University of Pikeville-Kentucky College of Osteopathic Medicine (UP-KYCOM)
Research Funding and Internal Grant Proposals
2022-2023

In recognition of the importance of research to medical education, KYCOM allocates funds on an annual basis to be used in support of research efforts in the areas of basic, medical and clinical sciences, and medical education and technology. All proposals are first submitted to the Research Committee for review and approval, followed by the appropriate Associate Dean, and finally the Dean of UP-KYCOM for final approval.

The following research proposal and application due dates apply:

Proposal Submission: A completed Research Proposal shall be submitted to the Research Committee no later than June 7th, 2022. Each investigator should review the Committee's guidelines for the proposals as well as the grading rubric. The Research Committee will review all completed applications and return any proposals requiring revisions by June 21st, 2022. Proposals with no revision required will serve as an Approved Proposal. Approved Proposals will be forwarded to the appropriate Associate Dean by the Research Committee. If approved by the Associate Dean, the Research Proposal will be submitted to the Dean of UP-KYCOM for final consideration. Research Proposals approved by the Dean should have access to funds as determined by the University Business Office (anticipated to be July 1, 2022).

Revised Proposal Submission: Proposals for which revisions are required, must be re-submitted by June 28th, 2022. The proposal should include all revisions, as it will be considered a Final Proposal Submission. If the required revisions are complete as determined by the Research Committee, it will serve as an Approved Proposal and be forwarded to the appropriate Associate Dean by the Research Committee. If approved by the Associate Dean, the Research Proposal will be submitted to the Dean of UP-KYCOM for final consideration. Research Proposals approved by the Dean should have access to funds as determined by the University Business Office (anticipated to be July 1, 2022).

Please note the following:

1.) If at any stage of the review process, the principal investigator or co-investigator for a proposal is a member of the Research Committee, they will recuse themselves from the review of all proposals and budgetary concerns. Ad hoc reviewers may be assigned by the Research Committee if a quorum cannot be reached.
2.) Any Research Proposal submitted outside of the above timeline will not be reviewed.
3.) Any proposal deemed incomplete by the Research Committee will not be reviewed.

Proposal content: When preparing a Research Proposal, the applicant should strive to strike a balance between sufficient detail to demonstrate competency and advanced

planning, yet be readable to non-specialists. A Research Proposal will be considered complete if it meets the following criteria:

a.   Abstract/Executive Summary
Please provide a description of the entire project. It should include brief statements of the needs or problems being addressed, the methodologies employed in accomplishing the tasks outlined, project goals or expected outcomes, the time duration, and the amount requested from UP-KYCOM. [500-word maximum]

b.   Background
This section should reflect your scholarship and show evidence of a thorough research of the topic, including relevant literature search, and reference to external benchmarks and related measures.

c.   Statement of Need
This is the "why" of the project. One needs to convince the reader that the problem is real and that the proposer's rationale and methods will enhance the field, provide the service, or accomplish the stated objectives.

d.   Project Description
This section should include an explanation of the problem, with sufficient technical background, a statement of objectives, detailed explanation of the methodology or techniques to be utilized, evaluation measures and appropriate references.

e.   Budget
Maximum funds available to each project is $10,000/year, however awarded funds may be lower depending on budgetary or other concerns and will be determined prior to submission deadline. Requests for amounts more than $10,000 will be considered under exceptional circumstances. Budget should include a line-item budget for all direct costs. The extent of individual cost items should match the scope of the project, reflect real or estimated cost burdens, and be as accurate as possible. Each major cost item should be accompanied by a narrative explanation of the basis of costs. It is the responsibility of the primary investigator to keep accurate accounting information on all expenditures associated with the budget that has been allocated. An update on expenditures must be presented to the Research Committee within one week of request.

f.   Institutional Approval
If applicable, documentation of a project review by the Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC), or a Letter of Support from same.

g.   Timeline
Includes a summary of the main points of your project narrative in terms of the approximate time of completion. Please include information regarding the number of years this project has received internal funding.

h.   Extramural support documentation

Internal support is not intended to be the sole means of funding research at KYCOM, it should be used as a stepping stone to extramural support. As such, recipients of internal funds are expected to actively pursue external support. For all projects that have received more than 3 years of funding (i.e. applying for the 4th internal award) applicants must show evidence of an extramural grant search. Please include grants/contracts applied for, funding agency, their amount, score received (if any), and a plan for improving the submission if not funded. Projects that have received more than 3 years of internal funding with no evidence of extramural funding search may not be funded.

Responsibilities of the Investigator:

1.) Keep track of the spending on their research project and to assure the budget is not exceeded.
2.) Provide a final spending summary to the Research Committee as indicated below showing how funds were utilized. If requested, mid-cycle reports must be completed within one week.
3.) Provide a brief indication of equipment or facilities used to conduct your research along with an approximate hour usage.
4.) Provide a list of any journal articles, meeting abstracts, presentations and extramural funding applied for as described below.
5.) Participate in activities designed to inform the UPIKE community of the research being performed and the impact it may have.

Required Reports:

1.) By May 27th, 2022 (unless otherwise directed) all orders for the fiscal year (2022-23) must be completed, and a **comprehensive final accounting summary** is to be submitted to the Research Committee by June 10th, 2022. This summary should include information on the type and quantity of lab supplies used and if they were purchased using internal award funding or not.
2.) By May 27th, 2022 provide a list of all journal articles, meeting abstracts, meeting presentations, student involvement, and extramural funding arising from the award to the Research Committee. Pending submissions, grants etc. should also be included.