



## Office of Research and Innovation

SCHOOL of  
OSTEOPATHIC  
MEDICINE

### FACULTY SEED GRANT RESEARCH AWARD (FSGRA)

The Faculty Seed Grant Research Award has been established to provide limited support for new and ongoing faculty hypothesis driven research projects. The goal of the award is to facilitate the ability of faculty to pursue research which fulfills the mission of the UIWSOM and leads to further funding from external sources.

It is anticipated that all proposals will: have a high potential for external funding, publications and presentations; build or strengthen collaborative, interdisciplinary research partnerships; advance the mission of UIWSOM. Priority will be given to proposals that investigate osteopathic manipulative medicine or osteopathic principles and practice and include learner participation.

**Award Amount:** There is no funding limit.

**Award/Application Period:** FSGRAs applications are due by **March 15<sup>th</sup>** with an anticipated start date of **June 1st**. The duration of the award will be one year from the start date determined by the RSAC.

#### **Eligibility Criteria**

Awards will be granted on a competitive basis. UIWSOM faculty in the Department of Clinical and Applied Science Education are eligible to apply for the award. A collaborative project may include part-time and/or full-time faculty and/or learners.

Faculty may be included on more than one proposal (e.g., for an individual project and a collaborative project), but may only serve as the principal investigator (PI) on one of the proposed projects. The PI must be in full control of the research and be the principal author of the progress and final report.

An FSGRA can be considered for a second year of funding should continued support be needed. A previous year's awardee is only eligible to reapply in consecutive years if the awarded project's final report (see Reporting Requirements) has been submitted to the UIWSOM Office of Research and Innovation (ORI). FSGRA will only be awarded for a maximum of 2 years for the same project.

## **Funding Limits**

There is no funding limit for FSGRA. Roll-over or project extensions into the next fiscal year are not allowed. Any awarded funds must be used within the fiscal year.

Applications must submit a budget using the form included in the application detailing requests for supplies, books, equipment, travel, and other expenses.

Applicants **must** disclose if they are seeking or have received other funding for the same research project. This includes any internal funds from other departments.

## **Application Preparation: Written Proposal**

A. Written proposal: In preparing the proposals for submission, an applicant should remember that the Research and Scholarly Activity Committee (RSAC), which will review FSGRA applications, cannot include a specialist in every field. Therefore, the proposal should communicate the significance of the work in a manner that is understood across disciplines but can still include detail that a content expert would understand as well. Furthermore, proposals must adhere to guidelines on page limits and style. Any section that does not adhere to the page limits will have points deducted during evaluation and any material beyond the allotted page limit will not be reviewed. Be sure to define acronyms or field-specific terminology.

The following lists the contents of the application.

- 1) Cover Page(s)
  - a. Name of applicant and any personnel involved in the project.
  - b. Title of project
  - c. Type of research (e.g., survey, osteopathic, retro- or prospective analysis)
  - d. Abstract (no more than 500 words) that summarizes the proposal objectives, benefits, and significance.
  - e. Project Impact (no more than 500 words)
    - i. Describe how the project relates to the mission of the UIWSOM.
    - ii. Describe how the project will affect your research in the long term.
    - iii. Indicate the journal or other publication outlet to which the research will be submitted. For pilot projects or projects that need continued support, indicate the projected source of funds for further work.
  
- 2) Biographical Sketch (use provided form; 2-page maximum)
  - a. Include all relevant data in the provided form fields. The biographical sketch may not exceed two pages. Sections should include:
    - i. Personal statement (a paragraph description of the researcher's expertise and ability to conduct the proposed research)
    - ii. Positions and honors

- iii. Selected peer-reviewed publications
- iv. Research support
- v. Specific scholarship outcomes from past UIW research support.

3) Research Proposal (use provided form; 4-page maximum)

- a. Statement of Problem/Purpose and
  - i. The statement of problem/purpose and hypothesis should be clear and concise, directly stating the objective of the project in lay language.
- b. Background and Significance
  - i. This section should clearly articulate the importance of this study for the researcher's discipline, UIWSOM, and society. Include relevant literature to support the current status of research in this field and the proposed approach to the study.
- c. Methodology
  - i. Methodology (quantitative or qualitative) should indicate a logical, clear, and appropriate design, sample and setting, and intervention. Measurement instruments should be congruent with the variable measured. Indicate support for the validity and reliability of processes and instruments. Articulate the methods of data collection and plans for analysis. In the case of human or animal subjects, state measures for protection and describe the risks and benefits of this study.
  - ii. Non-quantitative or non-qualitative research methodology should present a logical, clear design appropriate to the study.
- d. Timeline
  - i. The timeline should be realistic and organized appropriately for the type of project and outline the progress of the work over the course of the award period.
- e. Bibliography (2 page maximum, not included in the Research Proposal 4 page maximum.)

4) Budget/Budget Justification (use provided form; 1 page)

- a. Indicate costs for any project materials and activities associated with the project. List the total of all project expenses. In the budget justification, provide detailed information on the individual items required, including how costs were determined, for the project's completion.
- b. Allowable Costs:
  - i. Funds are to be used for research expenses for the project that are not already covered by other sponsoring agencies or for resources unavailable on campus.

- ii. Examples include:
  1. Supplies.
  2. Expenses for data collection, field work, or archival research.
  3. Software necessary to the project that is not already available on campus.
  4. Participant incentives if it is justified and essential to the project.
  5. Equipment necessary to the project that is not already available on campus. The PI will have priority use of any equipment purchased during the funding period; however, all faculty will have access to equipment purchased by an FSGRA.
  6. Printing of poster for presentation.
  
- c. Unallowable Costs:
  - i. Payment of salaries. The Office of Research and Innovation supports 2 research staff to assist faculty in their studies.
  - ii. Childcare.
  - iii. Office supplies.
  - iv. Printing.
  - v. Office equipment, including laptops or computers.
  - vi. Stipends, donations, scholarships and/or tuition costs.
  - vii. Travel to present findings at domestic meeting.
    1. Faculty travel is supported through their Faculty Development Funds.
    2. ORI has funding mechanisms to support learner travel (Learner Travel Award).

5) Research Compliance

- a. Projects are required to follow the appropriate research compliance rules. If human or animal subjects will be used for the proposed project, award funds will not be released until the project has appropriate research compliance approval. *Approval is not needed in advance of application. However, please indicate the status of your application (approved, under review, or not yet submitted).*
  
- b. Within 30 days of submission of the proposal, documentation demonstrating the applicant is seeking appropriate regulatory compliance (e.g., IRB, IACUC, Safety) must be submitted to the ORI.

6) Letter of Academic and Professional Standing

- a. Projects that have learner researchers are required to provide a current copy of the learner's letter of academic and professional standing. The request for academic and professional standing is: <https://form.jotform.com/212796139070155>. Please note, it will take up to 7 days to receive your letter of standing.

**Evaluation Criteria**

The goal of the award is to support and encourage faculty research and creative scholarship.

Although the quality and significance of the work proposed is of paramount importance, consideration will be given to other factors that are relevant to the mission, vision, and advancement of the SOM. All completed applications that are submitted will be reviewed by the RSAC.

The RSAC will review the proposals and make recommendations to the Associate Dean for the ORI. Each section of the application will be reviewed and evaluated. Some of the major areas that will be evaluated are, but not limited to:

- Significance of the study to the discipline and to UIWSOM's strategic plan.
- Relevance of the study to osteopathic manipulative medicine or osteopathic principles and practice.
- Budget is justified and within reason for completion of the study.
- Overall proposal adheres to the guidelines, page limits, and is within the purpose of the award to encourage research that will lead to further funding from external sources.
- Project timeline (schedule of milestones) is appropriate for the length of the award.
- The proposal has a high chance of competing for external funds.

## **Reporting Requirements**

### 1) Adverse Events

Any adverse events that are reported to regulatory bodies (e.g., IRB, IACUC) must also be reported to the ORI.

### 2) Publication Costs

Costs associated with publication of the results of an FSGRA study are likely to occur after the end of the funding period. Upon request, ORI will provide funds for publication of any work resulting from FSGRA funding.

### 3) Progress Report

Six months after the start of funding, the PI will present a maximum 2 page written summary of progress to the RSAC. Within 2 weeks after receipt of the written progress report, a meeting will be scheduled where the PI will present a brief (15 min) oral summary of progress to the RSAC. The purpose of this meeting is to inform the RSAC of any successes and/or problems the PI has encountered.

### 4) Final Report

Within 30 days of the end of funding the PI must submit a written report of the final status of the project which includes:

- a summary of the work performed.
- dissemination of the results of the work performed (e.g., abstracts, publications, presentations).
- an accounting of the final budget.

Within 2 months after submission of the final progress report, the PI will present a 15 min summary of the study and the significant findings to a forum consisting of CASE faculty (e.g., a work-in-progress session; CASE monthly meeting; Chalk and Talk Session).

**For more information contact:  
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