

EMORY UNIVERSITY SCHOOL OF MEDICINE

GUIDELINES FOR REQUESTS FOR GRANT FUNDING FROM THE RESEARCH FUND OF THE EMORY MEDICAL CARE FOUNDATION, INC. (EMCF)

Revised 2017

Deadlines

Requests for research support are due on February 1st, June 1st and October 1st of each year. (If the first falls on a holiday or weekend, then submission is due the following Monday or non-holiday day).

Description

The EMCF provides grants up to \$30,000 to support research by Emory faculty who are based at Grady Health System for at least 50% of their time (this time commitment must be stated clearly in the letter of support from the investigator's Department Chair or Institute Director). These grants are intended to support the research careers of junior investigators. The grant program is designed to provide financial support for clinical studies that are related to the health care needs of the patients served by the Grady Health System or basic science projects that have clinical significance. The small grant program is meant to help individuals collect pilot data to be used for submissions to external grant agencies, as well as to encourage clinicians and educators to engage in clinical and basic science research. In preparing proposals, individuals should consider contacting the Atlanta Clinical and Translational Science Institute (A-CTSI) for consultation: <http://www.atlantactsi.org/>.

Submission and Funding Process

Requests for research support are due on the deadline as stated above. Individual grants will not exceed \$30,000. The EMCF Research Committee will submit funding recommendations to the EMCF Board of Directors. The final funding decisions will rest with the Board of Directors of the EMCF. If approved, the grant will only be funded after the Emory Institutional Review Board (IRB), Animal Research, the Grady Research Oversight Committee, and any other necessary committee approval is obtained. Grants are for two years from the start date of the award. The time period for completion of the grant may be extended for one additional year, at the discretion of the EMCF Research Committee, upon written request and justification from the investigator. This request must be submitted one month prior to the end date of the grant. If the Principal Investigator leaves Grady, another faculty member may assume the role of Principal Investigator on the grant with the written approval of the EMCF Research Committee.

A final written report of the project, along with an accounting of how the funds were used, must be submitted within three months of completion of the grant period. A template for this report is sent to the Principal Investigator from the Dean's Office. Failure to submit a final report results in a loss of eligibility for future grant funding.

The EMCF needs to be acknowledged in all publications, presentations, and grant applications as a result of EMCF funded work.

Eligibility and Funding Criteria

Funding is limited to faculty based at Grady at least 50% time.

Grants will only be awarded to Emory faculty during their first ten years at Grady Health System. In addition, grants will only be awarded to individuals who completed their specialty, subspecialty, or postdoctoral fellowship training in the prior ten years. In the event a faculty member leaves Emory and the Grady Health System or takes a leave of absence, the ten year time rule is inclusive of this time period (except in the case of medical reasons or the family medical leave act when the person was not working at another institution).

No more than two EMCF research grants will be awarded to an individual as Principal Investigator and no investigator may have two active EMCF research grants. For an investigator to receive a second EMCF research grant, she/he must submit a final report for the first grant and demonstrate on that report success in terms of presentations, publications, and possibly additional grant funding secured.

Interdisciplinary and interdepartmental proposals are encouraged.

If a resubmission is suggested by the EMCF Committee, only one resubmission per application may be considered. Thus, no application can be submitted more than two times.

Approval Process

- A. The Principal Investigator submits the grant application in pdf form as described below.
- B. The EMCF Research Committee, chaired by Nadine Kaslow, PhD, meets three times per year, typically toward the end of the month in which the grant submission was due. Two members of the committee review each application. These reviews are discussed and the committee members also score the grant in accord with the current NIH scoring system and the mean score is the final score. The EMCF Research Committee prepares a letter describing the strengths and weaknesses of the application, as well as their funding recommendation, for the applicant. This letter is sent to the Principal Investigator. The EMCF Research Committee also submits a report to the EMCF Board with their funding recommendations for each application for each funding cycle
- C. The EMCF Finance Committee, chaired by Leon Haley, M.D., reviews the EMCF Research Committee Report to the EMCF Board. The EMCF Research Committee reports are submitted in March or October to the EMCF Finance Committee. The EMCF Finance Committee meets on the first Monday of the month (i.e., the first Monday in March and October) and makes funding decision recommendations that are sent to the EMCF Board.
- D. The EMCF Board, chaired by Christian P. Larsen, M.D., D.Phil, Dean, which meets on the third Monday of each month, reviews the EMCF Finance Committee's recommendations. This is done twice per year, typically in the month following the meeting of the EMCF Finance Committee. The EMCF Board makes the final funding

determinations.

- E. The initiation date for the grant is usually set for the first day of the month after the month the EMCF Board Meeting is held and approval is given.
- F. Typically, it is 4-6 months from submission date to funding date for those grants that are recommended for approval by the EMCF Research Committee.

Submission Packages

Submission packages should contain the following and should be sent as one pdf document that is sent to Dr. Nadine Kaslow (nkaslow@emory.edu):

- A. An EMCF Research Proposal Cover Sheet.
- B. A cover letter from Department Chair or Center Director verifying the investigator's ability to perform the research and indicating that the investigator is based at least 50% at Grady.
- C. A letter of support from the Mentor, detailing his or her commitment to serving as a mentor, and the frequency and nature of his or her involvement (e.g., frequency of meetings, help in preparing applications and manuscripts for submission). (There are some more senior faculty for whom a mentor may not be needed and then a Mentor letter does not need to be included).
- D. Letters of agreement for use of patients, laboratories/equipment, or other facilities under the purview of others.
- E. A project outline including an abstract, specific aims and hypotheses, background review (no more than 3 pages), methodology (sample, procedures, methods, data analysis), significance and innovation, future plans, human subjects, and a concise bibliography. If a junior faculty member, the applicant is encouraged to provide a mentoring plan and the junior faculty member must make clear the ways in which this research will serve to advance his/her career. This section may not exceed 10 single space pages (not including the bibliography).
- F. A list of current research support and pending applications for the Principal Investigator and Co-Investigators indicating percent efforts ("Other Support Form" from the NIH Grant is acceptable).
- F. Scientific review sheets, if applicable, from NIH or other granting agencies or grant requests directly related to the proposed project.
- G. A detailed budget with justification and a list of all personnel involved in the project indicating their role in the project and their percent efforts. The EMCF will not fund requests for travel expenses or for salary for faculty investigators. Funds can be used to support trainees or nursing staff working directly on the project. The money also can be used to provide supplementary funding for other grants if additional data are being collected with new study questions being addressed.

The funds can be used to empirically test innovative educational programs if there is a clear research design and if the program is specific to the work conducted at Grady Health System. Projects that seek to improve the quality of patient care at Grady may be considered for funding provided that they have a strong, hypothesis-driven evaluation plan.

- H. An NIH Biosketch (current form) is required for the Principal Investigator, the Co-Investigators and the Mentor (limit five pages per investigator).

Submission and Inquiries

All submissions should be sent to the Chair of the EMCF Grants Committee as an electronic file – Dr. Nadine Kaslow – nkaslow@emory.edu

With inquiries, please contact:

Dr. Kaslow either at nkaslow@emory.edu or 404-616-4757