Format Guidelines

Wallace H. Coulter Center for Translational Research

Applications shall not exceed five pages, excluding a cover page, a budget page, and two-page CVs from the co-investigators. Combine all files into a single PDF and use Arial font of 11-12 point size. The cover page must contain the project title, names of the co-investigators, amount requested, a one-paragraph summary, and the approval/signature of the department chair of the co-investigators (the signature can be scanned as part of your proposal or faxed separately to 434-982-3870). Approvals for animal and/or human subjects will be required “just in time” after awards are announced.

- The grant proposal must include (proposals will be rejected if any component is missing) -
- Explain the clinical relevancy of the project (**it is ideal for the clinician to write this section**)
    - Discuss clinical need (include epidemiological data)
    - Include current clinical standard of care and specific patient population
    - Discuss envisioned product/technology
    - Quarterly development plan
- Intellectual property status (any disclosures at UVA or other institutions for Co-I’s or previous institution of investigators)
- List of current funding and pending proposals for each co-investigator (that are directly relevant to the project or cover similar work)
- Plan for funding after award expires (including competitive renewal)

Grants will be for one year and may be submitted for renewal. Competitive renewal applications must have a comparison of milestones achieved vs. those planned in the original submission. It is expected that some specific projects may be renewed for up to three years, but that many projects will receive other funding before that time. Renewal applications will be evaluated on a competitive basis with new applications.

Budgets: Funds may be used for salary support of faculty, graduate students, and other research staff, but may not be used for general staff or administrative support or for tuition. Operating supplies, minor equipment items, prototyping expenses, imaging time and travel directly associated with the research activity are examples of eligible budget items. No Appendix is allowed unless previously approved by the Coulter Program Director All References Cited must be included within the 5-page limit. (This means you

should be very judicious in selecting a few key references – perhaps 5-10 will suffice. **This is quite different than the NIH style of referencing**.)

Suggested page lay-out:

1 page: Cover Page
1 page: Budget with short justification text as needed

Research Plan Breakdown (5 pages total)

- 1 page – Brief background and Significance of work and Specific Milestones (per quarter)

- 1 – 2 page – Product/Commercialization plan – What is the product envisioned?
    - Include current clinical paradigm for treatment
    - Describe the current clinical work flow
    - Who manages the patient populations?
    - Epidemiological information of disease

- 1-1.5 pages – Research Plan for achieving the specific milestones, including experimental or other models, and statistics
    - Describe the role of each co-investigator clearly
    - Describe who will be doing the week-week work
    - 0.5 pages – Funding plan for after award expiration

Remember to include a list of funded or pending proposals that are directly relevant to the project or that might overlap or provide follow-on funding for the project. The review group is NOT interested in all the other grants you are involved with (as NIH is) – just the relevant ones. Include prior funding if relevant. Be concise.
0.5 pages – Intellectual property status, strategy and plan

Notes:
1. OSP circulation and approval is NOT required in advance. Animal protocol approvals will be required after funding decisions are announced but prior to the start of work.

2. Obtain the Chair's approval from the relevant department for release time for team members who are not in your department.

3. The review group recognizes that the projected percent effort projected for any MD team member may not be fully budgeted, due to the fairly restricted total budget and the

fact that in many cases, MDs will not require salary support, but rather will plan to have their part of the work done in their labs/clinics. For example, you might describe in the text how an MD member may contribute 10-15% effort to a project, while only budgeting 0-5% of that individual's salary. This will not be a competitive disadvantage in the review, as long as the role of the clinical practitioner is described clearly.

4. For the Milestones, I.P., and Product/Commercialization sections, we expect that later-stage projects will likely contain different information than early-stage projects. Suit your milestones to the stage of your project.

It is ideal for you to speak with Jay Lee and/or Rich Chylla with Licensing and Ventures. Again, if you would like advance consultation on the appropriateness of your milestones or IP/product/commercialization strategy sections, please send an email version of your proposal draft to uvacoulter@virginia.edu.