

**University of Wisconsin Medical School Research Committee
Guidelines for Grant Applicants**

ELIGIBILITY: Applications are accepted from tenure-track faculty, CHS faculty and Scientists (who are assuming a P.I. role with respect to a project or a program). Postdoctoral fellows, Research Associates and Researchers are not eligible. New faculty who have received Medical School start-up funds are **not** eligible for two years.

USES OF FUNDS: Medical School Research Committee awards have typically been used for such items as Bridge Funding, Pilot Projects, Insurance Funding, and Shared Use Resources.

APPLICATION PROCESS: An applicant must complete a Research Grant Application form and submit fifteen copies of the complete application and vita to:
Tracy L. Cabot, Ph.D., 4113 HSLC.

The deadlines for application in 2007-2008 will be:

Thursday, October 11, 2007

Thursday, April 3, 2008

It is important to keep the application within the stated length limits. **Applications exceeding this limit (i.e., 1 page) will be rejected by the Committee.** A vita should be provided as a standard NIH biographical sketch. Do not attach appendices to your proposal. You may provide additional information to your reviewer if he or she requests it.

EVALUATION CRITERIA: Each application will be assigned to a primary and secondary reviewer from the Committee. The primary reviewers have been strongly encouraged to conduct a brief site or telephone interview to discuss the proposed project with the applicant before the Committee's meeting, especially if there are specific questions concerning the proposal. For applicants who have titles in the "Scientist" series, the application must include a letter from the Department Chair documenting the independence of the investigator. This could include such items as extramural grant submissions, publications without the lab mentor, or indication that the investigator has dedicated research space. Alternatively, the Department Chair may submit a PI status letter, if available.

The Committee will rank proposals on the basis of:

- Quality of the research proposed
- Likelihood that these funds will help the PI garner extramural funds for the project
- Past research and publication record
- Availability of matching funds (leveraging).

Funds are limited. Accordingly, priorities must be set:

- Junior investigators will be given a somewhat higher priority.
- Those individuals who are well-funded from other sources of funds will be generally considered to have less need for MSRC funds.
- Application to extramural agencies for support is to be encouraged.

RESTRICTIONS:

- No **salary support** is given to P.I.'s (Faculty or Scientist).
- The Committee will not support **sabbatical leaves**.
- **Travel** will not be approved unless is it necessary for the conduct of the research.
- Support for **graduate students** is available only for dissertators. Funds are not available for the **recruitment of postdoctoral personnel**.
- Funds are not available for **departmental operating expenses** such as clerical personnel, installation or repair of equipment.
- Funds are not available for **remodeling** or alteration of research space.
- The Committee discourages applications for the purchase of **equipment**.
- Funds will not be provided to **supplement external grants** or for projects which have been disapproved by a NIH study section.
- The Committee does not provide **funds within two years of completion of a previous grant** from the Medical School Research Committee.

LEVEL OF FUNDING: Awards are normally limited to one year. Recent grant awards have averaged approximately \$14,000, with the largest grants in the \$20,000 to \$25,000 range. Larger awards are unusual, and a request for a large amount may adversely affect a project's priority score. Please note that reduced awards are often made due to budgetary constraints.

START-UP SUPPORT: Requests for start-up funding for a new tenure-track faculty member may be submitted to the Associate Dean for Research at any time by the Chair of the department. Start-up requests must be submitted on the appropriate form available at http://www.med.wisc.edu/Research/forms/start-up_funding.pdf. Such requests must be accompanied by: 1) the curriculum vitae of the candidate; 2) a brief description of the research interests of the candidate; 3) an itemized start-up budget, including a list of needed equipment items.

Please note that the Graduate School, as of August 1996, will not participate in a start-up if they are not contacted prior to any formal offers being made. The Associate Dean for Research in the Medical School will coordinate start-up packages with the Graduate School, so keep the Associate Dean informed as you conduct faculty searches.