

**Submission Guidelines for the Academic Federation
Research Grant Program “Innovative Developmental Awards”
All applications must be submitted via attachment to an e-mail message.**

Guidelines for Submission:

- A. Submission of the proposal must be via attachment to an e-mail message to kapulliam@ucdavis.edu. The e-mail message itself (not the attached file) should include your name, department, and college, division or school.
- B. The attached file must be saved as portable document format (.pdf). Name the file with the first 6 letters of your department's name followed by an underline, then your last name. Make sure there are no spaces and use lower case letters only. Example: nutrit_mcdonald.pdf
- C. Server storage size provided by the Vice Provost or Information Technology does not allow for individual file size over 400 kb. Therefore, if you plan to imbed graphics, your total file size must stay within the 400 kb limit. Be sure to check your file size before submission.
- D. Please use a common system font (i.e. Times, Times New Roman, or Arial) of 12 point. The right, left, top and bottom margins must be no smaller than 1". Text may be single spaced. Please number the pages consecutively beginning with the Cover Sheet.
- E. A complete document must contain the items below and in the order given. The file can be continuous, i.e., a new page is not needed for each item. Be sure that each new section is clearly labeled.
 - 1) Coversheet with Abstract (summary of research proposal - 350 words maximum)
 - 2) Research Description (3 page maximum)
 - 3) Literature Cited (1 page maximum)
 - 4) Human, vertebrate use, and other authorizations (CUA, RUA, etc)
 - 5) Proposal Budget and Budget Justification (Note Maximum allowed is \$10,000)
 - 6) Funding potential: A detailed discussion of the anticipated extra-mural funding opportunity that this grant will facilitate. Include the name of the targeted agency (or agencies) and the relevance of the proposed research to agency research priorities. Specifically state how the IDA will facilitate your application to the agency described.
 - 7) NIH/NSF modular biosketch (4 pages maximum for each faculty member involved in the IDA)
 - 8) A list of 2-3 potential reviewers and their titles/contact information in the event that COR members need supplemental input in evaluating your application. COR prefers that reviewers be members of the UC Davis Academic Federation. Reviewers should not have real, or apparent, conflicts of interest with the applicant (i.e. reviewers should be external to the applicant's home department and not currently collaborating with the applicant). However, other recommendations for reviewers (UC Davis Senate members from other

departments, faculty external to UC Davis) will be considered under extenuating circumstances, such as an unusual research area.

- 9) If you are revising and submitting a previously reviewed application, you will need to provide a one page response to previous reviewer comments. This page should be placed before the research design section.

The **Cover Sheet**, including a short abstract, must be completed.

The **Research Description** should not exceed three single-spaced pages (12 point font). Give references to the literature as appropriate. The list of references is not included in the three page limit, but can be no longer than 1 page. The research description should at least contain the following in three separate sections:

1. The significance of the project relative to research in its general field, stated in language that can be understood by the educated non-expert. For example, has a similar question been addressed previously? How is the proposed work an improvement?
2. The specific goals (problems, questions, hypotheses). Indicate the expected time when these goals will be achieved.
3. A clear description of the work to be carried out.

The Proposal Budget sheet must be completed and a Budget Justification must be provided. The budget justification should briefly address all of the items listed on the budget. Vague or missing justifications may lead to denial of a grant or to an award with a reduced budget. If funds for personnel such as RAs are requested, be specific as to what the person will be doing. All items, including computer hardware and software, must be justified in terms of the proposed research.

NIH Modular Biosketch. For each key personnel, include degrees and dates awarded, a list of positions held, and a list of recent publications by year for the last 3 years (no more than 2 pages). Please note that the modular biosketch format includes a list of grants awarded and completed in the last 3 years. This “other support” style section is key to review of IDA grant applications and must be included. Total for this section should not exceed 4 pages.

Protocol Approval. The special authorizations listed below, if required, should be indicated by including the protocol number and/or authorization number on the coversheet. If the protocol is pending, please so indicate.

Item Reference Manual

Human Subject [Sponsored Research Manual – 700](#)

Living Vertebrate Animals [Policy & Procedure – 290-30](#)

Recombinant DNA Use [Policy & Procedure, 290-55, 290-75](#)

Radioisotope Use [Policy & Procedure, 290-55, 290-75](#)

NIH Modular Biosketch and Human/Animal Use guidelines:

<http://grants.nih.gov/grants/funding/phs398/phs398.html>