

## 2008 GUIDELINES FOR RESEARCH PROPOSALS SUBMITTED FOR SAH FUNDING

1. All full-time and part-time KUMC/SAH faculty members are eligible for funding.
  - a. Preferences will be given to proposals with a strong potential for external funding. Evidence of such potential include, but are not limited to: pink sheets from proposals submitted and receiving good scores, but not funded; history of previous funding (not limited to KUMC history); evidence of completion of research projects such as publications. The proposal should include a plan for external funding.
  - b. In the case of equally strong proposals, preference will be given to tenure track faculty who are not yet tenured.
  - c. Preference will be given to applicants who have not previously received SAH research support.
2. All proposals recommended for funding must meet a high standard of scientific merit and must be clearly and comprehensively described.
  - a. Because members of the Research Committee come from a variety of backgrounds, it is imperative that technical jargon be avoided or defined.
  - b. Research questions must be stated clearly. In experimental designs, hypotheses to be tested and methods for addressing research questions must be stated clearly. Proposals with support from other sources are encouraged.
  - c. The most important question the committee must ask is, "Is the project likely to generate data that can facilitate successful application for external funding?" To be successful, the proposal must make it clear that the answer to this question is "yes".
  - d. The Research Committee reserves the right to seek external review of proposals. Submit the name of 3 reviewers who can speak to the scientific merit of the proposal. Limit these reviewers to the University of Kansas or the University of Kansas Medical Center if possible. List individuals in order of preference. Please be aware that we do not have funds to provide an honorarium for these individuals. If sought, these reviews will not be returned to the applicants, but will be synthesized in a written response to the applicant from the SAH Research Committee Chair.
3. Available funds are designated primarily to cover operating expenses and consumables.
  - a. A total of \$20,000 is available for research support. These funds may be given out as a single award or multiple smaller awards. Therefore, applications of any amount (up to \$20,000) will be considered.
  - b. Research assistants and participants may be paid, but faculty salaries cannot be supplemented.
  - c. Costs of dissemination of the results of funded projects (e.g., page costs, travel to conferences) cannot be supported.

4. Funds awarded will be available on July 1 of the year of the award, and must be expended by June 30 of the next year.
5. If a proposal is not recommended for funding, the Chair of the Research Committee will inform the applicant of the reasons why the proposal was not successful. The applicant may seek the opinion of the Research Committee regarding how the proposal could have been stronger
6. All proposals recommended for funding must be approved by the Dean of the School of Allied Health.
7. Awardees will be requested to discuss their supported research in a SAH Research forum or Faculty Assembly meeting.
8. Awardees will be requested to submit a brief written progress report to the Research Committee at the end of the funding period.

## SCHOOL OF ALLIED HEALTH RESEARCH FUNDING PROPOSAL FORMAT

The Research Committee is composed of 5 faculty members from diverse scientific backgrounds. The proposal should be written so that it is understandable to scientists in the other allied health professions (i.e., avoid jargon, give definitions, etc). Clarity and comprehensiveness are critical to a successful submission. The highest priority will be given for those projects that show promise of obtaining extramural support.

### **PROPOSALS THAT DO NOT ADHERE TO THESE GUIDELINES WILL NOT BE REVIEWED.**

The proposal must be written in font no smaller than 10 point, with margins not less than 1 inch, double-spaced. The proposal should provide the following information:

1. Abstract and Research Plan (no more than 250 words)
2. Purpose. State concisely and realistically what the research described in this application is intended to accomplish. If appropriate, state what hypotheses will be tested? **DO NOT EXCEED ONE PAGE – DOUBLE SPACED.**
3. Need and Significance. State why the research is necessary and important. Include a brief review of the relevant research, critically evaluate the existing knowledge, and identify the gaps in this knowledge, which the project is intended to fill. **DO NOT EXCEED THREE PAGES – DOUBLE SPACED.**
4. Design and Methods. Describe the experimental design and the procedures to be used to accomplish the purpose of this project. If appropriate, include the following headings, “subjects”, “setting”, “equipment/measures”, “design”, “procedures”, “data analysis”, and “potential limitations and difficulties”. **DO NOT EXCEED FIVE PAGES – DOUBLE SPACED.**
5. Anticipated Results and Implications for Future Research. What results do you expect and how will these provide the basis for future research? What is the impact of the results on future funding opportunities? Clearly state what your plans for future application for funding include. **DO NOT EXCEED ONE PAGE – DOUBLE SPACED.**
6. Budget and Justification. Submit a realistic budget, considering the limited funds available to applicants. When available, include information about support from other sources. **DO NOT EXCEED ONE PAGE DOUBLE SPACED** for each. Please indicate a time schedule for spending of money.
7. References cited.
8. Dissemination of Results. Briefly describe how you plan to disseminate results to colleagues. **DO NOT EXCEED ½ PAGE DOUBLE SPACED.**
9. CV. Include a current NIH biosketch or curriculum vitae.
10. Human or animal subjects. For studies involving human or animal subjects, include documentation that approval for the project is being sought (or already obtained) from the KUMC Human Subjects or Institutional Animal Care and Use Committees. For studies with human participants, include a copy of the certificate that each researcher involved in the study has completed the tutorial on human subjects.

Submit one electronic copy (PDF preferred) and one signed hard copy of the proposal (including the PI's CV/Biosketch and the Cover Page) to Susan E. Carlson (scarlson@kumc.edu), Chair of the SAH Research Committee, Department of Dietetics and Nutrition (4019 Delp, MS 4013) by **5:00 pm, Monday, April 14, 2008.**

**2008 SCHOOL OF ALLIED HEALTH RESEARCH COMMITTEE REQUEST FOR FUNDING  
COVER PAGE**

Principal Investigator: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_

Tenure Status: \_\_\_\_\_

Co-Investigators: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Budget for Proposed Research: \_\_\_\_\_

Name, phone number and email address of 3 possible reviewers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigator's Chair or Administrative Supervisor, who has been informed of the request:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

I hereby affirm that, if the funds are awarded, all other necessary provisions for this project are available.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal Investigator)

List previous funding from the School of Allied Health Research Committee (project title, award amount, and date):

List other active funding sources (project title, institution, award amount, and date):

List all pending sources of funding for the current proposal (agency, amount, notification date):