APPLICATION INSTRUCTIONS: UFCD TRANSITION TO SCIENTIFIC INDEPENDENCE AWARD

Funding: Because of limited funds, grants will be awarded on a competitive basis up to a maximum of $5,000. With a maximum of two proposals per year awarded.

Award Period: February 1st, 1 year, with a no-cost extension for up to 1 additional year possible

Eligibility: All UFCD post-doctoral associates and fellows including those residents who have completed a PhD program. UFCD post-doctoral associate or fellow is defined by having a primary mentor with their primary academic appointment in UFCD.

Proposal Deadlines: 1st Monday of December

Contact: R. A. Burne (rburne@dental.ufl.edu)

OBJECTIVE

The primary objective of the UFCD Transition to Scientific Independence Award (TSIA) is to support independent research projects spearheaded by post-doctoral associates and fellows that can lead to preliminary data that will enhance the likelihood of the individual to secure K or R awards from the NIH, or similar awards from other agencies/foundations. The TSIA may not be used to supplement currently funded research projects of the applicant's mentor(s). Thus, whereas techniques, patient populations, and other aspects of the TSIA may coincide or overlap with those of the mentor's research program, the hypothesis to be tested and aim(s) of the TSIA project must be unique. In addition, recipients of this funding will be required to submit a Final Report and present their findings at the UFCD Research Day and UF Post-Doctoral Symposium in the year following the completion of funding. It is also expected that recipients of the TSIA awards will submit a proposal for extramural funding within 18 months of issuance of the award.

MENTORSHIP

Mentors must be full-time tenure-accruing faculty of the UFCD with a clear track record of productivity and consistent external funding. In addition, mentors must have at least two years of guaranteed support for the applicant.

APPLICATION PROCEDURE

APPLICATION DOCUMENT FORMAT:

Applicants must observe the font and page format limitations as well as PDF guidelines below.

- Arial font, black color, 11 point font size, single space
- 1/2 inch margins
- No header, but with consecutive page numbers in the center of footer.
- No fillable fields in any included documents.
- Print text documents to PDF. Do not scan documents to PDF.
- Disable all security features in the PDF document
- When naming your PDF file, do not use special characters or spaces in the file names.

Applicants must submit the entire package as **one** PDF file via email to Beverly Davies in the UFCD Office of Research. **Applications not conforming to the format instructions will be returned without review.**

APPLICATION CONTENTS:

Applications must be prepared according to the following application template. **Applications that do not conform to these instructions will be returned to the applicant without review.**

A. Cover Page (1 Page)

Applicant: First, Middle & Last Name, Position/Title, Department, Phone, Fax & Email
Mentor: First, Middle & Last Name, Position/Title, Department, Phone, Fax & Email
Co-Investigators: Name, Position/Title, Department, Phone, Email
Descriptive Title of Project: (14 words or less)
Start Date and Ending Date: (The maximum project period is one year.)
Total Amount Requested: (The maximum amount of funding is $5,000.)
IRB, IACUC or UF defined biological materials

yes or no; pending or approved; if approved provide protocol number

B. Mentor's Letter of Support

Mentors must provide a letter of support for an applicant. Specifically the letter should address:

1) The originality of the work proposed. Clearly describe how the proposal differs from ongoing work in the lab.
2) Assurance of mentorship. Indicate a plan to guide and support the individual to complete the project and submit an external funding application.
3) Assurance that the applicant will submit a Final Report and present the findings of the work at the UFCD Research Day and UF Post-Doctoral Symposium in the year following the completion of funding.

C. Mentor's Information (4 Pages Maximum)

Mentor's must provide an NIH biosketch which includes active and pending extramural and intramural support. Please indicate which sources of funding support the applicant.

D. Investigator's Information (4 Pages Maximum)

Applicants must provide an NIH biosketch which includes active and pending support along with a statement of personal career goals.

E. Itemized Budget

1) Salary: Salary support is not provided to post-docs or faculty. Salary may be requested for technical assistance necessary to help carry out the study with proper justification.
2) Supplies and Equipment: Provide a list of general categories of supplies and any specific equipment requested.
3) Other (e.g., analytical services, patient/recruitment costs)
4) Funds may not be used for travel.
5) Total funds required.
6) Total funds requested.
7) If the required funds are more than the funds requested, list the source of the additional funds.

F. Research Plan (5 Pages Maximum)

1) Specific Aims
2) Background and Significance
3) Preliminary Studies
4) Research Design and Methods
5) Timetable for completion of each component of the project
6) Future Directions (e.g. other independent or collaborative funding)
7) Literature Cited (not included in the 5 page maximum)

Graphs, diagrams, tables, charts and photographs must be in the body of the application. No appendix material may be submitted.

REVIEW CRITERIA

A panel appointed by the Associate Dean for Research with expertise in the area of the application will perform the review with the following major criteria used in the assessment:

- the project's significance
- the project's originality
- feasibility, based on the experimental design and resources
- qualifications of the post-doctoral associate/fellow and mentor
- potential for promotion of independence, including plans for obtaining external funding
- adequacy of the facilities/environment
- appropriateness of the budget

RECEIVING AN AWARD

A proposal selected for funding is required to have all applicable approvals/certifications entered into PeopleSoft and routed for appropriate approvals/signatures. All documentation will then be sent to the College

of Dentistry (UFCD) Office of Research for award processing. The UFCD Office of Research will then submit a request to the Division of Sponsored Programs (DSP) to establish an account for the project. The seed grant awards are monitored by UFCD Office of Research, DSP, Contracts and Grants and the PI's department.

AWARD GUIDELINES

- All UF policies related to IRB, IACUC or UF defined biological materials must be strictly observed. ***No funds will be released until proper documentation of approval is provided to the UFCD Office of Research.** Please note, title of the protocols must match the title of the grant proposal.
- All awardees must have taken all UF training required for Principal Investigator status prior to release of funds.
- Seed Grants are funded for one year.
- Any funds remaining in the seed grant account will be returned to the UFCD Office of Research at the end of the funding period.
- Awardees must notify the UFCD Office of Research if there is any substantial change in the scope or implementation of the project, particularly if it would affect the outcomes or submission of a proposal for external funding.
- Awardees must complete a Final Report and present their findings at the UFCD Research Day and UF Post-Doctoral Symposium in the year following the completion of funding.

FINAL REPORT

The Principal Investigator of any funded grant proposal is required to submit a final report within 4 weeks after the end of the grant period. The report should describe:

- The title, applicant and mentor names, the award amount and award dates.
- Brief synopsis of original goals.
- Brief synopsis of results obtained and how they relate to the original goals. Specify if each of the original aims were met or not. If not met, explain and indicate current status.
- Brief synopsis of future goals.
- Extramural funding applied for and/or received (either post-doc or mentor). If any, specify if they would or would not have been possible without this grant. If none, indicate the expected date of submission for extramural funding directly related to this project.
- Publications submitted and/or published that are directly related to the grant (either applicant or mentor). Submit an abstract of those publications related to this grant. If none, indicate future plans to publish the work, current status of the manuscript and expected date of submission.
- Brief fiscal report. Indicate how funds were used and if there are any unused funds. Use the itemized budget template as described above.

PRESENTATION OF FINDINGS

The Principal Investigator of the UFCD Transition to Scientific Independence Award is required to present their findings at the UFCD Research Day and UF Post-Doctoral Symposium in the year following the completion of funding. The presentation can be in poster or oral format, but must summarize the data generated under this award.