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**INSTITUTE for TRANSLATIONAL NEUROSCIENCE RESEARCH AWARD (ITNR)**

**APPLICATION GUIDELINES**

Proposals should be submitted to SLU\_neuroscience@health.slu.edu on the application form

**Deadlines: 5:00p.m., March 15 and September 15**

Institute for Translational Neuroscience Research Award (ITNR) supports promising projects that have strong potential to attract external funding. ITNR awards are aimed at supporting the collection of data or other pilot activities that the awardee will use as the basis for extramural grant or contract applications. The ITNR funds can be used for funding for a project to collect the final “missing pieces” of preliminary data that can enhance chances for funding at the national level.

**AWARD AMOUNT**

* The Institute has money to fund be 3 awards for $10,000 each cycle. Applicants may apply for funding up to $10,000 for collaborative or individual projects.

**AWARD TERM/PROJECT PERIOD**

The maximum term of support for a ITNR award is 12 months. For the March 15 competition, the start date is July 1 and the start date for the September 15, is January 1.

**APPLICATION DEADLINES**

The application deadlines are March 15 and September 15.

**Due to volume, late applications cannot be considered. To be considered on-time, applications must be:**

1. **submitted by the Principal Investigator (PI) to the Institute for Translational Neuroscience e-mail at SLU\_neuroscience@health.slu.edu. by 5:00p.m. CST.**

**ELIGIBILITY**

PIs and Co-PIs may submit only one application per application cycle.

**Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs)**

* All full-time faculty members (tenure and non-tenure track) appointed in any school, college, or degree-granting center at Saint Louis University that are members of the Institute for Translational Neuroscience are eligible to be a PI or Co-PI on an application to the ITNR, provided they are appointed by the ITNR application deadline.
* ITNR will seek individual and multidisciplinary collaborations across the Saint Louis University campus. Projects are expected to be at $10,000 each. Eligible projects are those that require a missing piece of data that will lead to national funding.
* Applications that cross very distinct disciplines within the same school/college may be considered,
* Applications with multiple PIs will effectively convey how *each particular discipline* contributes to the value of the collaborative approach. While a PI/Co-PI approach is not required, the PI will retain administrative *responsibilities including communication with the Division of Research Administration* in a multi-PI project
* All PIs and Co-PIs must include a 5-page Biosketch or CV.

**ALLOWABLE EXPENSES**

All purchases made by the Institute for Translational Neuroscience Research Award must utilize the lowest academic discounted price from a University-approved vendor. This includes minor equipment, supplies, software, databases, and all other items normally discounted for academic use and as required by [Business and Finance](http://www.slu.edu/busfin/departments/business-services) and the [Office of Sponsored Programs Administration](http://www.slu.edu/division-of-research-administration-home/office-of-sponsored-programs-administration-%28ospa%29).

**Research Expenses**

Expenses that are essential to the proposed project are allowed. Materials, supplies, and other expenses requested from the ITNR must directly relate to the proposed project and be justified in that context. Budget items will be reviewed, and may be questioned or removed.

**Salary and Fringe Benefits for SLU Faculty and Staff**

* Salary is allowed only for non-key personnel.
* Fringe benefits applied to summer salary should be calculated at the rate of **16.0%.**

**Student Labor**

* A student (undergraduate or graduate) is eligible to work on a ITNR-sponsored project only if ALL of the following criteria are met:
  + - Holds student status at SLU for the duration of the project
    - Is in good academic standing
    - Complies with the guidelines for any other funded positions, for example, students who hold GA positions, must be compliant with their GA policy.

**Payees outside the University -** **Subcontractors, Service Providers, and Consultants**

* Applicants must itemize all proposed Subcontractors, Service Providers, and Consultants as separate line items in the budget, and provide a convincing justification for their inclusion on the project, explaining clearly and thoroughly why the proposed work cannot be done at SLU.

**Peer reviewers are asked to give their opinion of costs as proposed in the application. PIs are therefore advised to provide sufficient detail in their budget justification such that this determination can be made.**

**UNALLOWABLE EXPENSES**

The following are ineligible for support from the ITNR and should not be included in proposals to the Fund:

* Facilities & Administrative Costs (indirect costs/F&A)
* Pre-award costs, i.e., any expenses incurred prior to the official start date of the ITNR award

**PREPARING AN APPLICATION**

Download the Application. **Only applications submitted using the January, 2023 version of the Application Package will be accepted for review.**

Applicants must use the pre-formatted Application Package, which allows a single-spaced, 11-point Arial font with ½ inch margins. Captions for figures/graphs may use a reduced font, but must remain legible when scanned at 200 dots per inch (dpi).

The Application Package consists of the following sections:

* **Lay Abstract (350 word limit, written for a general audience)**
* **Budget and Budget Justification** – Include total funds requested in each budget category provided in the Application Package. Itemize individual expenses for each category and include the appropriate Banner Account Code for each. Provide a clear, narrative description of how funds in each category were calculated **(1-page limit)**.

* **Research Proposal** - Please use sub-headings to delineate sections **(2-page limit)**.
* Specific Aims
* Research Plan
* Significance and Impact of Research
* Up to 5 graphs/figures, included in 2-page limit
* **Reference Citations List - (no page limit)**
* **External Funding Plan** - Detail plans for external funding, and how the requested ITNR funding will enhance the likelihood of external funding **(1-page limit).** The plan should be specific, including both potential funding sources and anticipated time frames external submissions. **The External Funding Plan should not be used to circumvent the 2-page Research Proposal. Applicants are strongly cautioned that applications exceeding page limits prescribed in the ITNR guidelines will be returned without review.**
* **List of Suggested Peer Reviewers** - Provide the names of at least three (3) individuals who have the expertise to provide a quality peer review of the proposal. To avoid conflicts of interest, please do not include anyone who is/has been/will be…
* the PI or Co-PIs’ department chair
* served as a collaborator on the PI or Co-PI’s current or pending research
* participated in the preparation of the ITNR application
* other substantive conflicts

If you have questions regarding how conflicts of interest will be determined, please contact [Robert McNair](mailto:robert.mcnair@slu.edu) in the Office of Research Development & Services.

**List of Suggested Peer Reviewers** - Provide the names of any potential reviewer that may have a conflict of interest with your proposal and should not serve as a reviewer on the grant.

1. **Biographical Information** – Biographical information is required for all Key Personnel2 as follows:

|  |  |  |
| --- | --- | --- |
| **Role** | **Biosketch/CV** | **Letter of Support** |
| **Principal Investigator (PI)** | **required**,  5-page maximum | not required |
| **Co-Principal Investigator (Co-PI)** | **required**,  5-page maximum | 1-page maximum |
| **Co-Investigator (Co-I) or any other Key Role** | not required, | **required**  1-page maximum |

* **Biosketches/CVs** should provide information on positions and honors, research support for the past three years, and a list of no more than 15 publications relevant to the proposed research project.
* **Letters of Support** should explain the person’s role on the application and document commitment to the project.

**SUBMITTING AN APPLICATION**

***Applications not submitted in the following format may be returned without review.***

1. Assemble the completed Application Package into a single PDF file, with required 5-page Biosketch(es), Letter(s) of Support.
2. Name the PDF file as follows:
3. PI\_LastName\_PI FirstName\_mmmyyyy (*EXAMPLE: Siler\_William\_March2021)*
4. E-mail the completed package to (working on it) by 5p.m. March 15 or September 15, 2021.

If multiple versions of an application are uploaded, the most recent version will be reviewed.

**REVIEW PROCESS**

Applications undergo Peer Review through the Center for Neuroscience. Applications are scored for the project’s overall impact.

* The ITNR Peer Review Process uses a 9-point rating for the Overall Impact/Priority score, with 1 = Exceptional and 9 = Poor.
* The priority/impact scores and peer reviews are considered by the Researh Committee in determining which applications will be funded. The Research Committee then makes final recommendations to the Executive Committee of the Institute for Translational Neuroscience.
* The Executive Committee of the Institute for Translational Neuroscience makes final recommendations for funding to the Office of the President.

**FREQUENTLY ASKED QUESTIONS**

***1. I currently am PI or Co-PI on an ongoing Institute for Translational Neuroscience award. Can I apply for a second ITNR award before the current project is completed?***

No. Except in very rare circumstances and with prior approval from the Vice President of Research, you can apply for a second award only after the project has been completed and a progress report on the completed project has been submitted and accepted.

***2. If I am PI/Co-PI on an application, can I submit more than one application as a PI/Co-PI?***

No. You may submit only one application as a PI or Co-PI per submission period.

***3. If I am a co-investigator on another ITNR application. May I also submit an application as PI?***

Yes, but it must be for a completely different project, i.e., with different aims, goals, and objectives.

***4. I am looking for funding for a student’s dissertation research. Is the ITNR an appropriate source?***

No. The ITNR is intended to stimulate faculty research in innovative areas that are difficult to fund but will lead to external funding.