



Department of Orthopaedics

Seed Grant Guidelines

1. PURPOSE

The Department of Orthopaedics Research Committee will fund a limited number of seed grant research proposals. These grants are designed to assist department investigators in the development of research projects for future funding by external agencies. A successful application will emphasize this aspect of the work. Funding will be competitive, based on the recommendations of internal and external reviewers.

2. ELIGIBILITY

The principal investigator must be a faculty member in the OSU Department of Orthopaedics. No faculty member can have more than two active seed grants at any given time.

3. AMOUNT

The maximum amount of the Seed Grant is \$5000. It must be spent on materials, supplies, and services only. No funds are provided for equipment over \$1000, for personnel, or for travel.

4. DURATION

The duration of the award is one year. All unspent funds will be returned to the Department of Orthopaedics. No-cost extensions will be considered by the Research Committee. Such consideration requires a letter of request by the P.I., describing reasons for the extension.

5. PROPOSAL DEADLINE

Submission deadlines for Seed Grants are: **March 1** and **September 1** for funding to begin July 1 and January 1, respectively. Proposals received after the deadline will be retained for consideration during the next grant cycle. **[Because this program is just getting started, the initial proposal deadline for the first round of submissions has been extended to April 1, 2001.]**

6. APPLICATION FORMAT

Applications will be accepted in an abbreviated NIH format (see below). A copy of these guidelines and the application format will be posted on the Departmental website. A hard copy or a disk containing this information will be available for the Departmental office.

Cover Page: Use Title Page provided on the website. This page should contain the title (Page 1) of the proposal, the date of submission, and the name of the author and/or P.I. (if different). Departmental affiliation and academic position of co-investigators and collaborators should be identified.

Human Subjects. The human subjects protocol number and the status of the IRB review (pending/approved) must be provided on the cover page. If no human subjects are involved, indicate "Not applicable." Applications will be reviewed while IRB protocols are "pending" but funds cannot be released until protocol approval has been obtained and written verification has been submitted.

Vertebrate Animals. The animal use protocol number and the status of the ILACUC review (pending/approved) must be provided on the cover page. If no animal subjects are involved, indicate "Not applicable." Applications will be reviewed while ILACUC protocols are "pending" but funds cannot be released until protocol approval has been obtained and written verification has been submitted.

Abstract and Key Personnel: This abstract should serve as a succinct and accurate description of the proposed work when separated from the rest of the application. Please do not exceed 250 words. Include information on all key personnel involved in the project at the bottom of page 2. (Page 2)

Budget: Use abbreviated Seed Grant budget page provided on website. List costs for materials, supplies, and services only. Funds will not be provided for equipment over \$1000, for salaries, or for travel. Briefly justify budget expenses on an additional page. (Page 3)

Biographical Sketch(es): An NIH-style biographical sketch is requested for each key investigator listed on page 2. Limit to two pages per investigator.

Other Support: Indicate all current and pending grant support for each key investigator.

Resources: Indicate relevant resources and facilities available for use on the proposed project.

Research Plan: The body of the proposal should be less than ten (10) double-spaced pages and include all of the sections listed below:

Specific Aims. Describe concisely the **specific aims** of the studies proposed in this application and what they are intended to accomplish. Clearly state any **hypotheses** to be tested.

Background and Significance. Briefly sketch the background to the present proposal, critically evaluating existing knowledge, and specifically identify the gaps that the project is intended to fill, and the importance of the project.

Preliminary Studies. Include any studies performed by the investigator that either support the significance or feasibility of the proposed research, or indicate the investigator's experience with needed methodology.

Research Design and Methods. Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be generated, analyzed and interpreted.

Future Directions. In a paragraph, describe subsequent studies that the seed grant funding will enable.

External Funding. Describe plans for use of seed grant data to secure extramural research funding. Indicate specific agencies and programs that would provide funding for planned studies.

Literature Cited. Each literature citation should include the title, names of all authors, book or journal, volume number, page numbers, and year of publication.

Please review your proposal for attention to the issues that follow. These issues will be considered by the reviewers, along with the scientific quality of the study, in making a decision of whether or not to fund a proposal:

- (a) Is the research significant? Is the scientific/medical importance of the hypothesis and related studies clear? Are the studies focussed?
- (b) Is the research open-ended? That is, can the research project evolve into a full-size extramural grant proposal?
- (c) Does it look like the investigators can perform the study? This is usually gleaned from the preliminary data and from the clarity of the description of the study design.
- (d) Are the proposed techniques appropriate, and are statistics and methods of study evaluation provided?
- (e) Is it likely that data obtained in the proposed studies will lead to extramural funding? Who would provide such funding, and why should they support the studies rather than the studies of others?

7. SUBMISSION

Submit the original and three copies of each proposal to:

Alan S. Litsky, M.D., Sc.D.
Chairman, Dept. of Orthopaedics Research Committee
S-2035 Davis Medical Research Center
480 West 9th Ave
Columbus, OH 43210

8. REVIEW

All submissions will be reviewed by at least two members of the Department of Orthopaedics Research Committee and at least one external reviewer. Written critiques will address the scientific merit of the proposal and the issues listed above. The number of grants funded will be determined by the number of good submissions and the funds made available by the department.

9. REPORTS

Awardees must file a single page report on the Seed Grant Project within three months of the termination of support. Failure to submit reports will result in ineligibility for further research funding from the Department of Orthopaedics. Reports should directly address:

- 1) Progress made toward each *Specific Aim* of the study
- 2) Significance of experimental results
- 3) Progress towards use of data to obtain external funding

Submit reports to Dr. Alan S. Litsky using the address provided in Section 7.

9. ACKNOWLEDGMENTS

Manuscripts and Abstracts resulting from work performed with Seed Grant funding should acknowledge the Ohio State University Department of Orthopaedics Seed Grant Award.

Department of Orthopaedics Research Funding Proposal

Title:

Author:

Academic Position:

Address:

Phone:

Fax:

E-mail:

Principal Investigator (*if different*):

Academic Position:

Submission date: _____

Proposed Start Date: _____

Human subjects (OSU protocol # / submitted to IRB / not applicable): _____

Vertebrate animals (OSU protocol # / submitted to IRB / not applicable): _____

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Research Funding Proposal

ABSTRACT: State the broad, long-term **Objectives** of the study and the **Specific Aims**. State the **Hypotheses** being tested. Describe concisely the research design and methods for achieving each of these goals. This abstract should serve as a succinct and accurate description of the proposed work when separated from the rest of the application. Please do not exceed 250 words.

PERSONNEL: provide the information requested below for each of the investigators, collaborators, consultants, and other key personnel participating on this project.

Name: _____ Degree(s): _____ Role on Project: _____

Dept. Position: _____

Name: _____ Degree(s): _____ Role on Project: _____

Dept. Position: _____

Name: _____ Degree(s): _____ Role on Project: _____

Dept. Position: _____

Name: _____ Degree(s): _____ Role on Project: _____

Dept. Position: _____

Department of Orthopaedics Research Funding Proposal

BUDGET:

Equipment

Equipment Subtotal \$ _____
(not to exceed \$1000)

Materials/Supplies (list items + cost)

Materials/Supplies Subtotal \$ _____

Services (list services + cost)

Services Subtotal \$ _____

TOTAL \$ _____
(not to exceed \$5,000)

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Biographical Sketch:

(include one for each individual listed on page 2, maximum 2 pages / investigator)

Investigator: _____

<u>Institution</u>	<u>Degree</u>	<u>Year</u>	<u>Field of Study</u>

Current Position:

Peer-Reviewed Publications:

Other Publications:

Abstracts / Presentations:

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OTHER SUPPORT:

Other support is defined as all funds or resources, whether Federal, State, industrial, or institutional, available to the principal investigator (and other key personnel named in the application) in direct support of their research endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means. Key personnel are defined as all individuals who participate in the scientific development or execution of the project. Key personnel typically will include all individuals with doctoral or other professional degrees, but in some projects will include individuals at the masters or baccalaureate level provided they contribute in a substantive way to the scientific development or execution of the project.

Reporting requirements are: for each of the key personnel, describe (1) all currently *active* support and (2) all applications and proposals *pending* review or award, whether related to this application or not. If the support is part of a larger project, identify the principal investigator/program director and provide the data for the relevant subproject(s). If an individual has no active or pending support, check "None." Use continuation pages as needed to provide the required information in the *format* as shown below.

Name of Investigator: _____

Active _____ or Pending _____ (*check one*)

a. Title:

b. Source and identifying no.:

c. Your role on project: (*P.I./Co-P.I.*)

% Effort: _____

d. Dates and cost of entire project:

e. Dates and cost of current year:

f. Specific aims of project: (1)

(2)

(3)

(4)

g. Scientific and Budgetary Overlap with current proposal. (*If overlap exists, describe*)

Repeat a. - g. for each grant

Repeat for each of the key personnel listed on page 2

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Research Funding Proposal

RESOURCES AND ENVIRONMENT:

Facilities: Mark the facilities to be used to achieve the Specific Aims of this project and briefly indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites. Continue on additional pages if necessary. Include an explanation of any consortium and/or contractual arrangements with other organizations.

Major Equipment: List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other:

ADDITIONAL INFORMATION: Provide any other information describing the environment for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop necessary for the project, and the extent to which they will be available to the project.

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Research Funding Proposal

RESEARCH PLAN: (not to exceed 10 double spaced pages)

1. Specific Aims
2. Background and Significance
3. Preliminary Results
4. Research Design and Methods
5. Future Directions
6. External Funding
7. Literature Cited