INSTRUCTIONS to Mentees for Completing the Small Research Project Application

Contents

Overview

Trainees will discuss and develop a Small Research Project (SRP) with their PRIDE program Faculty and Mentors. The SRP will provide support for mentee-proposed projects to facilitate transition to research independence and possibly lead to subsequent NIH research grant applications. The projects will generally occur between Summers 1 and 2.

Oversight of the projects will occur throughout the intervening year (progress reports) and updates on projects should be provided at the mid-year meetings or at the second summer sessions. The amount of available funding will depend on the number of Mentees supported and on the project cost(s) and study aims.

1) Work with PRIDE mentors and program faculty/staff to develop a Small Research Project. The following points should be noted

a. NHLBI Research Focus

The focus or scope of the project must fall within the National Heart, Lung, and Blood Institute (NHLBI) mission (i.e., heart, lung, blood and/or sleep). ***For those applications that do not deal directly with this NHLBI focus but rather deal with one of the risk factors for HLBS, the applicant must explicitly state how their research focus relates to HLBS, both in the introduction / background section and in discussing their expected outcomes.***

b. Clinical Trials

The project may not be a clinical trial.

c. Responsible Conduct of Research, Human Subjects, and Animal Training

Investigators and all key personnel MUST fulfill the Responsible Conduct of Research requirement. Additionally, if your project involves the protection of human subjects or animals you WILL also have those education requirements. Most universities offer an on-line training service that provides a certificate verifying training was completed. (e.g., CITI, PHRP).

d. Deadline

The final deadline for completing your SRP application will be 4 weeks after your summer session concludes. Check with your PRIDE program for additional information about deadlines.

2) *The application will consist of the following sections, which may be uploaded separately.*

a. Main Application (4 pages)

(4 pages total) Consists of the following three (i. – iii.) sections

i. Title & Specific Aims and TIMELINE (1 page)

1. A TIMELINE with specific Milestones and dates must be included as part of the Specific Aims _or_ the Significance.
2. *Example TIMELINE*

Task	Q1: Start -Month 3	Q2: Months 3 - 6	Q3: Months 7 - 9	Q4: Months 10 - 12	Post Completion
Visit Mentor's Lab / Training					
Download Data from dbGap					
Conduct Assays					
Data QC and Analysis					
Write / Submit Manuscript					
Develop grant proposal					

3. Note, these "Tasks" are items that will be reported on your Quarterly Progress Report.

ii. Significance (1 page)

1. Must address the premise for the SRP
2. Scientific area of investigation for a subsequent external grant
3. What type of preliminary data can be helpful in preparing such a grant
4. Is the SRP designed to generate such data
5. How will the SRP help you to prepare a competitive external grant upon completion of the SRP

iii. Approach (2 pages)

1. Includes the research design, data analysis, methods, and statistics
2. Must also include the feasibility of accomplishing the proposed research within the time frame.
3. Specify data source, primary data collection or a data base, exploring data use agreement, IRB approval, etc.

There is flexibility in assigning page limits among the three components (see program-specific instructions), but the application should not exceed 4 pages total.

b. Bibliography (2 pages maximum)

i. Provide a bibliography of any references cited in the Main Application.
ii. When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant, and arose from NIH support, provide the NIH Manuscript Submission reference number or the PubMed Central (PMC) reference number.

c. Budget and Justification (2 pages)

i. Use the NIH Detailed Budget for Initial Budget Period for page one.
ii. Justification should be included under the separate fields for itemizing costs (consultant, equipment, supplies, travel, etc.) for page 2.

d. Biosketch (NIH-style pp 25-26 for detailed instructions).

i. Include biographical sketches of the applicant, senior/key personnel and other significant contributors.
ii. The NIH sample format should be used.
iii. Figures, tables or graphics are not allowed in the biosketch. Do not embed or attach files.
iv. The biosketch may not exceed five pages per person, including the table at the top of the first page.

e. Career Goals (1 page)

i. This page should state how the SRP will enhance the trainee's research career
ii. Include how you will use the SRP experience to apply for future NIH funding (likely covered in more detail in the premise of the above Significance section).

f. Letter from Mentor

This letter should provide the overall mentoring plan, and include at least the following points.

i. That he/she has read, contributed to the development of or provided input and is committed to supporting the trainee and project for its entirety.
ii. Specify any additional support that the mentor will provide, such as data, supplies, funding, and/or personnel (e.g., research assistant, laboratory technician, or biostatistical consultation).
iii. Outline the frequency and method (face to face, webinar, email) that the mentor and trainee will meet during the 12-month SRP period. Depending on the local program specifications, the mentor involvement is expected to extend before and beyond the 12-months SRP period.

g. Letter from Department Chair

This letter may be optional (see program-specific instructions).

h. Recommended formatting/file names/types

i. Arial 11-point font with ½-inch margins

ii. File name: Lastname,Firstname,SectionTitle. For example

1. Einstein,Albert,MainApplication
2. Einstein,Albert,Bibliography
3. Einstein,Albert,LetterFromMentor

iii. File type: PDF

3) Complete the SRP Application Survey

a. When you have completed the above sections, access the program-specific SRP Application Survey from the PRIDE CC Website.
b. You will be prompted to provide documentation of your human subjects or animal care education, and to upload the sections of your application as PDF files.
c. You may save your progress and return at a later date to complete your application by saving the return code when you exit the form. If you lose your return code, please contact the PRIDE CC BIOSTAT-pridecc@email.wustl.edu.

4) You will be Notified of the Next Steps

a. After the CC has checked your application and cleared it for processing, the CC will notify you and your PRIDE program that your application is complete.
b. At that point, your PRIDE program will review your proposal, make funding decisions, and contact you about future steps.

5) Oversight and Monitoring

a. Local: Each PRIDE program will monitor the progress of your project.
b. Central: The PRIDE CC will independently monitor your SRP progress using a "Progress Report" survey on a quarterly basis during the first year, and annually thereafter, until the SRP project is completed. These Progress Reports are developed uniquely for you based on the items included in your TIMELINE of your SRP application. Quarterly reports to your PRIDE program and to NIH will be made. Your TIMELINE and Progress Report Goals may be modified upon agreement among you, your PRIDE Mentors and program faculty.

6) NHLBI

While your PRIDE program has autonomy over disbursing these SRP funds, the NIH/NHLBI is the funding agency. Therefore, the NHLBI Program Officers for the PRIDE programs will have access to all trainee Applications, Reviews of the applications, and to the SRP Progress Reports.