**University of Florida**

**College of Nursing**

**Call for Pilot Project Proposals**

**Funding up to $20,000**

The purpose of these pilot project funds is to enhance the ability of UFCON faculty to successfully compete for external grants to support research, including clinical scholarship or educational research.

Investigators can request funds for up to **$20,000** in research support for a limited time (one year). One request may be submitted to extend funding for up to 6 months beyond the initial 12 months. Unused funds return to the College of Nursing.

Availability of these funds will be provided on the [Office of Research Support (ORS) web page](http://research.nursing.ufl.edu/sample-page/find-funding-opportunities/internal-funding-opportunities/uf-con-pilot-project-funding/), in the weekly funding opportunity digest email from ORS, or by contacting Laurie Rinfret in the ORS.

## Deadlines

* ***Intent to submit form is required, and may be submitted at any time.***
* ***Full application should be submitted within 60 days of the intent to submit filing.***
  + Submit to Laurie Rinfret at [lrinfret@ufl.edu](mailto:lrinfret@ufl.edu) as a single PDF format document.
* Review of application and notification of funding decision will be provided within 30 days of receipt of full application.

## Eligibility

### Required

* Principal investigators must be doctorally-prepared and hold a primary full-time tenure- or clinical-track faculty position in the UF College of Nursing. Research scientists (those appointed in for-pay status) are also eligible to apply.
* Application conforms to NIH R21 format or that described in the **Application Process**.

### Strongly encouraged

* Interdisciplinary team

## Expected Outcomes

* Submit application for funding to an external agency within 12 months of pilot project end date.
* Present findings at a UFCON Research Colloquium
* Dissemination of findings via publication in a professional journal or presentation at professional conference

## Application

Applications are limited to six pages (excluding the abstract, budget, biosketches and appendices). The application should be formatted in no smaller than Arial 11pt font with ½ inch margins.

## More Information

Please see attached document. If you still have additional questions contact Laurie Rinfret at [lrinfret@ufl.edu](mailto:lrinfret@ufl.edu) or 352-273-6321.

# UF College of Nursing

**Internal Pilot Project RFA - Application Process**

**PURPOSE: The purpose of these pilot project funds is to enhance the ability of UFCON faculty to successfully compete for external grant funding to support research, including clinical scholarship or educational research.**

**ELIGIBILITY: Full time College of Nursing faculty on either tenure or clinical track.**

## STEP ONE – Initial Planning

Review the RFA and discuss your idea and plans with your department chair and the Associate Dean for Research.

## STEP TWO – Intent to Submit

1. Based on discussions and consensus with your Department Chair and Associate Dean for Research, submit an [Intent To Submit (ITS) Form](http://research.nursing.ufl.edu/sample-page/forms-2/intent-to-submit-a-grant/).
2. The following **MUST** be included in the Comments section of the Intent to Submit Form or the application will not be accepted (essential for early identification of potential reviewers):
   * + Draft title for the study
     + List of anticipated CON mentors and/or co-investigators
     + List of key words related describing the study topic
3. Your assigned ORS pre/post award coordinator will contact you to set up an appointment at least four weeks prior to the due date to obtain a budget justification template and obtain guidance in preparing your budget.
   * + Please note that, while ORS staff will provide guidance in preparing this internal application, it will be the investigator’s responsibility to compile all materials required.
4. Applicants are **strongly encouraged** to seek statistical consultation **early and often**.

## STEP THREE – Application Development

Formatting:

Applications are limited to 6 pages for the research plan. The application should be formatted according to the following: Arial 11 font and ½ inch margins. Lines should be single spaced, with double spacing between paragraphs.

Applications should be submitted as a pdf document using the following structure:

* 1. Title page, including:
     + Title of the project
     + Name, credentials, and contact information for the Principal Investigator **and all** Co- investigators.
     + Name of Agency intended to receive external application.
     + Specific type of the external funding mechanism intended (e.g.: NIH R01; ACS Research Scholar), and URL for projected RFA, FOA, or agency description of funding mechanism.
     + Agency deadline for submission for the future external application.
     + Key words
     + Duration of project (beginning and ending dates). Awards are made for one year.
  2. Abstract page (250 word limit)
  3. Research plan (limited to 6 pages) – this section may be written in a format used by the external agency at which you plan to apply in the future, **or** you may use the 4 headings below:

1. *Specific Aims (limit: 1 page):* Provide background and an overview of the proposal, including 2-3 specific aims and hypotheses, if applicable.
2. *Significance (limit: ½ page):* Describe how this study addresses an important problem. If the aims of the application are achieved, how will scientific knowledge be advanced? How will this study affect concepts, methods, technologies, treatments, services, or interventions in the field?
3. *Innovation (limit: ½ page):* Describe how the project is original and innovative. How does the project challenge existing paradigms, address innovative hypotheses or critical barriers to progress in the field? Does this project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area?
4. *Approach:* Describe the conceptual framework, design, methods, and analyses. These aspects should be clearly developed, well integrated, well-reasoned, and appropriate to the aims of the project. Are there potential problems you can anticipate? If so, how will these be addressed?
   1. Biosketches are required for all investigators (use current NIH format or one consistent with external funding agency you plan to apply to in the future)
   2. Potential for future funding (limit: 2 pages):
      * Be specific about how this project fits into the principal investigator’s overall career plans and how it is expected to lead to external funding.
      * Describe specific plans for continued support and/or commercial potential.
        + Plans to obtain continuing external support for the project (1-2 pages).
          - Specifically list the source(s) of external support that will be pursued following the seed money provided by the internal funding;
          - Include a timetable for applying to funding sources and (if available) list the funding opportunities (hyperlink, FOA numbers, etc.).
          - Provide a brief description of how the application conforms to external agency priorities
        + If applicable – provide a description of the commercial potential, including a statement of potential market size and how the funding could increase the marketability of the technology. Commercial potential is not a requirement for funding, nor is it a review criterion.
   3. Protection of Human Subjects (limit: ½ page)
   4. Project timeline (limit: ½ page)
   5. Reference list of literature cited.
   6. Detailed budget and budget justification:
      * Awards will be administered over a one-year period.
      * Maximum award is $20,000
      * Start-up funds must be utilized before these internal funds.
      * There is no support for faculty salary
      * Maximum allowable for publication and dissemination is $1000.00.
      * The budget does not count toward the 6 page limit.
      * The ORS pre- award coordinator will ensure you use appropriate salaries, fringe rates, etc, so you will need to work closely with them on the budget and budget justification.
   7. Appendices (instruments, letters of support, etc.).

Instructions, fillable forms, and formats for NIH mechanisms can be found at:

<http://grants.nih.gov/grants/funding/424/index.htm#inst>

<http://grants.nih.gov/grants/forms_page_limits.htm#other>

## STEP FOUR – Application Submission

Full applications (one electronic PDF version) should be submitted via email to Laurie Rinfret ([lrinfret@ufl.edu](mailto:lrinfret@ufl.edu)). Non-conforming applications will not be reviewed.

## Other Information

**Projects are to be completed within one year,** with a final report briefly describing outcomes expected within three months of the project end. One request may be submitted to extend funding for up to 6 months beyond the original 12 months; any unused funds revert to the CON. Failure to provide a report, fulfill dissemination expectation or to submit application for external funding will limit eligibility to apply for CON internal funds in the future.

Evaluation:

Applications will be reviewed based on the following criteria, as reflected in the review form:

* The scientific merit of the research proposed and how well the research fits into the focus of the UF CON research mission.
* Quality and scientific rigor of the application.
* Potential for future external funding.

Expected Outcomes

* Grant application submitted to an external funding agency.
* Present findings at a UFCON Research Colloquium.
* Publication in a professional journal.