UNC NORC
NUTRITION OBESITY RESEARCH CENTER

P&F PROGRAM FULL PROPOSAL GUIDELINES

Complete applications must be submitted as a single PDF file by **5:00 PM ET on Friday, November 10ᵗʰ, 2023,** using the online form here. Proposals must be single-spaced and use Arial 11- point font with 0.5" margins. A complete application requires items A-F listed below:

A. APPLICATION COVER SHEET (page limit: 1 page)

The application cover sheet should include the following:
- Project title
- PI name, title/position, department/division, institution
- PI office address
- PI email address
- PI telephone number
- List of the UNC NORC core(s) the PI plans to use and the specific core service(s) that the PI plans to use
- Type of research/discipline
- Total amount of funding requested

B. SCIENTIFIC ABSTRACT AND LAY SUMMARY (limit: 1 page)
Please include a scientific abstract (30 lines) and a lay summary (maximum 3 sentences) that describe your proposed research. The scientific abstract should summarize your proposal for the review committee. The lay summary should summarize your proposal for the non-scientific community. Both must be submitted on the same page in the application package.

C. RESEARCH PLAN (page limit: 3 pages single-spaced)
The research plan should follow the standard NIH format. Please label each section of your research plan accordingly:
- Specific Aims and Hypotheses (1/2 p)
- Background and Preliminary Studies (1p)
- Research Design, Methods, and Expected Outcomes (1 p)
- Plans for Pilot Data (specify what funding opportunity you plan to pursue, how the pilot data will facilitate that, and your timeline for NIH submission) (1/2 p)

The following sections of your research plan do not count towards the 3-page limit:
- Protection of Human Subjects (if applicable): Institutional Review Board (IRB) approval is not required at the submission stage for a pilot grant. However, if you are selected as an awardee, you must submit the required paperwork to the appropriate IRB. Funds will not be available until the appropriate approvals have been received.
- Vertebrate Animals (if applicable): Institutional Animal Care and Use Committee (IACUC) approval is not required at the submission stage for a pilot grant. However, if you are selected as an awardee, you must submit the required paperwork to the IACUC. Funds will not be available until the appropriate approvals have been received.

D. BUDGET, BUDGET JUSTIFICATION, & STUDY TIMELINE (page limit: 2 pages)
Applicants may request up to **$40,000 in direct costs only**. Please include a budget using the NIH Form Page 4 here and a 1-page budget justification and study timeline for the proposed project.

P&F FUNDS <u>MAY BE</u> USED FOR:
- Animal maintenance
- Laboratory/research expenses
- Publication fees
- Research equipment less than $5,000
- Research supplies and materials
- Technical/research staff support
- Other expenses deemed necessary to successfully execute the proposed project (other than those below)

P&F FUNDS <u>MAY NOT</u> BE USED FOR:
- Computer purchases
- Dues/membership fees
- General office supplies and equipment
- Indirect costs
- Laboratory space rental
- PI salary support
- Professional education/training
- Research equipment over $5,000
- Secretarial/administrative salary support
- Stipends or tuition for undergraduate students, graduate students, or postdoctoral scholars
- Travel (domestic or foreign)
- Tuition

E. BIOSKETCH
Applicant must include a current NIH-style biosketch. Please use the [NIH PHS 398 biosketch form.](#)

F. LETTER OF SUPPORT (page limit: none)
- A letter (or an email) of support from the appropriate UNC NORC Core Director(s) is required. The letter should state that you and the appropriate UNC NORC Core Director have discussed your needs and that the Core Director is willing to work with you on the proposed project. A full description of services/resources offered by the UNC NORC is available online.

See the P&F Program Awardee Responsibilities on Page 3.

RESPONSIBILITIES OF P&F PROGRAM AWARDEES

1. Awardees are required to submit progress reports twice a year – at the midterm and at the conclusion of the grant period. You will be notified when these reports are due. All reports must be submitted to Dr. Susan Smith, Dr. Kimberly Truesdale, Ashley Irwin, and your assigned mentor(s).

2. Awardees are required to acknowledge the UNC NORC grant in all publications, posters, press releases, proposals, abstracts, and/or presentations that are produced as a result of P&F funding. Please use the following acknowledgement: "Research reported in this publication was supported by the National Institute of Diabetes and Digestive and Kidney Diseases of the National Institutes of Health under Award Number P30DK056350. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

3. A web profile for each awardee, including the submitted lay abstract, will be added to the [UNC NORC website](#) and the [NORC Central website](#).

4. Awardees are expected to present their research at the annual UNC NORC P&F Program Symposium and NORC-sponsored seminars and events as requested.

5. If you are awarded a grant based on preliminary data obtained from your pilot study, please notify the Program Co-Directors and the NORC managing Director, Ashley Irwin, immediately.

6. Awardees may be asked to serve as peer reviewers for subsequent UNC NORC P&F Program grant competitions.

7. After completing the project, awardees will be requested to continue to report any new progress (grants, publications, etc.) resulting from preliminary data obtained from their P&F award. The UNC NORC is required to report all updates from P&F funding to the NIH to help the NIH evaluate the effectiveness and productivity of the Center. Please send all project updates to Ashley Irwin.