**InCHIP Seed Grant Application Guide:**

**Notes about Writing Style and Format:**

* **Format:** Proposals must be single-spaced, in Times New Roman, Arial, or Calibri font size no smaller than 12-point type, left-aligned with one-inch margins. Do not include appendices. Your proposal should be collated and sent as one PDF **document** including letters of support and biosketches. Proposals that do not conform to guidelines will be returned to the PI**.**
* **Writing Style**: Remember that many members of review committees will not have specific expertise in your area and that proposals should be written for a broad academic audience.

**Application Components:**

Please include all of the following in your application:

1. **Cover Page:**
2. **Title of Proposal and Name of PIs**
3. **3-5 Descriptive Keywords**
4. **Abstract:** Provide a succinct overview of the proposal. Assume the reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms (1 paragraph).
5. **Specific Aims:** (1 page).

Specific aims should: 1) list the goals of the project; 2) provide an overview of the gap the proposed project will fill; and 3) the ways the project is innovative or offers a unique lens/approach on the topic. If you need help with how to write a Specific Aims page, we recommend you watch [this video](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DgB6T72YQMaY%26list%3DPLz0B1cdU38a-a9fHT8lxlbyybua4AguLg%26index%3D2%26t%3D14s&data=05%7C01%7Cgrace.morris%40uconn.edu%7Cc5855b0699ea4a27c4f208db2f8f320f%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638156064286827866%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GMtm4YVCL4Ktfdb81fB43hgL5nqne4ns5meS7NxXpVM%3D&reserved=0). Alternatively, [this guide](https://www.ninds.nih.gov/funding/preparing-your-application/preparing-research-plan/writing-specific-aims) from the NIH may help you as your craft your Specific Aims page.

1. **Research Plan / Approach** (6 pages):
* **Significance:** Provide a brief explanation of the human/social/behavioral problem being addressed, why it is important, and its relevance to InCHIP’s mission.
* **Scientific Foundation:** Summarize the conceptual/theoretical framework/logic model and empirical evidence that provides the foundation for the proposed work.
* **Description of Activities/Methods**: Summarize the project activities (e.g. recruitment strategy and analysis plan). Please address proposed recruitment (including feasibility and target sample), data collection procedures and measures, and proposed analyses. Note that this will likely take up the majority of the proposal.
* **Future Potential:** Describe the anticipated outcomes of the project. Describe how the proposed activities are designed to lead to a proposal for external funding (for example- this study may provide evidence that you can access a specific population or show evidence for a proof of concept). Please list the proposed time frame for submitting an external proposal along with your targeted external sources of funding.
	+ - If you need help identifying external funding opportunities, please reach out to Greidy Miralles at greidy.miralles@uconn.edu.
* **References** (not included in the 6-page maximum for the Research Plan).

**Other Proposal Requirements:**

1. **Timeline (No more than 1 Page):** Provide the anticipated timeline for accomplishing the project’s goals.

1. **Internal Funding History: Please list all awarded internally-funded pilot/seed grant projects on which you have been a PI or Co-I during the past 3 years.**

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      [Please add information on any additional projects in this section]

1. **Budget and Justification:**

Provide an itemized budget and budget justification that includes salaries, fringes, and other expenses. Exclude fringes for faculty; include fringes for staff and students.

[Download Budget Template here](https://ovpr.uconn.edu/wp-content/uploads/sites/2557/2018/12/OVPR_Internal-Funding_Budget-Template_FY23.xlsx).

1. **Biosketches:**

Attach a NIH or NSF biosketch for each of the collaborators on this project. Please ensure the biosketch is relevant to the proposed research.

1. **Roles and Functions of Project Personnel** (maximum 1 page). Briefly describe the roles of all people working on the project. If there is more than one PI, describe the individual project responsibilities of each PI. Contact information should be included for all investigators using the following format for each investigator on the team:

**Principal Investigator(s):**

* Name
* Title
* Department/Organization
* College/Campus
* Phone
* Email
* Expertise related to this project

**Collaborating Investigator(s):**

* Name
* Title
* Department/Organization
* College/Campus
* Phone
* Email
* Expertise related to this project

 [Please include complete contact information for all faculty investigators in this section]

1. **Letters of Support from All Collaborators (optional)**Collaborating investigators should indicate their support of the project by writing letters of support; these letters should be emailed to the Principal Investigator and be attached to this proposal.
* If the collaborator is acting as a mentor to the PI, the letter of support should indicate that.
* It is required that the letter of support articulate that the collaborator has reviewed the full proposal prior to submission.

 **Please indicate if any of the following is true:**

* + **Are any of the PI’s New Investigators and/or Early Career Faculty? New investigators** arefaculty who have never been awarded an external grant with a budget greater than 500K/year. **Early Career** status indicates that the faculty member completed their terminal degree within the last 10 years.
	+ **Mentors**: InCHIP would like to further incentivize faculty mentorships and can work with PIs on accommodations towards that end. Please indicate if there are any investigators acting as mentors for the PI?
	+ **New Team:** Is this a completely new team working together for the first time?
1. **Pre-Submission Checklist:** The pre-submission checklist catalogs the potential your project has for external funding. InCHIP Seed Grant Proposals are designed to support the development of research that has the potential for later external funding. **If you need help identifying external funding opportunities or are not sure how to answer these questions, please reach out to Greidy Miralles at** **greidy.miralles@uconn.edu****.**

Through this and similar funding programs, it has been found that proposals are more likely to foster success in securing external grants when the faculty team has fully explored funding opportunities and used that information to inform the design of their research plan and seed grant activities. Please respond to each of the following questions:

1. Have you spoken with funding agency or foundation officials (e.g., program/project officer) to determine the level of fit for this project or project area? While not required, this step can help frame a proposal’s aims so that they target a specific funder’s goals from the start.
2. Are you planning to respond to a specific request for proposal (RFP/RFA), program announcement, or other special funding initiative (Notice of Special Interest)?
3. Is this seed grant being undertaken in response to feedback from a prior external proposal? If so, how does this project address reviewer concerns?