

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 leading to extramurally funded, scientifically significant research projects. Program support is focused on new areas of research for early-stage 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, 3) consultation costs, 4) software or database costs, and 5) publication 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:** Narrative section (3-4 pages), budget section (1-2 pages), biographical sketch (2 pages maximum for each investigator), internal review committee approval (e.g., IACUC, IRB, Radiation Safety, etc. - 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/footers and the body of the proposal and attachments.
- Pagination:** Do not paginate the first page (cover page). Paginate the proposal and attachments with consecutive page numbers, starting with page 1 through each page of the biographical sketch and 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:** Division of Research and Innovation through the online portal: [Click to Apply](#)

Application Layout: Please combine all application material in one PDF document

I. COVER PAGE (1 PAGE)

- A. Provide the Principal Investigator's name, rank, title, affiliation (department, college, and center), and contact information.
- B. Provide the name, rank, affiliation, address, and contact information for all Co-Investigator(s).
- C. Title of project.
- D. Abstract (100 words or less).
- E. Lay abstract (50 words or less).

II. NARRATIVE SECTION (4 PAGES)

Provide a narrative section with the headings listed below. This will be reviewed for scientific merit and the potential for future extramural funding.

- 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.

III. BUDGET SECTION (1 PAGE)

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. Note that salary for UAMS faculty is not allowed.

IV. OTHER SUPPORT

List all sources of current and pending support for the principal investigator and co-investigator(s). Include 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.

V. QUALIFICATIONS OF PROJECT PERSONNEL

An NIH biographical sketch must be provided for all *investigators* participating in the project. Biosketches are not required for support of laboratory staff.

VI. APPROVAL REQUIREMENTS

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

VII. DEPARTMENT CHAIR SUPPORT

Approval from department chair in the form of an email to applicant or a letter.

Review Process and Timetable

Proposals must be submitted as a single PDF file to the VCRI ([Click to Apply](#)) by **August 31, 2023**. The two-tiered review process includes a scientific review using criteria similar to those of the NIH and a final evaluation review by the UAMS Research Committee and UAMS Foundation Board for prioritization. Funding for awarded projects will begin in **January 2024**.

For further information, contact:

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