

**Submission Guidelines for the Academic Federation  
Research Grant Program “Innovative Developmental Awards”**

**Guidelines for Submission:**

- A. Submission of the proposal must be via **one** attachment to an e-mail message to [bdrodman@ucdavis.edu](mailto:bdrodman@ucdavis.edu). The e-mail message itself (not the attached file) should include your name, Academic Federation title, department, and college, division or school.
- B. The attached file must be saved as a Portable Document Format (PDF, .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. Please use a common system font (Arial, 11 point). The right, left, top and bottom margins must be no smaller than 0.5". Text may be single spaced. Please number the pages consecutively beginning with the Cover Sheet.
- D. Proposals must use the following format and adhere to the submission guidelines. Text that exceeds word or page limits will not be evaluated. Each proposal 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**

- **Add Office of Research PI Exception form, if applicable**

**2) Abstract (1 page, 350 words maximum)**

- **A brief summary of proposed study (problem/hypothesis, approach and innovation, expected findings)**
- **Funding potential – specifically state how the IDA will facilitate future funding of your application and how this will fit with the goals of the funding agency)**

**3) Research Description (5 pages maximum, not including Literature Cited)**

- Background/Specific Aim
- Research Strategy
- Innovation
- Funding Potential
- Literature Cited

**4) Human, vertebrate use, and other authorizations (CUA, RUA, etc.)**

**5) Proposal Budget and Budget Justification (Note Maximum allowed is \$18,000)**

- **(Please note: Given the new funding source (07427), benefit costs for hiring any personnel on the grant must now be included as part of the proposal budget)**

**6) NIH/NSF modular biosketch (5 pages maximum for each key personnel involved in the IDA)**

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

The **Research Description** should not exceed five single-spaced pages (Arial, 11 point; 0.5 inch margins). Give references to the literature as appropriate. The list of references is not included in the five page limit, but can be no longer than 1 page. The research description should at least contain the following (suggested length in parentheses):

- **Background/Specific Aim (~1 page):** The significance of the project relative to research in its general field, stated in language that can be understood by the non-expert in the field. Describe the problem you are trying to solve from the literature and preliminary data (if available). Explain what your new concept is. Please also provide a term objective of this line of research (5-10 years). For example, has a similar question been addressed previously? How is the proposed work an improvement?
- **Research Strategy (~3 pages):** The specific goals (problems, questions, hypotheses). Indicate the expected time when these goals will be achieved. A clear description of the work to be carried out. Explain clearly and in details the exact experiments you are planning to conduct; how will you analyze the results; and how will the results answer your specific aim. Conclude by putting your potential results in the context of your term objective.
- **Innovation (~1/2 - 1 page):** Explain how your research is innovative. Explain why the research matters including how it will make a difference and solve the “problem” that current methods or studies do not solve.
- **Future funding potential (~1/2 page):** Please provide 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.
- **Literature Cited (1 page maximum, not included in 5 page limit)**

**Budget:** 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. Principal Investigator salary as a research expense is permitted but must be justified as to why the research is not possible without the extra requested effort (salary).

**NIH/NSF 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. 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. Each biosketch should not exceed 5 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.

**Ad Hoc Reviewers.** The Academic Federation Committee on Research reserves the right to appoint ad hoc members to review IDA proposals as needed.

## Item Reference Manual

- Human Subject: <http://research.ucdavis.edu/policiescompliance/coi/human-subjects/>
- Living Vertebrate Animals: <http://manuals.ucdavis.edu/PPM/290/290-25.pdf>
- Recombinant DNA Use:  
[http://safetyservices.ucdavis.edu/ps/bis/f\\_p/bua/bioUseAuthorization\\_BUA](http://safetyservices.ucdavis.edu/ps/bis/f_p/bua/bioUseAuthorization_BUA)
- Radioisotope Use: <http://safetyservices.ucdavis.edu/article/safe-handling-radioisotopes>
- NIH/NSF Modular Biosketch and Human/Animal Use guidelines:  
<http://grants.nih.gov/grants/funding/phs398/phs398.html>