



Nebraska Department of Health and Human Services <b>Stem Cell Research          Grant Application</b> Follow Instructions Carefully	Leave Blank for Department of Health and Human Services
1. Title of Project (Do not exceed 56 characters, including spaces and punctuation.)	
2. Principal Investigator Name (Last, first, middle)	2a. Degree(s)
2b. Position Title	2c. Mailing Address (Organization, street, city, state, zip)
2d. Department, Service, Laboratory or Equivalent	
2e. Major Subdivision	
2f. PI Contact Numbers (Area code, number and extension)  Telephone FAX E-mail Address	2g. <input type="checkbox"/> New Application <input type="checkbox"/> Revised Application (This application replaces a prior Unfunded version of the new competing application # _____).
3. Human Subjects If Yes, IRB approval or exemption date  <input type="checkbox"/> No <input type="checkbox"/> Yes _____	4. Vertebrate Animals If Yes, Review Board approval date  <input type="checkbox"/> No <input type="checkbox"/> Yes _____
5. Recombinant DNA If Yes, Review Board approval date  <input type="checkbox"/> No <input type="checkbox"/> Yes _____	6. Total Direct Costs for Entire Proposed Project Period
7. Administrative official to be notified if award is made  Name Title Address  Telephone FAX E-mail Address	8. Name of Official Signing for Applicant Organization  Name Title Address  Telephone FAX E-mail Address
9. <b>Principal Investigator/Program Director Assurance:</b> I certify that the statements herein are true, complete and accurate to the best of my knowledge. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports, if a grant is awarded as a result of this application.	Signature of person named in 2. (In ink. "Per" signature not acceptable.) Date _____
10. <b>Application Organization, Certification and Acceptance:</b> I certify that the above statements herein are true, complete and accurate to the best of my knowledge and accept the obligation to comply with Department regulations and conditions if a grant is awarded as a result of this application.	Signature of person named in 8. (In ink. "Per" signature not acceptable.) Date _____

Principal Investigator/Program Director (Last, first, middle):

---

## Table of Contents

Please number each page and indicate on table of contents

### Section 1. General Information

Face Page .....	1
Table of contents.....	2
Abstract and Specific Aims of the Project .....	3
Description of Key Personnel .....	4
Biographical Sketch: Principal Investigator and Others .....	6
Previous and Current Related Projects Funded .....	7
Research Plan Description .....	8
References .....	11
Detailed Budget for Proposed Project Period .....	12
Budget Justification.....	15

Number pages consecutively at the bottom throughout the application. Do not use suffixes such as 3a, 3b.

Principal Investigator/Program Director (Last, first, middle):

---

**Abstract: List the application's specific aims, and make a clear statement of the project's relevancy to stem cell research.** Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. **There is a maximum of 30 lines of text.**

## **Instructions for the Description of Key Personnel Section**

Key personnel are defined as, and should be limited to, individuals who contribute in a substantive way to the scientific development or execution of the project, whether or not salaries are requested. *The PI must be an independent investigator with an appropriate faculty appointment, adequately assigned laboratory space, and the ability to apply for federal grants as a PI.*

Junior applicants may apply if they provide a statement or letter from their Chairperson specifically confirming their faculty level appointment, the amount of independent research space available to them and that they are considered eligible to apply for federal grants as a PI.

Consultants should be included only when their level of involvement meets the definition. Individuals providing technical services are not considered key personnel. For each individual, provide: name, organization, and role on the project. Under role on the project, indicate how the individual will function with regard to the proposed project, for example, principal investigator, graduate research assistance, etc. (two page maximum and use format on the next page).

Principal Investigator/Program Director (Last, first, middle):

---

**Key Personnel.** See specific instructions on previous page. Use another page as needed to provide the required information in the format shown below.

Name

Organization

Role on Project

Principal Investigator/Program Director (Last, first, middle):

---

<b>Biographical Sketch</b>			
Give the following information for the key personnel and consultants and collaborators. Begin with the principal Investigator/program director. Photocopy this page for each person.			
Name		Position Title	
Education (begin with baccalaureate or other initial professional education, such as nursing, and include post-doctoral training)			
Institution and Location	Degree	Year Conferred	Field of Study

Research and professional experience: Concluding with present position, list, in chronological order, previous employment, experience, and honors. List, in chronological order, the titles, all authors, and complete references of recent peer reviewed publications and to representative earlier publications **pertinent to this application only**. This section should not exceed one additional page. Applicants may use the NIH 398 form in place of this form.

Principal Investigator/Program Director (Last, first, middle):

---

### **Previous and Current Related Projects**

Please list all active and pending extramural sources of funding, as well as previously funded projects from the past three years. For each project, list: (1) the project title; (2) budget amount and PI percent effort; (3) source and period of funding; and (4) project abstract including Specific Aims. Identify any potential overlap with the proposed research.

## Specific Instructions for the Research Plan

The research plan should include sufficient information to facilitate an effective review. Be specific and informative and avoid redundancies. Reviewers often consider brevity and clarity in the presentation to be indicative of a principal investigator's focused approach to a research objective and ability to achieve the specific aims of the project.

Organize Sections A-D of the Research Plan to answer these questions: (A) What do you intend to do? (B) Why is the work important? (C) What has already been done? (D) How are you going to do the work? Do not exceed five pages, including all tables and graphs. **A five page absolute maximum will be strictly enforced. Applications that exceed this limit, or that exceed the type size limitations, will be returned without review.** You may use any page distribution within this overall limitation adhering to the following format:

- A. **Specific Aims.** State the broad, long-term objectives and describe concisely and realistically what the specific research described in this application is intended to accomplish and any hypotheses to be tested.
- B. **Background and Significance.** Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps in which the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to the broad, long-term objectives.
- C. **Preliminary Studies.** Provide an account of the principal investigator's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and competence of the investigator to pursue the proposed project.
- D. **Research Design and Methods.** Outline the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide a tentative sequence or timetable for the investigation. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.



**Gender and Minority Inclusion:** Applications for grants that involve human subjects are required to include minorities and both genders in study populations so that research findings can be of benefit to all persons at risk of the disease, disorder, or condition under study. Special emphasis should be placed on the need for inclusion of minorities and women in studies of diseases, disorders, and conditions in which disproportionately affect them.

**IRB, IACUC, and IBC Approval:** If this proposal employs the use of human subjects or materials (IRB), use of Animals (IACUC) or use of recombinant DNA (IBC), the necessary approval(s) by the appropriate IRB, IACUC or IBC must be obtained prior to the actual expenditure of any awarded funds. IRB, IACUC and IBC applications should be submitted through campus approval channels in a timely way to allow "just-in-time" processing and funding of possible awards. No research employing human subjects, animal subjects or recombinant DNA may be initiated prior to full approval of related protocol applications."

Although no specific page limitation applies to the following sections (E-G) of the application, it is important to be succinct.

- E. **Consultants/Collaborators.** Include biographical sketch pages for each consultant and collaborator and place them with those of the other participants on the project.
- F. **Contractual Arrangements.** Provide a detailed explanation of the programmatic, fiscal, and administrative arrangements made between the applicant organization and the collaborating organizations and individuals. Attach confirming letters countersigned by an authorized official of the collaborating institutions and principal investigator or copies of written agreements.
- G. **Literature Cited.** Do not scatter literature citations throughout the text. List them on a separate page at the end of the Research Plan. Each literature citation must include the title of the article, the names of all authors, the name of the book or journal, volume number, page numbers, and year of publication. Make every attempt to be judicious in compiling a relevant and current list of literature citations.

Principal Investigator/Program Director (Last, first, middle):

---

### **Research Plan**

The research plan should describe specific aims, background and significance, preliminary studies, and research and design methods – five page maximum (see instructions on previous pages).

Principal Investigator/Program Director (Last, first, middle):

---

### **References**

References should be single-spaced with no page limits.

## Instructions for the Budget

**Detailed Budget for Project Period.** List only the direct costs requested in this application. Direct costs are those that can be identified specifically within a particular cost objective. **Indirect costs or overhead costs are unallowable.**

The budget sheet following these instructions must be completed for funding proposed in Fiscal Year 2009. The budget justification has a two page limit.

Applications which fail to present itemized budgets and justification will be judged incomplete and will not be considered for funding.

**Personnel:** Personnel costs should include salaries, wages, and associated fringe benefits paid for services rendered to the research project. Personnel costs should be budgeted in relation to the amount of time and effort expected to be devoted to the project by each individual involved. Salary support for the Principal Investigator or other faculty will not be permitted on these grants. Personnel costs should be itemized by position title.

**Percent of Effort on Project.** Indicate the percent of each appointment at the applicant organization to be devoted to this project.

**Institutional Base Salary.** Institutional base salary is defined as the annual compensation that the applicant organization pays for the individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of duties to the applicant organization. Base salary **may not** be increased as a result of replacing institutional salary funds with grant funds.

### Dollar Amount Requested

*Salary Requested.* Enter the dollar amounts for each position for which funds are requested. The maximum salary that may be requested is calculated by multiplying the individual's base salary, defined above, by the percent of effort on this project. Professional salaries for the Principal Investigator and doctoral level co-investigators as well as clerical or administrative assistance are NOT allowed. The applicant must designate the percent of FTE for the Principal Investigator and indicate any matching funds.

*Fringe Benefits.* Fringe benefits may be requested in accordance with the existing rate established by the applicant organization.

*Totals.* Calculate the totals for each position and enter the **subtotal** in each column where indicated.

*Supplies.* Supplies, both laboratory and office, that are expected to be consumed in the conduct of the project should be budgeted. Itemize supplies in separate categories such as glassware, chemicals, radioisotopes, office supplies, etc.

*Travel.* Travel expenses are allowable only when incurred for the purposes of collecting, receiving, or delivering samples. State the purpose of any travel, giving the number of trips involved, the destinations, and the number of individuals for whom funds are requested. **Travel expenses to attend national, international, professional research, or educational conferences are not allowed.**

#### Other

*Consultant Costs.* Whether or not costs are involved, provide the names and organizational affiliations of any consultants, including physicians in connection with patient care, who have agreed to serve in that capacity. Consultants are usually individuals organizationally separate from the Principal Investigator. Consultant fees are not allowed for full-time faculty or researchers in other departments of the same institution of the Principal Investigator. Briefly describe the services to be performed, including the number of days of consultation, the expected rate of compensation, travel, per diem, and other related costs.

*Equipment.* Equipment costs are limited to \$7,500. **No office equipment will be allowed.**

*Other Expenses.* Other expenses include postage, data processing, and other types of operating expenses not classified elsewhere in these instructions. These costs will only be allowable to the extent that they are incurred for the direct benefit of an approved grant (e.g., postage, copy and printing costs for forms, correspondence, and reports required or generated by an approved grant). **The cost of publishing the findings in a scientific journal will be allowed up to \$500.** Each item in this cost category must be identified with its associated costs. In general, telephone costs are not allowable except long distance calls required by the nature of the project. Indirect or overhead costs, such as rent and utilities, are not allowable.

Principal Investigator/Program Director (Last, first, middle):

---

**Line-Item Budget**

<b>Line Item</b>	<b>Grant Funds Requested</b>	<b>Matching Funds: Cash</b>	<b>Total Project Cost</b>
<b>Personnel</b>			
PI ___% FTE	\$0		
Laboratory Asst ___% FTE			
Others/Specify			
SUBTOTAL			
<b>Benefits</b>			
SUBTOTAL			
<b>Operating Expenses</b>			
Supplies			
Other (specify)			
SUBTOTAL			
<b>Travel</b>			
(reimbursed at .55/mile)			
SUBTOTAL			
<b>Other (specify)</b>			
Equipment			
Consultants			
SUBTOTAL			
<b>TOTAL</b>			

## **Instructions for Budget Justification**

Applicants must explain the budget in detail noting how estimated expenditures support the project aims. Describe the components of each line item and how the final figure was calculated. For example, explain the specific functions of the personnel and consultants. Also, justify the purchase of major equipment, usual supplies, and travel. The amounts in the budget justification total should equal the amounts in the line-item budget. There is a two page limit on the budget justification.

Principal Investigator/Program Director (Last, first, middle):

---

**Budget Justification** (two page limit)