

**EARLY CLINICAL INVESTIGATOR GRANT  
MRF GRANT REGULATIONS & GUIDELINES  
FOR ADMINISTRATION OF GRANTS AWARDED BY THE MEDICAL RESEARCH FOUNDATION COMMITTEE OF OREGON**

**REGULATIONS**

1. Medical Research Foundation (MRF) Early Clinical Investigator (ECI) grants are awarded to institutions. The grantee institution will account for expenditures at the close of the grant period.
2. Funds will be used for the purposes stated in the application.
3. MRF ECI grants do not include indirect costs, but an institution's cost of employee benefit programs may be included for personnel.
4. Unencumbered balances at the end of the grant period or when an incumbent resigns will be returned to MRF.
5. If funding from another source is received for the project being supported by an MRF grant, notify the MRF Committee. Uncommitted funds are to be returned to MRF for use in supporting other projects.
6. Due to the training nature of the ECI grant, extension requests beyond the one-year grant period are discouraged. However, extensions will be considered and may be granted, if justified, under unusual circumstances.
  - a) Prior to the grant expiration date, the PI **and mentor** must submit a **co-signed** letter requesting an extension to OHSU Office of Proposal and Award Management (OPAM) or outside institution's equivalent department.
  - b) OPAM will send the signed request letter to the MRF Committee.
  - c) The MRF Committee will consider the request and, if authorized, will communicate the authorization to the principal investigator and OPAM prior to the expiration date.
7. The awardee investigator will submit a brief written report of results to MRF within 90 days after the grant period. This summary should be no longer than one double-spaced typed page, written in lay language.
4. Grants are not made for expensive items of equipment. However, requests will be considered when such equipment will enjoy wide use by a number of investigators or when it will make possible research of unique value. All equipment becomes the property of the grantee institution.
5. No funds are awarded for indirect costs, administrative staff support or tuition. Funds may be used for travel if directly related to the conduct of the approved project. Funds may also be requested for travel to present research findings at a meeting (limit of \$2,000). Proof of program acceptance must be provided to the MRF administrator for approval of funds. Requests for PI salary support must be explained and justified.
6. The research facility with which the applicant is affiliated must be fully prepared to accommodate the project in terms of the principal investigator's salary and space.
7. Proposals should not overlap with established funding.
8. A letter from the Department Chair addressing the applicant's qualifications for a career in clinical research and the proposed training plan **must be submitted separately** through the [InfoReady Competitive Application Portal](#). The Chair letter must be submitted through the InfoReady Portal **within 7 days** of the application deadline. The Chair should comment on the commitment of the Department/Division to the applicant's research and career goals to develop a career in human investigation and on the availability of time to perform the proposed project. The Department Chair should commit to the applicant's training plan for a minimum of one year. The letter should also discuss any additional support for the applicant, such as core research facilities, laboratory space, course work, etc.
9. A mentor's letter, mentor biosketch, and Applicant Qualifications Form (attached in the portal) from the mentor that comments on the applicant's qualifications and career plans **must be submitted separately** through the [InfoReady Competitive Application Portal](#) **within 7 days** of the application deadline. The mentor should describe in some detail the proposed training and career development program that is being proposed to foster career independence. The mentor should address his or her track record as a mentor, current funding and the research facilities available to the applicant. The mentor shall include a statement confirming the applicant wrote the research proposal and describe the mentor's contribution. The mentor shall include a statement confirming the applicant wrote the research proposal and describe the mentor's contribution.

**GUIDELINES**

1. Early Clinical Investigator (ECI) awards are intended to further the development of young investigators who interact with human subjects and who are interested in a career in clinical research. Clinical research is defined as research conducted with human subjects or on material of human origin such as tissues, specimens, and/or clinical, cognitive, or behavioral data. Research on animal models will be considered only if there is obvious relevance to human health/disease, and the animal studies have a high probability of leading to research on human subjects or specimens.
2. Research involving human subjects, animals or recombinant DNA must be approved by the appropriate institutional review board (IRB / IACUC/ IBC). Investigators are encouraged to submit this application simultaneously but it is not a requirement. **Note** that no funds will be distributed until IRB/IACUC/IBC approval is obtained.
3. The principal investigator must be a post-doctoral trainee or fellow with specific plans for a career in clinical research.
10. All applicants must address their intentions to pursue clinical research through applying for future grants, such as a career development award or other federal funding. Describe the plan to use the data collected under this award to apply for future grants. For applicants who are not US citizens or do not have permanent resident status, they must address their plans about citizenship status, as this will affect their eligibility for future grant applications. They should also discuss their plans to remain in the United States and conduct clinical research.
11. Strong preference is given to proposals having the potential to evolve into ongoing, nationally supported career development awards.

## EARLY CLINICAL INVESTIGATOR GRANT INSTRUCTIONS

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### A SUCCESSFUL APPLICATION GENERALLY INCLUDES:

1. A clearly stated and testable hypothesis.
  2. Significance and Innovation sections.
  3. A discussion of how the data will be obtained and analyzed.
  4. Methods of approach to be used.
  5. Discussion of potential pitfalls and alternative approaches.
  6. The application should include a section entitled "career plans" that provides a description of how the proposed work fits into the applicant's research training and long-range goals. Particular emphasis should be given to how the award may enable the investigator to obtain career development funding in the future.
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### I. GENERAL INFORMATION

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The maximum dollar award for an MRF Early Clinical Investigator Award is **\$30,000**. These grants are made for a period of one year for research conducted in Oregon. Only one application per investigator is allowed in any cycle. A single proposal may be submitted a maximum of three times.

Grants are awarded by the MRF Research and Education Committee. MRF application deadlines, Committee meetings, and effective date of Grants can be found on the [MRF Grant Website](#). Applicants will be advised of the decision by the MRF Committee within a week after the meeting.

Applications are reviewed by the Scientific Research Review Committee for scientific merit, an evaluation of the trainee, and an evaluation of the mentor and the training environment. Members of this Committee are physician or scientist faculty but are not necessarily an expert in the proposed research topic. The peer-review committee will provide brief critiques of each application. Applications are then submitted to the MRF Committee for final funding review and authorization.

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### II. PREPARATION OF PROPOSAL

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1. Applications must be submitted as a single PDF using the [InfoReady Competitive Application Portal](#). The type font should be no smaller than 11 point and side margins of at least one inch should be used for the body of the grant. (NIH-style biosketches can be submitted with NIH font and margin guidelines).
2. **Please supply all information requested.** Failure to do so may cause the application to be administratively withdrawn.
3. Descriptions of the general objectives, purposes and plan of the research and the background of those to be engaged in it, while condensed, must be clear enough that the reviewers can make a fair appraisal of its worthiness, capabilities of the personnel, and appropriateness of the project in relation to work of record. The research proposal must be written by the applicant.
4. The MRF Committee must know with as accurate detail as possible what is to be done with the money. This should be detailed on a budget justification page included in the application PDF document.

5. A letter from the "Responsible Official" signing for the institution should be included in application indicating name, title, phone number, and signature. The person signing for the institution is a matter of institutional preference. This is generally the Vice President of Research. However, contact OPAM or your Research Office to determine your institution's preference.
6. Application **must be combined into a single PDF** and uploaded to the [InfoReady Competitive Application Portal](#). The order of the required documents **combined in the single PDF** is as follows:
  - a) Cover letter (required for resubmission only; include concise response to previous reviews)
  - b) Previous MRF Written Reviews (required, if resubmitting)
  - c) Research Plan (7 pages maximum; 1 page for Specific Aims and Significance, and 6 pages for the Approach)
  - d) Literature Cited
  - e) PI's Biographical Sketch, in current NIH format.
  - f) Budget Explanation and Justification
  - g) Other Support as needed:
    - List sources of current research support you now receive for all research projects: project titles, amount of annual budget, number of years, dates, and role in the project.
    - List sources of pending support for all research projects: project titles, amount of annual budget, number of years, dates, and role in the project.
    - Append budget pages and abstracts for all current and pending support for all research projects for which you are the principal investigator or a co-investigator.
  - h) Other Information as needed (e.g., collaborative letters of support, abstracts, appendices).
  - i) Institutional Approval Letter
7. The following documents are to be **sent separately by the Department Chair and mentor** through the [InfoReady Competitive Application Portal](#):
  - a) Letter of support from your Department Chair (guideline 8)
  - b) Letter of support from your Mentor, Mentor's biosketch and Applicant Qualifications Form (guideline 9)
8. When resubmitting, any materials associated with the original application, including support letters and forms, must be resubmitted. **No previously submitted materials will be transferred to a resubmission.** It is strongly recommended that any such support materials be updated for the current submission rather than re-used from a previous submission.
9. **The following naming conventions are required:** Application: Last, First, Submission Deadline, Grant Type (Example: **Rapinoe, Megan\_August 2019\_Early Clinical Investigator**) Support Letters: Applicant Last, First, "Support Letter," Writer Last (example: **Rapinoe, Megan\_Support Letter\_Lagarde**).
10. Applications and supporting documents are to be submitted through [InfoReady Competitive Application Portal](#). For questions, contact [funding@ohsu.edu](mailto:funding@ohsu.edu).

Only applications received by 11:59 p.m. on the deadline date will be accepted for review. **Late or incomplete applications will not be reviewed.**