PCHF Early Career Development Research Award
FULL Proposal Guidelines
Deadline: December 2, 2019

1. **Eligibility:** Eligible applicants will have
   - Submitted a Preliminary Application
   - Received an invitation to submit a Full Proposal
   - A requirement to attend the Pediatric Grant Writing Workshop

2. **Application Form with Signatures:** Complete application form and obtain signatures. [http://medicine.utah.edu/pediatrics/research/intramural_funding.php](http://medicine.utah.edu/pediatrics/research/intramural_funding.php)

3. **Career Development Plan:** (3 pages - Font: Arial 11 pt. Margins: ½ inch)
   Applicants can use or adapt the Career Development Plan submitted with their Preliminary Application. The Career Development Plan must include timeline of career development and research activities. Please address all Reviewer concerns about your Career Development Plan before submitting with the full proposal.

4. **Research Specific Aims:** (Maximum 1 page) Please state your revised Specific Aims.

5. **Research Strategy:** (Up to 6 pages)
   Organize the Research Strategy in the order specified using the instructions provided below. Start each section with the appropriate section heading—Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited immediately following the proposal narrative section. Bibliography is not counted in page limits. The funding is for a 2 year timeframe. You need to focus your proposal to convince reviewers that you can be successful within the given timeframe and available funding.

   **Significance:**
   - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
   - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

   **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.

   **Approach:**
   - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Also include how the data will be collected, analyzed, and interpreted.
   - 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.
• If you have preliminary studies information, include it in this section.


7. Applicant’s Biosketch: (Up to 5 pages) Use the current NIH Biosketch format.
   http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx

8. Mentor's Biosketch: in current format

9. Letters of Support:
   • Primary Mentor Letter: Applicants can use or adapt the mentor letter submitted with your Preliminary Application.
   • Letter(s) of Support from any Collaborators: This letter should describe the collaborator’s role in your research project.

9. Detailed Budget Form and Budget Justification: (Not included in page limits)
   Submit a detailed 2 year project Budget Form and a budget justification. A budget justification explains, in narrative form, your reasons for various expenditures and cost calculation for your proposed budget. Maximum budget is $25,000 per year.
   • Allowable Costs: Salary and benefits for research staff; Partial salaries for technical assistance (e.g., statisticians, data analyst) with adequate justification; Equipment costing less than $5,000 per unit in total with adequate justification; Research supplies; Animals and animal care; Participant costs and testing.
   • Unallowable Costs: Salary for Applicant, mentor, other faculty, or secretarial support; Travel costs; Per Diem hospital charges; Tumor registries; Office supplies, equipment, furniture, and postal services, including Federal Express; Telephone charges (local or long distance); Maintenance, construction, or alteration; Books, periodicals (purchasing or binding); Laboratory furniture; Dues, memberships, and registration fees for scientific societies and meetings; Indirect Costs are not allowed.

10. Review Criteria Used by Review Panel:
   • Applicant’s strong commitment to research is clearly described.
   • Applicant’s research career development plan is clearly described.
   • Proposed project shows a clear relationship to pediatrics.
   • Proposed project is innovative.
   • Proposed project is scientifically significant.
   • Proposed project is likely to be completed in the stated time period.
   • Proposed project will likely lead to peer-reviewed extramural funding.

Submission Guidelines

Convert all completed proposal documents and application form with signatures to one .pdf document and email as a single .pdf document to amanda.locke@hsc.utah.edu

This is a departmental award and not submitted through the Office of Sponsored Projects.

Deadline 5:00 p.m. on December 2, 2019 – No late applications will be accepted
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