

SAINT LUKE'S HOSPITAL FOUNDATION
INSTRUCTIONS FOR GRANT APPLICATIONS

General Guidelines

Application Instructions

Reviewer Evaluation Form

Grant Application

<p>Failure to adhere completely to these instructions (Rev 2006) will result in the application being returned to the applicant without review.</p>

All correspondence, applications, and questions should be directed to the persons below. Please note that as of March 15, 2002, all applications are to be submitted by email.

For non-cardiovascular proposals:

John D. Yeast, M.D., M.S.P.H.
Vice President of Medical Affairs
Saint Luke's Hospital
4401 Wornall Road,
Kansas City, MO 64111
Tel: 816 932-5705 Fax: 816 932-5990
Email: Jyeast@saint-lukes.org

For cardiovascular proposals:

David Cohen, M.D., M.S.c.
Director of Cardiovascular Research
Mid America Heart Institute
4401 Wornall Road, 5th Floor
Kansas City, MO 64111
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Revised 11/01/08

GENERAL GUIDELINES

The following guidelines are intended to establish criteria for the submission, review and distribution of funds from Saint Luke's Hospital Foundation for research proposals.

1. **Eligibility.** To be eligible for consideration for research grant support from the SLH Foundation, an applicant must be a member of the SLH Medical Staff. Any exception to this requirement will necessitate a signed waiver from the Vice President of Medical Affairs citing the reason for the waiver. All investigators (principal investigator and co-investigators) must submit an abbreviated curriculum vitae (not to exceed 3 pages) along with the research application.
2. **Forms.** Funding application forms for non-cardiovascular projects are available from the Chairman of the Medical Research Grant Committee (John Yeast, SLH) or, for cardiovascular projects, from the Director of Cardiovascular Research (5 MAHI). Beginning with the March 15, 2002, application deadline, submission by email is required, unless permission is obtained from either Dr. Yeast or Dr. McCallister
3. **IRB or IACUC Approval.** Prior to release of funds, the principal investigator will be required to obtain approval from the Institutional Review Board (if human subjects are involved) or the Institutional Animal Care and Use Committee (if animals are involved).
4. **Deadlines.** The deadlines for submitting proposals are 4:00 PM on the 15th (or the next business day if the 15th falls on a weekend or holiday) of February, May, August, and November. Proposals received after the deadlines will be eligible for consideration for the next funding cycle.
5. **Period of Funding.** Grant applications should be designed for a two-year period of funding.
6. **Evaluation.** The chairs of the respective research committee will submit recommendations to the Funding Priorities Committee of Saint Luke's Hospital Foundation following review as summarized below:

Criteria. Proposals will be evaluated for medical/scientific merit by the respective Research Grant Committees for cardiovascular or non-cardiovascular research. Appropriate consultation with experts shall be arranged as needed. The overall scientific merit of each proposal will be based on the following criteria:

- a. The overall significance of the proposed research.
- b. The quality of the study from a medical/scientific perspective.
- b. The quality of the study in relation to competing proposals.
- c. Consideration of the quality of prior research performance by the applicant(s).
- d. The potential for future support from regional or national funding agencies.

Priority. The purpose of the SLH Foundation Research Grants Program is to stimulate meritorious research activity on the SLH campus. One objective is to provide research resources to investigators whose programs have the potential to develop into a competitive peer-reviewed research program at the national level. A second objective is to encourage and promote the overall research enterprise, especially of young investigators, at Saint Luke's Hospital. Applications, therefore, will be accepted from both research investigators with established research programs and new investigators who are in the process of developing research programs. In the event that the available resources would restrict the number of proposals that would be recommended for funding during a given funding cycle, the following priorities will apply:

- a. Overall scientific/medical merit of the proposed research project.
- b. New investigator seeking to establish a research program.
- c. Research that will likely lead to an application for funding through an extramural agency (regional, national, or industry), such as Heartland Division of American Heart Association, American Cancer Society, NIH, etc.).

d. All other research proposals.

Resubmissions: Proposals that are not recommended for funding by the respective Research Grant Committees will be returned to the applicants with specific recommendations as to how to improve the proposal for potential funding in a later cycle. Resubmitted proposals will not receive preferential priority treatment in subsequent funding cycles but will re-ranked in priority relative to all proposals submitted for that cycle. After the original submission, a proposal may be resubmitted only two times.

7, **Budget.** A detailed budget must be included with each application (see budget request form). The budget for proposals should, in general, not exceed \$25,000. In the event there would be a compelling reason to seek funds in addition to these established limits, applicants must discuss in advance their requirements with either Dr. McCallister or Dr. Yeast. If prior consultation is not done, proposals requesting funding in excess of \$25,000 will be returned to the applicant.

Travel: It is the policy of the Foundation to provide support for travel when such activity is required for the successful pursuit of a research project. The Foundation does not provide funds for travel of an investigator to a scientific meeting for presentation of the research results in a scientific forum.

Indirect costs: The Foundation will not provide funding for indirect costs

Equipment. The Foundation will provide limited funding for purchase of equipment that is required for the successful completion of the research project, subject to the following constraints:

- a. No requests for purchase of computer equipment or computer software will be recommended for funding.
- b. Total equipment purchases less than 10% of the overall proposed budget require only minimal justification as to their value to the research standard.
- c. Equipment purchases that require total funds of more than 10% but less than 40% of the total proposed budget need to be extensively justified, including best estimates of the extent to which the use of the equipment will be dedicated to the proposed research.
- d. Equipment purchases in excess of 40% of the total proposed budget will, except under extraordinary circumstances, not be considered as being responsive to the purpose of SLH Foundation Research Awards.
- e. All equipment purchased with SLH Foundation funds will remain the property of the Foundation and will be managed by the appropriate (SLH/MAHI) Research Office.
- f. Indirect costs to support research off-campus are not funded.

Salary Support: Salary may be requested but the need must be fully substantiated. Salary support for full-time hospital employees will be charged at time-and-one-half rate if the time commitment to undertake the research involves overtime. Salary support for technicians, consultants, research assistants, etc., will be examined carefully to assure the importance of this use of funds for the successful completion of the research project. Salary support for the principal or co-investigator will not be provided.

8. **Inventions and patents.** Any research project supported in part by funds provided by the Foundation that results in patents, inventions, or royalties will be subject to the policies of the hospital's Patent Committee.

9. **Awards.** The Funding Priorities Committee of Saint Luke's Foundation will meet to consider the recommendations of the Research Grant Committees for cardiovascular and non-cardiovascular projects and the available funding sources. A copy of the evaluation form used by the Research Grant Committee is included with this set of instructions. Research awards will be announced by the Foundation approximately two months after the respective submission deadlines.

10. Reporting Requirements. For all grants awarded, the Principal Investigator will be required to submit a Final Report indicating the results of the investigation to the appropriate Research Committee Chair. The report will be due within 90 days of the end of the grant. Principal Investigators who do not submit the report may be disqualified from future grant awards.

APPLICATION INSTRUCTIONS

Provide a detailed description of your research plan. Answer each question or indicate "NA" for not applicable. Items 2-4 should be completed in no more than 7 pages. Maximum page limitations are given after each item.

Number all of the pages consecutively at the bottom-center throughout the application, including the Appendix. Begin with the Face Page/Table of Contents as page 1, and follow the order of items listed in the instructions that follow.

1. Application Face Page/Table of Contents. Use enclosed format. [*max 1 page*] Since we are not prepared for electronic signatures, send a Face Page with the PI SIGNATURE (by fax or U.S. Mail) to the appropriate Research Director (Drs. Yeast or McCallister).
2. "Cover page," i.e., your comments/letter regarding submission. [*max 1 page*] If this is the resubmission of an application, your letter may exceed one page and should indicate point-by-point your response to each of the concerns raised by the SLH Research Grant Committee.
3.

[The Summary should start a new page. From this point forward, please do NOT start new pages for categories unless indicated in the instructions.]
4. Summary of research proposal. [*max 1 page*] **Note: Summary should be understandable for any member of the general medical profession and should not use abbreviations.**
5. Introduction to the problem. [*max 2 pages*] Give background for the proposed project and underscore the significance of the studies. Include previous work by the applicant as well as pertinent studies from others. Include references sparingly. Indicate how previous work by the applicant was funded.
4. Description of proposed research project. [*max 4 pages*]
 - a. Describe material and methods in sufficient detail to allow adequate evaluation of the proposal. Exhaustive descriptions of laboratory procedures or other tests are not necessary unless they are crucial to understanding the nature of the project.
 - b. Explain how subjects will be chosen and recruited.
 - c. Indicate how the size of the study group(s) will be determined.
 - d. Include a description of the anticipated statistical analyses, in order to ensure that the proposed studies will achieve statistical significance.
 - e. Mention experimental or logistical problems you foresee.
5. Roles of personnel. [*max 1/2 page*]
 - a. Outline the role of the principal and co-investigators.
 - b. Indicate the anticipated time commitment of personnel to the project.
6. Budget outline (use enclosed budget request format). [*max 1 page—start new page*]
7. Budget justification. [*max 1 page—start new page*]

- a. Explain the need for each piece of equipment and each category of supplies. Note that all equipment will remain the property of the Foundation and will be managed by the appropriate (SLH/MAHI) Research Office.
 - b. Justify the need for each type of laboratory test.
 - c. Justify the need for a consultant.
 - d. Provide all information requested regarding salary support and FICA costs. Note that no support may be requested for PI or Co-PI.
 - e. State the specific purpose of each trip. Travel must be directly related to the research and not merely for presentation of results.
 - f. Provide further clarification to justify any budget category.
8. Alternate/ancillary funding. [*max 1/2 page*]
- a. If the project cannot be completed with funds requested here, give the source and amount of ancillary funds available. Projects that lack sufficient funds for completion will not be considered for funding.
 - b. Indicate how requested funds will assist in obtaining outside funding for a later project.
9. Additional pertinent information. [*max 1 page*]
- a. Have you received a Saint Luke's Hospital Foundation research grant in the past?
 - b. If so, what abstracts or papers were a direct result of the project? Please list citations (authors, title, journal/publication, volume and pages, date). If you wish, you may attach copies of the first page only of publications. (If you cannot attach copies electronically, note that you are sending by fax or U.S. mail). It is important that researchers show evidence of publication productivity.
10. Curriculum vitae for the Principal Investigator and Co-Investigators. [*max 3 pages each!! Start new page for each investigator*]
11. Appendix if needed. [*max 10 pages-start new page*] (If you cannot attach appendix by email, note that you are sending by fax or U.S. mail. If you are sending hard copies of the appendix, please include 6 copies.)

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THIS FORM IS FOR THE APPLICANT'S INFORMATION ONLY!!!
IT WILL BE COMPLETED BY THE GRANT REVIEWERS.

Guidelines for Grant Application Review
Saint Luke's Hospital Foundation Research Proposals

In order to provide a common framework for evaluation of the research proposals that have been submitted to the Saint Luke's Hospital Foundation Research Committee, the following five criteria should each be rated with a relative score of 1.0 to 5.0 in ½ point increments, with 1.0 serving as minimally acceptable and 5.0 indicating outstanding. The total score for each application should then be determined and entered on page 2 of the evaluation form. Committee members are also requested to prepare a ½ to 1 page critique that summarized the strengths and weaknesses of the application as well as to address unique information or issues that might not be reflected in the priority score but that would be of value to the Committee in its final recommendation to the Funding Priorities Committee.

Applicant: _____ **Reviewer:** _____ **Date:** _____

Project Title: _____

1. Significance of the Proposed Studies: To what extent do the proposed studies contribute new information that will advance the field? Are the proposed studies directed toward an important medical problem, and has the Principal Investigator indicated or discussed this issue in sufficient detail that its importance can be clearly recognized?
Comment: _____

Rating: _____

2. Feasibility/Approach: Are the proposed studies actually "doable" within the framework of the time, budget, and personnel that have been allocated for this project? Does the description of the proposed research include a "testable hypothesis" or "need assessment" statement? Have appropriate controls been included?
Comment: _____

Rating: _____

3. Investigator/coinvestigators: Does the investigator have the appropriate credentials necessary to oversee the proposed research and the time required to insure that the project will move forward in an appropriate fashion? Is the investigator a well-established researcher or an individual who is "just getting started"?
Comment: _____

Rating: _____

4. Future Funding Opportunities: What is the likelihood that the successful completion of this project will be able to serve as a foundation for continued research activity? Will the final results be of potential interest to other funding agencies that might support research? Is there a chance to realize a "return on investment" of the financial resources committed by the Saint Luke's Hospital Foundation to support this research activity?
Comment: _____

Rating: _____

5. Overall Evaluation of the Proposal: Does the proposal fit together as a cohesive unit that is logical, understandable, easy to read and comprehend, and attractive in appearance? Are there unnecessary spelling errors, grammatical mistakes, or other elements of the proposal that detract from "user friendliness" of the material presented? In other words, is the application designed so as to engender the reader's enthusiasm?
Comment: _____

Rating: _____

Overall Total Priority Score: _____

Recommendation: Approval _____ Revision and reapplication _____ Disapproval _____

Summary Comments:

**SAINT LUKE'S HOSPITAL FOUNDATION
GRANT APPLICATION**

I. FACE PAGE

Initial Request ___ First Resubmission ___ Second Resubmission ___

Title of research project:

Principal Investigator:

Department:

Collaborating investigators:

Person making request (if other than P.I.):

Phone+Email:

Mailing address:

Institutional Review Board approval (if human subjects are involved):

(apply early—funding contingent upon approval)

Pending_____ or Date Approved_____ & Project #:_____

UMKC Animal Care and Use Committee approval (if animals are involved):

(apply early—funding contingent upon approval)

Pending_____ or Date Approved_____ & Project #_____

Amount requested: \$ _____ (maximum = \$25,000)

P.I. Signature

Date

TABLE OF CONTENTS

Page

I.	Face Page	1
II.	Cover letter to the Committee	2
III.	Summary	—
IV.	Introduction to the Problem	—
V.	Description of Proposed Research	—
VI.	Roles of Personnel	—
VII.	Budget Request Form	—
VIII.	Budget Justification	—
IX.	Alternate/Ancillary Funding	—
X.	Information regarding Previous SLH Grants	—
XI.	Curriculum Vitae	—
XII.	Appendix	—

II. COVER LETTER TO THE COMMITTEE: [max 1 page unless this is a resubmission]

III. SUMMARY [max 1 page—start new page]

IV. INTRODUCTION TO THE PROBLEM [max 2 pages]

V. DESCRIPTION OF PROPOSED RESEARCH [max 4 pages]

VI. ROLES OF PERSONNEL [max 1/2 page]

(start new page—use format below) [max 1 page]

VII. BUDGET REQUEST

Equipment (itemize each piece, give cost and state how item is primarily related to research purpose-- limited to no more than 40% of the total budget)

Subtotal \$

Supplies (itemize by category and provide adequate justification for cost)

Subtotal \$

Laboratory Tests (list each test, cost per analysis, and where performed)

Subtotal \$

Consultant costs (list name and title of consultant, # hours on project, and fee per hour)

Subtotal \$

Salary Costs (list name and title of employee, # hours on project and fee per hour. No salary support may be requested for the PI or Co-PI)

Salary: \$ _____

FICA (7.65%): \$ _____

Subtotal \$

Travel (indicate reason for travel and itemized, anticipated costs)

Subtotal \$

Other Expenses (be specific and adequately justify)

Subtotal \$

GRAND TOTAL

\$ _____

VIII. BUDGET JUSTIFICATION (*Start new page*) [*max 1 page*]

IX. ALTERNATE/ANCILLARY FUNDING [*max 1/2 page*]

X. INFORMATION REGARDING PREVIOUS SLH GRANTS [*max 1 page*]

XI. CURRICULUM VITAE [*max 3 pages each!!*]

XII. APPENDIX [*max 10 pages*]

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