



The University of Oklahoma

Health Sciences Center

OFFICE OF ALUMNI AND DEVELOPMENT

DATE: January 3, 2019

TO: All College of Medicine Researcher Investigators

FROM: Mary Beth Humphrey, M.D., Ph.D.
Associate Dean for Research, College of Medicine

Don Wilber, M.D.
President, College of Medicine Alumni Association

College of Medicine Research Fund

Proposals are being accepted from full time faculty of the College of Medicine for grants to be awarded from the College of Medicine Alumni Association with proceeds generated from the Evening of Excellence dinner fund. COMAA awards are intended to be an important resource for funding basic and clinical research projects of new and early stage investigators in the College of Medicine. The guidelines are included with this notice.

The College of Medicine Research Fund was created with the proceeds from the first Evening of Excellence Alumni Research Dinner over 30 years ago. To date over \$3.3 Million has been awarded. Successful applicants will be designated "College of Medicine Alumni Research Scholars." Applications will be reviewed by a scientific panel whose composition will be determined on the types of applications received. Awards generally fall within the \$20,000 to \$45,000 range (\$45,000 maximum request). Applications should be sent electronically to the mailbox: COMAA-Research@ouhsc.edu by **5 pm on Monday, April 1, 2019**. All applications must be routed through the Office of Research Administration and include the NIH face page (<https://grants.nih.gov/grants/funding/phs398/fp1.pdf>) signed by the appropriate ORA institutional official.

(Guidelines for proposals below)

Below are **New Guidelines** for routing applications and for formatting applications for the COLLEGE OF MEDICINE ALUMNI ASSOCIATION (COMAA) research program:

Please submit an electronic copy of the application along with a copy of the Completed and Approved Soontrack Routing Form (Soontrackgrants.ouhsc.edu). A screenshot of the completed online PDF form will be accepted). Application must be reviewed and approved for submission by the Office of Research Administration (ORA) prior to the final application being submitted.

AFTER YOUR APPLICATION HAS BEEN APPROVED BY THE OFFICE OF RESEARCH ADMINISTRATION (ORA), AND THE ROUTING FORM AND FACE PAGE HAS BEEN SIGNED BY AN ORA OFFICIAL (item 14 on face page), PLEASE DO THE FOLLOWING TO COMPLETE YOUR SUBMISSION:

- 1. Submit the final application by email to COMAA-Research@ouhsc.edu no later than 5 pm, Monday, **April 1, 2019**.**

AND

- 2. Send by campus mail or hand deliver one complete hard copy of the application to Mary Beth Humphrey, BRC 256 by 5 pm, Monday, **April 1, 2019**.**

The start date for funded COMAA proposals will be July 1, 2019.

**UNIVERSITY OF OKLAHOMA
GUIDELINES FOR THE SUBMISSION OF PROPOSALS**

COLLEGE OF MEDICINE ALUMNI ASSOCIATION

1. Proposals should consist of **no more than six pages of narrative**.
2. All proposals must be routed through the Office of Research Administration. The conventional reviews relating to animal use, human subject research, IBC, etc., are required before funds can be dispersed.

3. Proposals should be constructed as follows.

Font, Margins, Page Formatting

- Use Arial, Calibri, or Times New Roman, a black font color, and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Type may be no more than six lines per inch.
- Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- The application must be single-sided.
- Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b).

The proposal should consist of the following (**items b-g are limited to 6 pages maximum**):

- a. NIH face page (<https://grants.nih.gov/grants/funding/phs398/fp1.pdf>)
- b. Summary statement in layman's terms – no more than 250 words**
- c. Introduction – no more than one page**
- d. Specific Aims – no more than one page**
- e. Significance (including supporting literature) – no more than 1 page**
- f. Experimental Plan**
- g. Explain how this award will lead to future funding**
- h. Literature Cited
- i. Detailed Budget – Funds may not be used for:
 1. Faculty salaries and fringe benefits.
 2. Clerical support, including office supplies, except those carefully justified as specifically required for research purposes.
 3. Office equipment or furniture, laboratory furniture, therapeutic equipment.
 4. Alterations and renovations.
 5. Hospital per diem charges.
 6. Purchase of books, periodicals or library services.
 7. Foreign travel.
 8. Major laboratory equipment costing \$5,000 or more.
 9. No-cost extensions are not allowed, except in extenuating circumstances. All extension and re-budget requests must go through the Associate Dean for Research in the College of Medicine for approval.
- j. Letters from All Collaborators
- k. Biographical Sketch (following the current NIH format)
- l. History of Prior Funding by the COMAA.
- m. Disposition of Applications to Other Agencies resulting from COMAA funding.

4. Proposals must be routed through the Office of Research Administration using the appropriate routing form.

5. Final proposals must be submitted electronically in PDF format or Microsoft Word to: COMAA-Research@ouhsc.edu and one original hard-copy must be sent or delivered to Mary Beth Humphrey in BRC, room 256.

6. Principal Investigator must indicate if the proposal has been submitted to other agencies for funding and the amount requested.
7. Letters from all collaborating investigators must be included.
8. Proposals from principal investigators with modified titles (e.g. Research Assistant Professor) should contain a letter from their Department Chairperson indicating **1)** Departmental commitment of salary, **2)** independent research space for the applicant, and **3)** a plan for development of an independent career at OUHSC. Failure to clearly address all three points in the letter will result in automatic disqualification of the proposal.
9. Principal Investigator must submit a progress report within one month of the completion of the work. If the Principal Investigator leaves the University of Oklahoma Health Science Center prior to the end of the grant year, expenditure of grant funds must stop immediately and unexpended funds will be returned to the COMAA Office.
10. Priority for Award funding will be as follows:
 - First:** New investigators with Assistant Professor rank who have been at the OUHSC five years or less.
 - Second:** Established investigators at all Academic ranks without current funding.
 - Third:** Currently funded investigators wanting to generate preliminary data for a new line of research.
11. Awards will cover the period July 1, 2019 through June 30, 2020.