



## **Cycle 11**

### **Guidelines for the University of Kentucky Investigator-Initiated Research Grant Application**

**Release Date:** November 7, 2011

**Letter of Intent Date:** December 14, 2011

**Application Due Date:** January 6, 2012

**Peer Review Dates:** January 18 – March 1, 2012

**Governance Board Review:** March 14 – April 30, 2012

**Start Date:** May 1, 2012

**End Date:** April 30, 2014

**Commonwealth of Kentucky  
Kentucky Lung Cancer Research Program**

**Investigator-Initiated Research Program Overview**

In 2000, the Kentucky General Assembly established the Lung Cancer Research Fund. This 20-year initiative serves as the incentive for collaborative efforts of the University of Kentucky and the University of Louisville to become nationally recognized as leaders in lung cancer epidemiology, diagnosis and treatment. A Governance Board, appointed by the Governor, administers the Kentucky Lung Cancer Research Program. The Board allocates research funds to the universities to accelerate the science associated with reducing morbidity and mortality from lung cancer.

**Cycle 11 proposals must satisfy each of the following criteria:**

- 1) Each proposal must cover a lung cancer or tobacco use research topic that fits into one of the four research programs of the Markey Cancer Center. The four programs are:

Cancer Cell Biology and Signaling  
Cancer Prevention and Control  
Experimental Therapeutics  
Redox Injury and Repair

- 2) Each proposal must be the result of collaboration between at least one basic or population science researcher and one clinical researcher.

- 3) Each proposal must clearly articulate plans to utilize at least **two** of the Markey Cancer Center shared resources listed below. **Letters of Intent and the grant application must include a letter of support from the directors of the shared resources to be used.**

Biospecimen  
Biostatistics  
Flow Cytometry  
Informatics  
Redox Chemistry and Biology

- 4) Each proposal must articulate plans to use human subjects and/or human tissue by the end of the two year funding period.

KLCR Program provides grant support for:

- **New researchers** who demonstrate promise and who have a supportive environment for their work;
- **Established and productive researchers** who propose to apply their prior work to lung cancer research;
- Researchers with **novel ideas who wish to test their ideas and develop pilot data** for seeking larger awards from the National Institutes of Health (NIH) and other funding sources; and
- **Collaborative research** between investigators at the University of Kentucky and the University of Louisville

# Cycle 11

Guidelines for the University of Kentucky  
Investigator-Initiated Research Grant Application

**Submission Deadline:** January 6, 2012  
**Anticipated start date:** May 1, 2012

## Letter of Intent Request due by December 14, 2011

Submit a Letter of Intent in the form of a one (1) page Microsoft Word attachment to Nathan Vanderford, PhD, at [nathan.vanderford@uky.edu](mailto:nathan.vanderford@uky.edu). Include a brief description of the research plan and briefly describe how you will address the four criteria listed on page 2 of these guidelines. Additionally, provide letters of support from the directors of the shared resources to be used.

The Letter of Intent is not binding on the applicant. However, applications that were not preceded by a Letter of Intent (including shared resource letters of support), those not meeting the four criteria described above and/or those that are incomplete will be administratively withdrawn without review.

## Application Guidelines

### Changes for Cycle 11:

- The application for Cycle 11 is electronic with margins, font and other format requirements preset.
- Submit one paper copy to OSPA and one electronic copy by email or a CD/DVD holding the entire application, abstract files, and scanned copy of the front page signed by the PIs and Deborah Davis, OSPA Director, to Nathan Vanderford, PhD (nathan.vanderford@uky.edu).
- The Governance Board will accept one application per principal investigator.
- Co-Investigators are listed with “Personnel” on page 2 of the application
- Font set—Arial 11 point

If you have questions about the Cycle 11 application process, please contact **Nathan Vanderford, PhD**, at [nathan.vanderford@uky.edu](mailto:nathan.vanderford@uky.edu).

### Section 1—Basic Information

Application Title: Use a **short, descriptive**, title (number of characters allowed = 175).

Principal Investigator(s): Enter the full name of the principal investigator(s) along with degree(s), primary department, office address, phone number, and email address.

*Example:*

Principal Investigator: Nathan Vanderford, PhD  
 Department: Markey Cancer Center  
 Roach Building, Room 140  
 Phone #: 323-2622  
 Email Address: nathan.vanderford@uky.edu

Corresponding Investigator: Enter the full name(s) and degree(s), primary department, office address, phone #, and email address.

OSPA Research Administrator: Enter your Research Administrator’s name, phone #, and email address.

Department Business Manager: Enter the name, phone #, and email address for your department business manager.

Signatures: The principal Investigator(s) AND Deborah Davis, Director, OSPA or her designee must sign and date this application.

## Section 2—Financial Information

**Note:** *We have entered formulas for many parts of the Section 2 budget tables. Please verify for accuracy the numbers these formulas produce. In some situations, such as personnel, we could not apply appropriate formulas.*

### 2a: Personnel budget

For each person/position listed (include co-investigators), provide name, project role, base salary, percent of effort in this role, requested salary, and associated fringe benefits. When funding to support a portion of the Principal Investigator's salary is not requested, indicate the percent of effort the PI will devote to the research activity. Formulas embedded in the table automatically calculate total personnel costs.

Summary of Total Budget Request (formulas total the two-year request by item)

- A. Personnel: Request for year 1 automatically entered—you must enter the year 2 request. Remember that salary and fringe may increase for year two.
- B. Equipment: Be aware that the Governance Board does not support major equipment expenditures.
- C. Supplies: Formula totals the two-year request.
- D. Animals: Formula totals the two-year request.
- E. Travel: Given the amount of seed money available for these pilot studies, any requested travel should further the proposed research. Formula in place.
- F. Other: Formulas in place.
- G. Total Direct Costs: Formula provides total of A through F for each year and both years.
- H. Total Indirect Costs: Governance Board sets indirect charge at 10% of "G (Direct Costs)."
- I. Total Funds Requested: Automatic totals for each year and both years. ***Total of G (Direct Costs) & H (Indirect Costs), cannot exceed \$75,000 per year and funds cannot be requested for more than two years.***

### 2b: Budget Justification

Provide justification for each year of the project. Justification statements should concisely explain the direct benefit of the budgeted item(s) to the proposed research project.

*You may duplicate this page for added space, then attach as page 3a.*

## Section 3—Research Support

### 3a: Active Research Support

A record of current or active federal and non-federal support is required. Provide the grant #, sponsor, funding amount for total project period, and end date. Enter the title and summarize research aims.

### 3b: Submitted Research Applications

Document federal and non-federal support for which you have applied. Provide the sponsor, title of project, total funding requested, submission date, and a summary of research aims.

## Section 4—KLCR Program Grants

Scientists who have held one or more KLCR Program grants must complete this section. When completed, Section 4 ties together all activities associated with KLCR funded research and provides us with data to report to the General Assembly. Be sure to provide the title of the grant and the Cycle # before you enter information on applications, publications, presentations, and posters. If you have received more than one KLCR Program grant, duplicate Section 4 as needed to report on all the grants.

### 4a: Applications for extramural funding

KLCR Program oversight groups are interested in tracking applications for funding that will continue the lung cancer research begun with KLCR Program resources. Provide sponsor and a brief title, the date you submitted the application and the amount requested. If your application is still being considered for funding check “pending.” If the sponsor has made a final decision, record either “Yes” or “No” in the “Funded” column.

### 4b: Publications on work from KLCR Program grants

A major goal of the KLCR Program is to advance the study of lung cancer by contributing research of high quality leading to new understandings and applications in lung cancer etiology, prevention, diagnosis, and treatment. Please complete the 4b table by providing the title of your manuscript or publication and checking status as “Submitted,” “Accepted” or enter the publication citation.

### 4c: Presentations on work from KLCR Program grants

Enter the event title, the presentation title, and the date you presented.

### 4d: Posters on work from KLCR Program grants

Enter the event title, the poster title, and the date you presented.

## Section 5—Other

### 5a: Human and Animal Subject Protection

Please note that appropriate ORI/other required UK committee approvals must be obtained and a copy of all approval letters provided before research awards can be activated.

### 5b: Research Design

Select the research design that most clearly describes your proposed project.

### 5c: Program Research Priorities

Select one (1) priority area that **most clearly** reflects your two-year pilot project.

### 5d. Shared Resource Priorities

*Indicate the shared resources that will be used.*

## Section 6--Abstracts

### Research Abstract: (1/2 page)

Scientific reviewers with expertise in areas related to the research proposed are the target audience for this abstract. Describe aims and anticipated results. Please define terms and abbreviations when used the first time. (1/2 page)

### Layperson Abstract: (1/2 page)

The public, many of whom are political leaders in their communities and the state, make up the audience for this abstract. This abstract is used in publications to inform Kentucky leaders about the advances the KLCR Program is making in lung cancer research.

## Section 7—Narrative

The limit for the narrative is **five (5)** single-spaced pages excluding references. Address each of the areas outlined below:

- a) Specific Aims
- b) Significance and Innovation
- c) Approach

- d) Timetable: In addition to a timeline on completing this project, discuss plans to adapt the study into an extramurally funded project, and discuss your timeline of using human subjects and/or human tissue.

**Attachments:**

NIH Biosketch: Submit an NIH-style 4-page Biosketch for the Principal Investigator(s), co-Investigator(s) and consultant(s).

Facilities/Resources: In **two (2) pages** or less, describe the equipment and facilities available to you that will be used in this research. If funds are requested to purchase additional equipment, place the needed equipment in the context of equipment presently available to you. If appropriate, describe other research being done by colleagues who may provide support for your work.

**Submission Process:**

Provide your OPSA Research Administrator with a complete copy of your application at least **three business days** prior to the application deadline so there is time for OPSA to check the budget and capture Ms. Davis' signature.

Create a labeled (name and phone) CD and deliver to Nathan Vanderford, PhD, OR email ([nathan.vanderford@uky.edu](mailto:nathan.vanderford@uky.edu)) electronic copies containing the following items:

- your application
- a separate file for each abstract (described in Section 6 above)
- a scanned copy of Section 1 (page 1) of the application with all signatures (PIs and OPSA Director).

Questions or problems? Contact: **Nathan L. Vanderford, PhD**  
Assistant Director of Research  
Markey Cancer Center  
University of Kentucky  
Roach Cancer Care Facility  
800 Rose Street, CC140  
Lexington, KY 40536-0096

Phone: 859-323-2622  
Fax: 859-323-2074  
Email: [nathan.vanderford@uky.edu](mailto:nathan.vanderford@uky.edu)

**Final applications are due by 5:00 pm on January 6, 2012.**

## Checklist

This checklist is for your use, you do not need to provide it to the KLCR Program.

- \_\_\_ **SECTION 1:** Completed face page, including signatures of the PI(s) and contract officer
- \_\_\_ **SECTION 2a:** Budget page
- \_\_\_ **SECTION 2b:** Budget justification
- \_\_\_ **SECTION 3a:** Active research support
- \_\_\_ **SECTION 3b:** Submitted research applications
- \_\_\_ **SECTION 4a:** Applications for extra mural funding related to KLCR Program Grants
- \_\_\_ **SECTION 4b:** Publications on work from KLCR Program grants
- \_\_\_ **SECTION 4c:** Presentations on work from KLCR Program grants
- \_\_\_ **SECTION 4d:** Posters on work from KLCR Program grants
- \_\_\_ **SECTION 5a:** Human and animal subject protection
- \_\_\_ **SECTION 5b:** Research design
- \_\_\_ **SECTION 5c:** KLCR Program research priorities
- \_\_\_ **SECTION 6:** Professional abstract
- \_\_\_ **SECTION 6:** Lay abstract
- \_\_\_ **SECTION 7:** Narrative (not to exceed 6 pages)
- \_\_\_ **References**
- \_\_\_ **NIH-style biosketch for the PI(s), co-I(s) and consultants**