



## **Cycle 9**

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

**Release Date:** March 18, 2009

**Letter of Intent Date:** April 17, 2009

**Application Due Date:** June 15, 2009

**Peer Review Dates:** July 1 –September 1, 2009

**Governance Board Award Date:** September 12-15, 2009

**Start Date:** October 1, 2009

**End Date:** September 30, 2011

**Commonwealth of Kentucky  
Lung Cancer Research Program  
KLCR 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.

Priority for research funding is given to concepts in the areas of science listed below:

Experimental Therapeutics  
Cellular and Molecular Oncology  
Tumor Immunology and Immunotherapy  
Detection, Diagnosis, Prognosis  
Etiology, Epidemiology, Cancer Prevention and Control  
Behavioral Oncology, Symptom and Palliative Care

*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 9

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

**Submission Deadline:** Monday June 15, 2009  
**Anticipated start date:** October 1, 2009

## Letter of Intent Request due by Friday April 17, 2009

Please submit a Letter of Intent in the form of an email to Chad Bowman at [chad.bowman@uky.edu](mailto:chad.bowman@uky.edu) Include a brief description of the research you plan to submit and, from the list below, select the one area of study that closely represents that work.

Experimental Therapeutics  
Cellular and Molecular Oncology  
Tumor Immunology and Immunotherapy  
Detection, Diagnosis, Prognosis  
Etiology, Epidemiology, Cancer Prevention and Control  
Behavioral Oncology, Symptom and Palliative Care  
Complementary and Alternative Medicine

The Letter of Intent is not binding on the applicant. We use it to plan the application review process. Both the University of Kentucky and the University of Louisville will be responsible for the review process of their own Cycle 9 applications.

## Application Guidelines

### Changes for Cycle 9:

- The application for Cycle 9 is electronic with margins, font and other format requirements preset.
- All appendices must be converted to electronic form.
- Submit one paper copy to OSPA and 1) 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.
- The Governance Board will accept one application per principal investigator.
- Co-Investigators are now listed with “Personnel” on page 2 of the application
- Font set—Arial 11 point

If you have questions about the Cycle 9 application process or problems with the electronic programming, please contact Chad Bowman at 859-323-1426 or [chad.bowman@uky.edu](mailto:chad.bowman@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 and speed sort, phone number, and email address.

*Example:*

Principal Investigator: Chad Bowman  
 Department: Markey Cancer Center  
 Ben Roach Building, Room 140 0093  
 Phone #: 323-1426  
 Email Address: [chad.bowman@uky.edu](mailto:chad.bowman@uky.edu)

Corresponding Investigator: enter the full name(s) and degree(s), primary department, office address and speed sort, 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 set 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 to exceed \$75,000 per year and for no 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 of lung cancer. Please complete the 4b table by providing the title of your manuscript or publication and checking status as “Manuscript,” “Submitted” 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: KLCR Program Research Priorities

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

## 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

**NOTE:** If this is a revised application, insert your response to the critique of the original application before the narrative section. Please reiterate the previous reviewer's point raised and then provide your response. If possible, please restrict your response to 2 pages. Your response to reviewers' comments does not count as part of the 12 page narrative limit.

The limit for the narrative is 10 single-spaced pages excluding references. Address each of the areas outlined below:

- a) Aims: State the specific aims/objectives of the research. Avoid vague generalities. What hypothesis will be tested? What products will be developed? Is this novel or innovative work? (1/2-1 page)
- b) Rationale: Describe relevant theory as well as prior and current research related to your proposal. How does your research fit into the larger picture and how is it timely? (1-2 pages)
- c) Methods: Describe your experimental design and laboratory methods. As appropriate to your research, this may be done in terms of each specific aim described in the

“Aims” section or in the context of the overall project. In the latter case, ensure that the methods associated with each specific “Aim” are clearly described. Explain procedures and provide descriptions of subjects to be studied. Be sure to indicate sample sizes, methods of statistical analysis and, in research with human subjects, procedures for subject selection. In addition, if relevant, address issues raised regarding assessment of recovery of function. (as appropriate, keeping in mind the 10 page limit)

- d) Timetable: Tie the tasks described in “Methods”/Specific Aims to an estimated timetable. (1/2 page)
- e) Facilities/Resources: 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 in your institution and colleagues who may provide support for your work. (1/2 page)

Include appendices as needed to support the proposed study. *Appendices do not count as part of the narrative section*

#### **Attachments:**

NIH Biosketch: submit an NIH-style 4-page Biosketch for the Principal Investigator(s)

Publications: include URLs for up to three (3) publications representative of your work. Please do not attach publications to this application. Reviewers will read your publications online. If you have publications that are not available via the internet, provide a complete citation. We will inform reviewers that hard copy publications are available for their use.

**Submission Process:**

Complete all requirements of the application form. Please do not use Word Perfect software.

Convert any appendices to electronic copy. This requirement includes all figures and photographs. This is a new requirement that may prove difficult for you to follow—if you have a problem, contact Chad Bowman immediately so he can assist you in addressing this requirement in a timely manner.

Provide your OPSA Research Administrator with a complete copy of your application **at least four business days prior to June 15** so there is time for OPSA to check the budget and capture Ms. Davis's signature.

Create a labeled (name and phone) CD and deliver to Chad Bowman OR email electronic copies ([chad.bowman@uky.edu](mailto:chad.bowman@uky.edu)) containing the following items:

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

Questions or problems? Contact: **Chad Bowman**  
**Kentucky Lung Cancer Research Program**  
**Ben Roach Building, Room 140**  
**Markey Cancer Center**  
**Phone: 323-1426**

**All materials are due by 5:00 pm on Monday June 15, 2009.**

## 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 2: Financial Information
- \_\_\_ **SECTION 2a:** Budget page
- \_\_\_ **SECTION 2b:** Budget justification
  
- SECTION 3: Research Support
- \_\_\_ **SECTION 3a:** Active research support
- \_\_\_ **SECTION 3b:** Submitted research applications
  
- SECTION 4: KLCR Program Grants
- \_\_\_ **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 5: Other
- \_\_\_ **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
  
- \_\_\_ Narrative (not to exceed 10 pages)
- \_\_\_ References
- \_\_\_ NIH-style biosketch for the PI(s)
- \_\_\_ NIH-style biosketch for consultants (if used)
- \_\_\_ Website addresses for up to three publications by the PI which are relevant to this proposal OR complete bibliographic citations for three publications
- \_\_\_ Other appendices as appropriate
- \_\_\_ Publications