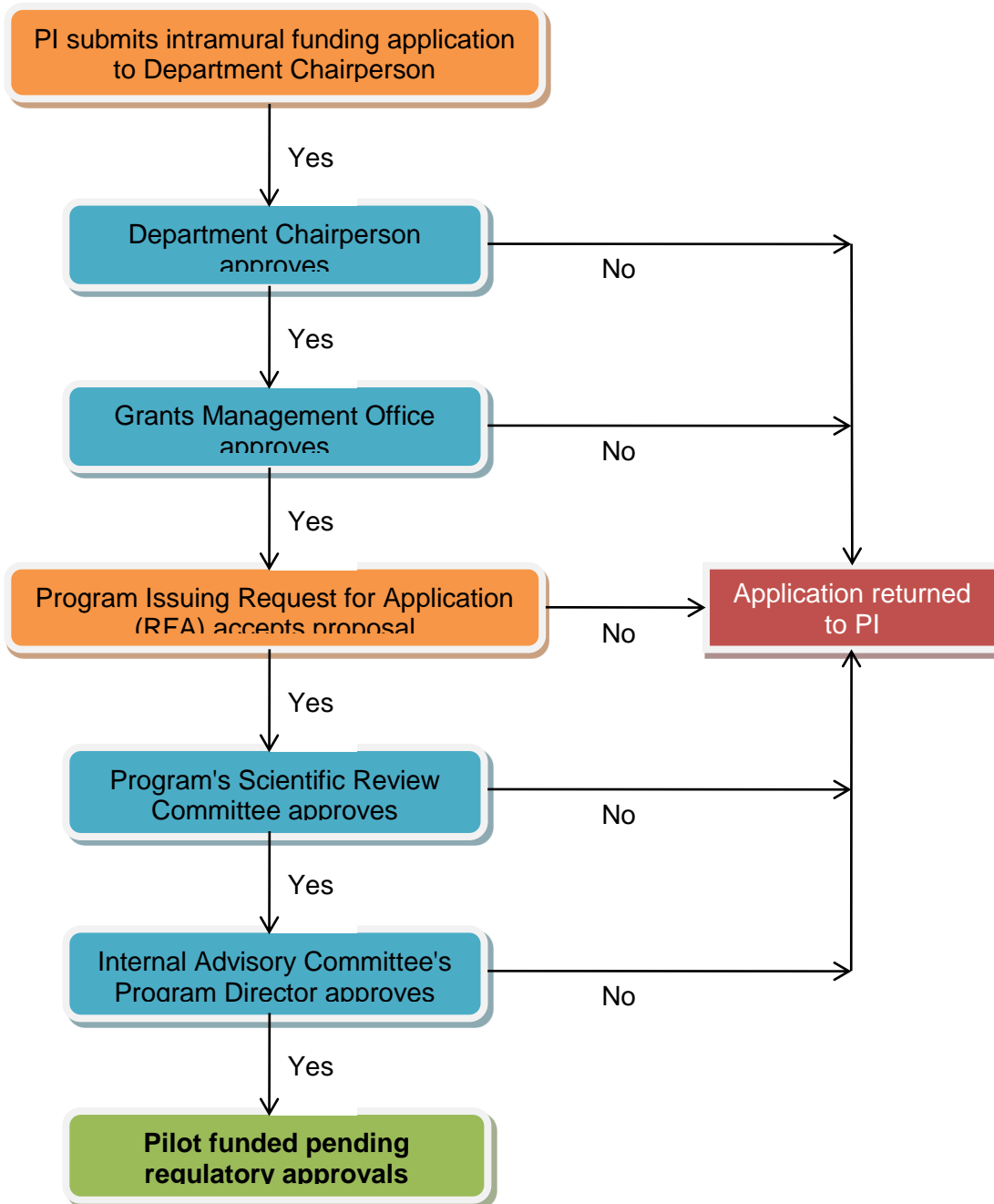
1. The process is initiated by the funding source Principal Investigator or Program Director issuing a campus-wide Request for Applications (RFA). A standardized RFA will be developed by the MMC Office for Research that may be modified based on specialized needs of the program.
2. Any faculty member who applies for intramural funding must have an approved Faculty Development Plan on file that is consistent with intramural funding.
3. The cover form letter and application must include an up-to-date PHS 398 biosketch that includes a comprehensive list of ongoing and competed research support.
4. The cover form letter must be approved by the department chairperson before it is submitted to the Grants Management Office.
5. The Grants Management Office in the Office for Research will review the application for approval prior to the submission of the proposal to the appropriate funding source scientific review committee. Prior Grants Management Office approval is necessary even if the application can be submitted online.
6. Approval will not be granted if the faculty member has an extensive history of program grant and intramural funding without results (publications and/or external grants received).
7. Any funds granted as a result of bypassing this procedure will be placed on hold until all issues surrounding the funding are reviewed and approved by all appropriate bodies.

EXHIBITS:

1. Submission Form for Pilot Funding
2. Standardized Intramural Request for Application Form (to be developed)

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Intramural Funding Application Process Flowchart



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MEHARRY MEDICAL COLLEGE

SUBMISSION FORM FOR PILOT FUNDING

Grants Management Office (GMO); WBSC M103; Phone 6703 .

Complete items 1-18, sign the form (19) and have the chairpersons of all participating departments sign it (20); then e-mail it with a copy of your proposal to Peter J. Dolce. **Signatures can be Adobe digital signatures**, or get ink signatures, scan the form and save it.

1) PI's name: 2) PI's department:
 3) PI's phone: 4) Source of funds:
 5) Start date: 6) End date: 7) Year 1 direct costs: 8) Total direct costs:

9) Title of proposal

Does the project

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	10) Propose to hire new employees?	<input type="checkbox"/>	<input type="checkbox"/>	15) Use human subjects or human biological samples?
<input type="checkbox"/>	<input type="checkbox"/>	11) Require renovations or additional space	<input type="checkbox"/>	<input type="checkbox"/>	16) Use carcinogens, toxins, or other hazardous substances?
<input type="checkbox"/>	<input type="checkbox"/>	12) Use vertebrate animals	<input type="checkbox"/>	<input type="checkbox"/>	17) Use radioactive materials?
<input type="checkbox"/>	<input type="checkbox"/>	13) Use recombinant DNA	<input type="checkbox"/>	<input type="checkbox"/>	18) Require matching funds?
<input type="checkbox"/>	<input type="checkbox"/>	14) Use human or animal pathogens			

19. In the space below, explain succinctly why you are requesting these funds. Justifications may include, for example, preliminary data for a planned extramural application, the need for extra personnel for an ongoing and funded project that is being taken into a new direction, or funding of dissertation research for student has obtained or applied for stipend-only extramural funding.



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20) Principal investigator's assurance: The information in this application is true to the best of my knowledge. The application conforms to the funding program's guidelines for content and format. I understand that if my project involves vertebrate animals, human subjects, recombinant DNA, or human or animal pathogens, it must be approved by appropriate institutional committees, and that I must conduct the project in accord with their findings. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded; I also accept responsibility for the financial management of any award that results from this application. I certify that neither I, my spouse, nor my dependent children have a Significant Financial Interest (as defined by NSF's Investigator Financial Disclosure Policy [60 FR 35820, July 11, 1995], or PHS's Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought [60 FR 35815, July 11, 1995]) that would reasonably appear to be affected by the research for which funding is sought; and in entities whose financial interests would reasonably appear to be affected by the research.

Principal investigator's signature and date: [Signature box]

21) Assurance of chairpersons from all participating departments: I approve the proposed commitment of time and effort by departmental personnel, the salaries which the application requests for that effort, and the remainder of the requested budget. I approve the use of departmental space and facilities described. The project fits into the general plan for development of this department. The application has been reviewed by a reader other than the PI.

Chairpersons' signatures and dates: [Three signature boxes]

Grants Management Office ONLY

22) Date submitted to GMO: [Date box]

Primary reviewer's signature and date: [Signature box]

23) % effort for PI: [0.0% box]

- 24) Check each item: Salary recovery, Contains subcontracts, Minority, Alliance. 25) Type: R, TI, D, TF, I, RR, O.

26) Control Number: [Control number box]