

2015 TEXAS MEDICAL RESEARCH COLLABORATIVE (TEXASMRC): PROPOSAL SUBMISSION GUIDELINES

The University of Texas at Arlington (UTA), the University of Texas at Dallas (UTD) and the University of North Texas Health Science Center (UNTHSC) together with Texas Instruments (TI) and Texas Health Research & Education Institute (THRE) are providing funds to initiate collaborative research to develop medical technologies in critical healthcare areas. Proposed research programs should be in areas of interest (listed at <http://texasmrc.org/research/>) to these institutions and suitable for sustained external funding (federal, state, private, etc.).

Purpose: The purpose of this program is to foster collaboration between faculty, staff and clinicians on multiple campuses of the member organizations. This program is intended to enhance opportunities for internal funding that will be matched with the TexasMRC Proof of Concept Gift Fund in order to conduct applied medical technology research. It is further intended that this research be translated into a real-life clinical setting that addresses one or more of the critical medical research priorities of the TexasMRC Program. Funded research projects are restricted to the broad area of medical technologies and should be in areas of interest to healthcare providers and allied industries.

Who Can Apply: **Only investigators who have been invited to submit proposals based on their Letters of Intent may apply***. Proposals require at least one Research Investigator from at least two TexasMRC institutions. A lead principal investigator (PI) must be a faculty member at a participating TexasMRC institution of higher education, listing all other(s) as co-investigator(s) (Co-I). In addition, there must a clinical partner included in the project from UNTHSC or THRE, who is a practicing MD or DO, whose primary role is patient based, rather than research based. Only one proposal may be submitted naming a particular PI (i.e., an investigator may be named on multiple proposals as co-investigator, but may only be named as principle-investigator on a single proposal). THRE and UNTHSC clinicians collaborating in the research should be listed as a Co-I. For additional clarification, please contact the Administrative Agent at texasmrc-admin@uta.edu.

Award Amounts: Requests should be reasonable and justified. The maximum award for each project is \$100,000 for one year. Requests can include the project costs of THRE's participation where applicable.

Submission Process: The lead principal investigator must submit a signed original version of the complete proposal (including application coversheet) electronically, in a **single PDF document** via email to texasmrc-admin@uta.edu with a copy to his or her Institution's Sponsored Projects Office (Grant and Contract Office). Proposals must be received by **midnight central time on March 24th, 2015**.

* Rare exceptions may be made with approval of Executive Committee

The Lead Principal Investigator is responsible for verifying that submitted proposals have been received by the TexasMRC Administrative Agent.

Distribution of Funds: Awarded funds will be distributed to UTA, UNTHSC, and UTD and where applicable THRE according to the scope of work and budget justified in the proposal.

Policies, Procedures, and Application Instructions

TexasMRC Budget Request:

TexasMRC projects are intended to encourage and fund collaborative projects at multiple TexasMRC Institutions. Requests should be reasonable and justified, and are not to exceed \$100,000 for each project (with an equitable split between or among TexasMRC Institutions). It is expected that PIs will propose budgets equitably distributed between TexasMRC Institutions. Amounts awarded may differ from submitted budget requests at the discretion of the TexasMRC Executive Committee.

TexasMRC Budget Allocations:

Awarded projects will be budgeted by each respective TexasMRC Institution according to the scope of work and budget justified in the proposal. The distribution of matching gift funds will be handled through each TexasMRC Institution's Development Office or equivalent as an irrevocable restricted gift towards its institutions' TexasMRC projects. No funds will be distributed to investigators at a TexasMRC Institution until all requirements of the TexasMRC Program have been met, including regulatory requirements at that TexasMRC Institution (IRB approval, IACUC approved protocols, biosafety review, safety training, Conflict of Interest disclosures, and the like).

Project Carryovers:

No carryovers beyond the project end date will be allowed. All unspent funds at a TexasMRC Institution at the end of the grant period will revert back to the respective TexasMRC Institution's development fund designated for the TexasMRC Program.

Award Bonuses:

During the course of the grant period, should a joint federal grant proposal be submitted relating to the funded project, or as an outcome of the funded project, a bonus of \$2,000 will be provided to the project team from each TexasMRC Institution participating in the submission. **These bonus funds can be carried forward into the next year, and can be used at the discretion of the investigators (subject to the policies and procedures of the TexasMRC Institution).**

TexasMRC Budgets:

Separate budgets will be submitted detailing the amounts requested for each TexasMRC Institution involved in the proposal. Funds may be utilized for direct expenditures beneficial to the research in the following allowed categories under this program:

1. Personnel Support: Funds can be used for post-doctoral, graduate and undergraduate student assistantships, as well as for technical staff. No support for faculty salaries permitted.
2. Expendable scientific items, services and equipment maintenance needed for the execution of the proposed research project
3. Equipment: modest amounts may be considered
4. Publication expenses
5. Travel necessary for the conduct of research only
6. Tuition
7. Direct cost of lab work, radiology, and medical testing

Funds may NOT be budgeted or used for the following:

1. Faculty salaries from the university partners
2. Managerial/supervisory salaries from THR or TI
3. Travel to conferences, workshops, etc.
4. Building construction, alteration, renovation, rent, or utilities
5. Membership dues
6. Overhead
7. Non-TexasMRC Institution personnel

Proposal Application:

Proposal Format:

- Paper: 8 1/2" x 11", white paper, single-sided
- Margins: 1"
- Spacing: single-spaced
- Font: Times New Roman or Ariel, no smaller than 11pt
- Proposal document must be a **single PDF document** individually paginated

The following five documents comprise a complete proposal application package:

1. Coversheet, containing a scientific summary, using the available template ("TexasMRC-Proposal-Coversheet-2015.docx"). [not to exceed 3 pages]
2. Description of the project (including figures, tables, etc). [not to exceed 5 pages]
3. Cited references for the project. [not to exceed 2 pages]

4. A two-page biographical sketch for each principal investigator and co-investigator in a consistent format (NSF or NIH format), including a list of current funding. [not to exceed 2 pages for each PI or Co-I]
5. Budget pages: 1 budget page for each collaborating TexasMRC Institution. For example, if UTD and UNTHSC are the collaborators, then UTD will have 1 budget page and UNTHSC will have a 1 budget page. (“TexasMRC-Budget-Template-2015.xlsx”)

(Proposals exceeding allowable page length will NOT be reviewed.)

A coversheet and a budget template can be downloaded from the TexasMRC website <http://texasmrc.org/request-for-proposals/>.

Review Procedures and Evaluation Criteria:

In addition to their own scores, each TexasMRC Institution Executive Committee member may select one or more reviewers from their institution to score and rank each proposal submitted. As a result of each reviewer’s scores or ranking, each TexasMRC Institution will provide ONE summary ranking for all the submitted proposals. A proposal may have multiple reviewers but just ONE composite score and ranking will be supplied to the Executive Committee from the reviewing organization.

Submitted proposals will be evaluated using a pre-determined scoring system. Scoring will apply to the following proposal attributes:

1. Scientific/Scholarly Merit:
Areas to be evaluated under this heading may include but are not limited to: originality, technical soundness, commercial viability of technology, clinical applications, merits of the collaborative approach, how the technology addresses a critical need, research plan, availability of facilities needed to conduct the research, and appropriateness of the budget.
2. Qualifications of the Investigators:
Items to be evaluated under this heading may include but are not limited to: experience in the field, synergism in discipline, grant funding record, publication record, and collaboration record.
3. Potential for External Funding:
Areas to be evaluated under this heading may include but are not limited to: impact of proposed research with targeted initiatives of a federal agency or private agency, plan for obtaining support to continue the research, and, if applicable, the relationship of the proposed work to a response obtained from an agency on a reviewed, but unfunded proposal or white paper.

****PLEASE NOTE****

The TexasMRC grant program does NOT provide feedback on proposals.

Award Notifications:

Awards will be announced via email to the named PI on or around May 1, 2015.

TexasMRC Institutional Program Requirements:

The Lead PI on the awarded proposal will be responsible for monitoring research progress and providing institutional reports. All reports shall be submitted through the TexasMRC Administrative Agent at texasmrc-admin@uta.edu. Project mid-year and final reports shall be submitted by each awardee. Details about content and submission dates will be disclosed to awardees at time of grant award.

Additionally, there will be up to two public presentations for each TexasMRC project. The TexasMRC PI(s) and their teams will be expected to participate in the presentations. The TexasMRC Administrative Agent will coordinate and arrange these presentations with awardees.

Other Questions or Concerns:

Additional questions or concerns not addressed or clarified here should be directed to your VP for Research Office, Sponsored Projects Office, or the Administrative Agent at texasmrc-admin@uta.edu.