

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

REGULATIONS

1. MRF 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. Major deviations (greater than \$10,000 between approved categories or changes in purpose or direction of research) must be approved by the MRF before being undertaken.
3. MRF 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. Requests for extension of time will be considered if requested and justified prior to the expiration date.
 - a) Submit a letter requesting an extension to OHSU Office of Proposal and Award Management (OPAM) or each institution's equivalent sponsored projects department.
 - b) OPAM will send the signed request letter to the MRF Committee.
 - c) The MRF Committee will authorize the extension and communicate this authorization to the Principal Investigator (PI) and OPAM prior to the end 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. Also, submit any publication resulting from MRF-supported activities. Any favorable reference to MRF assistance will help MRF attract additional funds.
6. A letter from the New Investigator's Department Chair regarding the status of their independence is to be submitted **separately** [InfoReady Competitive Application Portal](#). The Chair letter must be submitted through the InfoReady Portal **within 7 days** of the application deadline. The letter of support from the department chair/institute director is essential and must clearly attest to the level of commitment offered to the applicant. Specific information on the commitment should include the assignment of individual and independent space (sq. ft.), departmental/institute salary (percent support) and/or research support (amount of support or start-up package), voting privileges in faculty forums, appointment as the result of a national search, and tenure-track status. Of greatest importance are a faculty appointment and the provision of tangible, stable support (e.g., space, salary) that demonstrate a clear commitment to the applicant's long-term development as an independent investigator in Oregon. *Uncertainty as to the level of this support can lessen enthusiasm for the funding request during its review.*
7. Applicants who are PI's on major national grants will not be considered.
8. Strong preference is given to proposals having the potential to evolve into ongoing, nationally supported projects.
9. Funding requests will be judged primarily on the basis of scientific merit. However, other factors (such as other sources of research funding available to the investigator, the likelihood that MRF seed funding will result in a nationally supported research program, etc.) will be considered.
10. 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.

GUIDELINES

1. Basic and Applied studies must directly relate to human health.
2. Proposals to develop or perfect a technology are generally given below average priority scores unless that technology can be used to answer basic questions and unless the technology can be the basis for further research.
3. New Investigator grants are intended for physicians and scientists who are new to research and are not, or have not been the recipient of research grant funding (career development award recipients are eligible). Applicants are expected to be members of the faculty of an academic department/institute and to have strong support from their department/institute. The primary goal of the grant is to enable new faculty members to improve their likelihood of obtaining national support (e.g., NIH, NSF). In this way, the grant can encourage the establishment of outstanding investigators based at Oregon academic centers.
4. Post-doctoral fellows, other trainees, visiting scientists and other investigators not appointed with the expectation of long-term departmental/institutional support are not eligible to apply as PIs.
5. The PI must be an **independent scientist**, defined by:
 - a) Rank at the level of **assistant professor or equivalent**;
 - b) Committed institutional support such as space and/ or salary;
 - c) First authored or senior authored publications; and
 - d) Planned or pending application for funding on a national level.
11. 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.
12. The research facility with which the applicant is affiliated must be fully prepared to accommodate the project in terms of the PI's salary and space.
13. Proposals should not overlap with established funding with the exception that a new investigator may be permitted some overlapping funding if this is essential to establish a laboratory.
14. 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.

MRF NEW INVESTIGATOR GRANT INSTRUCTIONS

A SUCCESSFUL APPLICATION GENERALLY INCLUDES:

1. A clearly stated and testable hypothesis.
 2. Significance and Innovation sections.
 3. Previous work by the applicant and others with key references.
 4. A discussion of how the data will be obtained and analyzed.
 5. Methods of approach to be used.
 6. Discussion of potential pitfalls and alternative approaches
 7. An indication of how the proposed work fits into the applicant's research program and long-range goals. Particular emphasis should be given to how the award may enable the investigator to obtain national funding in the future.
 8. New Investigators are strongly encouraged to seek the assistance of experienced mentors in the preparation of their proposal, as well as to guide their career development. Please list mentors if available.
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, if needed (e.g., collaborative letters of support, abstracts, appendices).
 - i) Institutional Approval Letter

I. GENERAL INFORMATION

The maximum dollar award for an MRF grant is **\$50,000**. These grants are made for a period of one year for research conducted in Oregon. Extensions will usually be granted if applied for before the grant expires. Only one application per investigator is allowed in any cycle. A single proposal may be submitted for consideration 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. 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.

II. PREPARATION OF PROPOSAL

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.** Applications missing information may be administratively withdrawn.
 3. Descriptions of the general objectives, purposes of plan of the research and the background of those 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.
 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.
9. **The following naming conventions are required:**
Application: Last, First, Submission Deadline, Grant Type (example: **Rapinoe, Megan_August 2019_New Investigator**)
Support Letter: 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

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