

# UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

## Medical Research Endowment Fund

### 2024 Medical Research Endowment Awards

#### Guidelines

The Medical Research Endowment (MRE) Fund was one of the first major fund-raising campaigns of the University of Arkansas for Medical Sciences Foundation Fund Board. Established in 1982 to stimulate and support research programs of UAMS faculty, the MRE Fund received financial contributions from individuals, corporations, and foundations throughout Arkansas. Full-time UAMS faculty members receive announcements each year to submit applications for research projects in broad fields of investigative study, including biomedical, scientific, educational, clinical, and health service areas.

#### General Information

**Purpose**—The purpose of the MRE awards is to provide pilot funding for research that has the potential to develop into extramurally funded, scientifically significant research projects. Program support is focused on new areas of research for young faculty investigators and new avenues of research for mature investigators.

**Funding Period**—Funding is for a twelve-month period starting in January; however, eighteen months is allowed to complete the project. Renewal grants (continuation of the same project awarded in the previous year) will be considered only in exceptional circumstances and will be given a low priority among submitted applications.

**Amount of Awards**—In general, the maximum level of support is \$15,000.

**Priorities for Funding**—Priority will be given to: 1) early-stage investigators; 2) start-up or seed efforts that represent new areas of research; 3) projects that are likely to attract additional extramural funding; and 4) established investigators pursuing new areas.

**Allowable Expenses**—Expenditures may include: 1) equipment, 2) operating expenses including supplies and materials, and 3) consultation costs. Personnel expenses (e.g., graduate student stipends, clerical, and laboratory staff) are allowed but are limited to the year of the grant. No faculty salary or compensation is allowed. No travel expense is allowed unless justified as necessary for the research.

**Distribution of Funds**—MRE grant payments will be distributed on a quarterly basis, four times per year, beginning in January.

**Eligibility**—Only permanent, full-time UAMS faculty (tenured or non-tenured) at the rank of assistant professor or above are eligible to submit a proposal as the Principal Investigator (PI). Since tenure is not a qualification, full-time research and clinical faculty (e.g., research assistant professors) are eligible to apply. However, adjunct faculty, research assistants, research associates, visiting faculty, residents, and postdoctoral fellows are not eligible to apply.

Further, faculty members receiving an award in one year either as Principal or Co-Investigator are ineligible to apply for an award in the following year's funding cycle. Funded faculty must sit out at least one year and become eligible to re-enter the MRE competition in the second year after their award, unless applying for a continuation of an existing award. Those who apply but **do not** receive an award remain eligible for the subsequent year's competition.

## How to Apply

Applicants must adhere to the following guidelines on the content and format requirements of the proposal. If any format specification is not met, the application will be returned to the Principal Investigator for correction before consideration of funding. The Vice Chancellor for Research and Innovation (VCRI) will review questions regarding appropriate content (purpose of grant, eligibility of applicant, and amount of award requested). In addition, the VCRI reserves the right to deny submission of a proposal, to require proposal modification, or to require additional information before consideration of review.

### Application Specifications

- Length:** Cover page (1 page), department chairman's letter (1 page), narrative section (3-4 pages), budget section (1-2 pages), biographical sketch (2 pages maximum for each investigator), internal review committee approval (as many as apply). The narrative and budget sections should total a maximum of 5 pages.
- Font Size:** 11-point typeface or greater.
- Margins:** No less than 0.75 inches left and right margins, and 0.75 inch top and bottom margins including headings and footers. There must be at least one blank line between headers and footers, and the body of the proposal and attachments.
- Pagination:** Do not paginate the first page (cover page) or second page (department chair letter). Paginate the proposal and attachments with consecutive page numbers, starting with page 1 through each page of the biographical sketch as well as any approval letters from HRAC or IACUC. Page numbers should be placed in the bottom, right corner of each page of the proposal and attachments.
- Header:** Place the Principal Investigator's name and project title in a header in the top, right corner of each page of the proposal and attachments.
- Footer:** Place consecutive page numbers of each page of the proposal, biographic sketch(es) and committee approval documents at the bottom, right corner of each page.
- Submit to:** Shuk-Mei Ho, Ph.D.  
Vice Chancellor for Research and Innovation  
<https://research.uams.edu/grants-and-funding/intramural-funding/medical-research-endowment/>

## Application Layout

### I. COVER PAGE

- A. State the name, rank, title, and affiliation (department, college, and center) of the Principal Investigator; along with mailing address and phone number. Fax and email address are optional.
- B. State the name, rank, affiliation, address, and phone number of Co-Investigator(s). Fax and e-mail addresses are optional.
- C. Official title of proposed project.
- D. Abstract—100 words or less.

### II. DEPARTMENT CHAIR LETTER OF APPROVAL

### III. NARRATIVE SECTION

Provide a narrative section with the headings listed below. This will be reviewed for scientific merit and the potential for future extramural funding. This section should be 3-4 pages maximum (the narrative and budget sections should total a maximum of 5 pages).

- 1. Specific Aims including Long-term Goals
- 2. Background and Significance
- 3. Preliminary Data (if available, not necessary)
- 4. Research Design and Methods including Statistical Design
- 5. Potential and Plans for Future Funding including Anticipated Sources of Future Funding

### IV. BUDGET SECTION

Provide a detailed budget. Describe all expenses, including any equipment requested (including model numbers), specific supplies or other operating expenses, and consultant/personnel costs. Justify each expense.

### V. OTHER SUPPORT

List all sources of current and pending support for the principal investigator and co-investigator(s) agency (or source), grant number, title, start and end dates, and level of funding support. Indicate the relationship of the MRE proposal to other support.

### VI. QUALIFICATIONS OF PROJECT PERSONNEL, BUT NOT

The NIH biographical sketch format must be used, and should be provided for all *investigators* participating in the project, but should not include support or laboratory staff. The biographical sketch should contain information about the education, training, and research experience of investigators in addition to a list of relevant publications.

### VII. APPROVAL REQUIREMENTS

Approval of internal committees (IRB, IACUC, etc.) may occur **after** the grant is approved but funding will not occur until all the appropriate internal review committees have approved.

## VIII. LAY ABSTRACT

Use the same margin and font standards as described for the application. Place the Principal Investigator's name, rank, and affiliation, as well as the project title at the top of the summary. Do not attach this to the application and proposal, but submit it separately. Use language appropriate to the lay audience and emphasize implications of the research as well as benefits and expected outcomes.

### Review Process and Timetable

Each department will receive announcements of the availability of MRE funds in April/May. The application process itself is two-tiered. Applicants submit proposals by **September 15, 2023** to the VCRI who arranges for scientific review and a final evaluation review by the UAMS Research Committee and UAMS Foundation Board. Judging standards for applications will utilize criteria similar to those of the National Institutes of Health. Funding for awarded projects will begin in **January 2024**.

To apply for a MRE Award, or for further information, contact:

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University of Arkansas for Medical Sciences  
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