

RESEARCH PROPOSAL GUIDELINES INTRAMURAL FUNDING

Center for Imaging Research (“CIR”) Medical College of Wisconsin

Purpose:

The purpose of the Center for Imaging Research (“CIR”) Intramural Pilot Award Program is to stimulate research using CIR equipment and to serve as a support mechanism for establishing the preliminary results needed to seek extramural funding. The CIR awards funds on a first-come, first-serve basis for those projects that the CIR Review Committee has approved. Once all the available funding for a fiscal year has been awarded, no additional proposals will be accepted for that fiscal year. Significant portions of this funding are made possible by the Daniel M. Soref Charitable Trust.

Submission:

The research proposal application is available from Matt Runquist, by calling (414) 955-4777. An electronic version is also available by e-mailing him at mrunquis@mcw.edu. The proposal application includes a Cover Page, Budget Form, and Research Plan. The principal investigator (PI) for the project must be faculty and must sign the application cover page.

Resubmissions:

If you are submitting a revised proposal, you shall include a one-page letter that responds to the reviewer comments and highlights where the changes occur in the revised proposal. You should highlight those changes in the proposal.

Proposal Format Instructions:

You should follow the new National Institutes of Health proposal guidelines, which are below.

A. Specific Aims

State precisely 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. Research Strategy

Organize the Research Strategy in the specified order and 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 section.

1) 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.

2) Innovation

- Explain how the application challenges current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

3) Approach

- Identify the CIR equipment to be used for the project.
- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- 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.
- Include information on Preliminary Studies as part of the Approach section. Discuss the PI's preliminary studies, data, and or experience pertinent to this application.

C. Timetable

D. Bibliography and References Cited

Criteria for review:

1. Each member of the CIR Review Committee will receive a copy of each complete Intramural Proposal submitted by the application deadline and an electronic Review Form to evaluate the proposal. Research Plans for the proposal should not exceed five pages in length, excluding the references.
2. Research projects will be reviewed on the basis of: (1) Imaging Significance, (2) Innovation, and (3) Approach.
3. Reviews will be completed in 2 to 4 weeks.
4. The CIR Review Committee will be convened to evaluate the proposals for funding approval.

5. It is expected that proposed projects will stay within a total budget of **\$5,000**. Funding cannot be used for salary support, travel, or equipment purchases. Repeated requests can be made for continued support for a project by submitting a new and updated application.

Due Dates: As long as funding is still available, proposals may be submitted and will be reviewed monthly. Once all intramural funds for a fiscal year have been awarded, no additional proposals will be accepted for consideration.

Duration: Research projects must be completed within 12 months of the award date. **The one-year clock starts when the CIR receives the human subjects or animal care approvals, if required. Otherwise, the clock begins on approval.**

Human subjects For an approved research project involving human subjects, a copy of the human subjects protocol and IRB approval(s) must be provided to the Committee before any funds will be released. **The IRB must be submitted within 30 days of award notice, or all money is forfeited.** In cases where money is forfeited, the PI can reapply after the IRB is approved.

Animals For an approved research project involving animals, a copy of the animal care protocol or IAUC approval(s) must be provided to the Committee before any funds will be released. **The IACUC must be submitted by within 30 days of award notice or all money is forfeited.** In cases where money is forfeited, the PI can reapply after the IACUC is approved.

Initiation: Research projects must be initiated within six months from the award date. A Project that is not initiated within six months after the award date will be terminated. Initiation of the project can be demonstrated by: (1) confirmation submitted by PI; (2) proof of Human Subjects or Animal Care protocol submission.

Reporting: A proof of concept report **must be submitted** to the CIR Review Committee after two subjects of data have been collected and analyzed. **Full funding is contingent on receipt of this report.** A final project report must be submitted following project completion. Both reports are mandatory.

Fiscal: The principal investigator is responsible for ensuring that funds are appropriately spent. The final report must include a report of project expenditures.

Expectations for awards:

1. The submission of an extramural pilot award proposal utilizing the findings of the intramural project is strongly encouraged. Documentation of proposal submissions should be provided to the CIR Review Committee.

2. When applicable, the results of performed research should be presented at an appropriate regional or national conference. Related reference citations should be forwarded to the CIR Review Committee.

Award progress towards these goals will be considered when reviewing further funding proposals from principal investigators.

Principal Investigator: _____

**RESEARCH PROPOSAL FOR INTRAMURAL FUNDING
APPLICATION COVER PAGE**

Title of CIR Research Project:

1. Investigator (s) – Degrees:

2. Estimated Duration of Project: _____ (cannot exceed 12 months)

3. Amount Requested: _____ (whole dollars only, limit \$5,000)

4. Research Plan Format:

Use the following format, which is the NIH format. Be brief yet complete. Do not exceed three total pages for the Research Strategy (Items 1- 3) or a single page for references. See the instructions for more information about what should be in each section.

**A. Specific Aims (You must include your research hypothesis and objectives)
(1 page)**

B. Research Strategy (1-3 pages)

1)Significance

2)Innovation

3)Approach

C. Project Timetable (1 page)

D. Bibliography and References Cited (1 page)

5. Are human subjects involved? (YES or NO): _____

A. If Yes, attach Human Subject Protocol and Approval(s)

6. Are animals involved? (YES or NO): _____

A. If Yes, attach Animal Care Protocol and Animal Care Approval

Date: _____

Signature of Principal Investigator

PLEASE RETURN TO: Matt Runquist (mrunquis@mcw.edu)

Principal Investigator: _____

BUDGET FORM

	Funding
MRI Scanner Fees, Research Subject Costs, Analysis	
All Other Expenses (list)	
Total Expenses	

Principal Investigator: _____

RESEARCH PLAN

A. Specific Aims

B. Research Strategy

1) Significance

2) Innovation

3) Approach

C. Timetable

D. Bibliography and References Cited