

Dean's Research Grant Program

Grant Proposal Instructions, Application Form, and Policies

March 28, 2025

Silverman College of Pharmacy Research Committee

Table of Contents

Introduction	3
Implementation timeline.....	3
Submission dates.....	3
Review dates	3
Notification of grant review outcome	3
Access to funds.....	3
Program Purpose	3
Eligibility.....	4
Budget	4
Allowable Expenses	4
The following costs will not be supported through DRG	5
Application	5
Abstract.....	5
Specific Aims.....	5
Background	6
Significance.....	6
Innovation	6
Approach.....	6
Bibliography and References Cited	7
Budget.....	7
Budget Justification.....	7
Publication Plan.....	7
Biographical Sketch.....	7
Resources and Environment	8
Consortium / Contractual Arrangements	8
Project Timeline	8
Leadership Plan.....	8

Introduction

The Barry and Judy Silverman College of Pharmacy seeks to support the research of its faculty in any way it can. To this end, the Dean has created and supports the Dean's Research Grant (DRG) program. This program provides up to \$7500 in funding to support seed research projects and the generation of preliminary results that can be used to obtain additional internal funding (e.g., the President's Research Grant) and extramural funding. Instructions for preparing and submitting a grant proposal to this program are provided in this document.

Implementation timeline

Submission dates: Grant submissions will be accepted on the third Wednesday of each month. It is recommended that grants be submitted three weeks before the monthly deadline so that the Silverman College of Pharmacy Research Office can review the proposals and recommend changes to improve the likelihood of the proposal being approved for funding. Suggested revisions will be returned to the PI one week before the deadline.

Review dates: Grant proposal submissions will be reviewed by the Silverman College of Pharmacy Research committee¹ by the fourth Wednesday of each month.

Notification of grant review outcome: This will occur within one week of the grant proposal being reviewed. The PI will be notified as to whether the proposal has been approved for funding or denied by the Research Office.

Access to funds: Once a grant has been recommended for funding, the Silverman College of Pharmacy Business Office will be requested to set up the Grant Index and Banner account. This process can take up to one month.

Program Purpose

The DRG program is designed to support work that:

- Represents new or expanded research and development activity for the college
- Falls within both the university's and the college's identity, goals, and mission
- Expands the knowledge and understanding of the academic community
- Is disseminated through professional review outside of the university
- Represents a new research area for which external funding will be sought; advances an existing research project to a new level of competitiveness for external funding (including developing new research technologies at NSU).

¹ For each proposal there will be two reviewers from the Silverman College of Pharmacy Research committee. One will come from the department the PI is a member of and one from outside of the PI's department. In the case of a tie vote, the Chair of the Silverman College of Pharmacy Research committee will break the tie.

Special priority will be given to activities that include an interdisciplinary, collaborative component while achieving the above-stated objectives.

Eligibility

Individuals who are eligible to apply for external awards under the [NSU Principal Investigator Eligibility Policy](#) can apply for DRG awards. This includes full-time faculty members, full-time research scientists, associate research scientists, and full-time administrators with faculty rank. Individuals who serve as reviewers for the DRG competition are eligible to apply but will recuse themselves from reviewing applications in which they serve in any role (e.g., PI or Co-I).

All individuals must have non-sponsored effort available to apply. Eligible applicants are only allowed to submit one DRG application per year as the Principal Investigator (PI), but an individual may participate as a Co-I or collaborator on multiple applications in any given year. Note that postdoctoral fellows, adjuncts, temporary employees, visiting faculty members and scientists, and graduate students may serve as Co-Investigators but are not eligible to apply as the PI of the grant proposal.

Past recipients of a DRG can submit each year provided that they have submitted a final report of all DRG supported projects. Final reports must be submitted within 60 days of the end of the grant period. In addition, the budget for the grant must be closed out.

Budget

Allowable Expenses

- Students hired through the Office of Student Employment².
- Other temporary employee assistance.
- Equipment (to be owned by the university). Applicants need to submit a brief quote (no more than one page) within their appendices to further justify their budget costs.
- Research supplies and instruments, including test materials or other specialized materials.
- Core facilities costs, lab services, or other specialized service costs needed for the research. NSU core facilities should be utilized if the needs of the project call for core facilities available through NSU. If NSU does not have the services an outside provider may be utilized.
- Incentive payments to human subjects involved in the research. This includes direct costs for items such as stipends, registration fees, travel allowances, and/or other incentives (i.e. gift cards) paid to human subjects involved in the research project. The

² Student employees are permitted to work up to 20 hours a week when classes are in session and up to 37.5 hours a week when classes are not in session. The PI will determine the salary range which must be at least minimum wage. The PI will work with the College after a DRG award account is set up to create any student employment position. The current pay rate is \$13/hr and fringe (7.75%).

amount of incentive payments should be well-justified based on the proposed research and in the Budget Justification.

- Special promotional activities (i.e., advertising for special clients or student participation, special seminars or conferences to promote activities, etc.).
- Local, National, and International travel for formal presentation of scholarly work in professional venues. Travel to collect data is also permitted. Travel is limited to \$1,250
- Consultants³

The following costs will not be supported through DRG:

- Faculty development travel (e.g., attendance at professional meetings when not presenting).
- Faculty release time or supplemental pay.
- Salaries of regular full-time/part-time employees, excluding temporary employee assistance.
- Cash advances for any non-travel-related expenses.
- Payments to collaborating institutions or consultants that exceed 30% of the total project costs (i.e., if a project budget is \$7,500, no more than \$2,250 may be requested for a subrecipient/consultant). This does not include payments to vendors for services.

Application

The application provided here must be used (Appendix 1). The information being requested, outside of the proposal itself, is largely self-explanatory. There are specific requirements for the sections of the body of the proposal.

Abstract (1-page limit)

The purpose of the abstract is to describe succinctly every major aspect of the proposed project except the budget. The abstract is an important part of your application. It is used in the grant referral process, along with the other parts of the application. The following headings/sections are required:

- Brief Background and Research Question
- Specific Aims
- Significance
- Innovation
- Research Plan
- Expected Results

Specific Aims (1-page limit)

³ Consultants are members of a particular profession who possess special skills and are not NSU employees. Costs of consultants are allowable when reasonable in relation to the services rendered. Payment for consultants should be comparable to the normal or customary fees charged for comparable services. Anticipated consultancy services must be justified, and information must be furnished on each consultant's expertise, primary affiliation, daily compensation rate, and the number of days of expected service. Consultants' travel costs, including subsistence, may be included. If the applicant's project is awarded, the consultant will be asked to provide his/her insurance information and execute an [independent consulting agreement](#). Consultants do not include commercially available vendor services.

State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. It is highly recommended to use the format given [here](#) for the structure of the specific aims page.

Background (2-page limit)

The background section should include the following information and generally in the order shown.

- **Context:** Provide a concise overview of the research area, including relevant background information and key findings.
- **Problem Statement:** Clearly define the problem your research aims to address and why it's important.
- **Literature Review:** Summarize relevant published research, including strengths and weaknesses of prior studies.
- **Gap Identification:** Highlight gaps in current knowledge or areas where further research is needed.

Significance (1-page limit)

- Explain the importance of the problem or critical barrier(s) to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more fields.
- Describe how the concepts, methods, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Innovation (1-page limit)

- Explain how the application challenges and aims to transform current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches, methodologies, instrumentation, or interventions to be developed or used and any advantages over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches, methodologies, instrumentation, or interventions.
- Describe how this project differs from similar published studies. (What makes it unique?)

Approach (5-page limit)

Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource-sharing plans as appropriate.

- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

- If the project is in the early stages of development, describe any strategy to establish feasibility and address the management of any high-risk aspects of the proposed work.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. Use the Research Safety Assurances (RSA) questionnaire (see page 1 of the application form) to help determine which RSA committees should be contacted.
- Your methodology should be clear and detailed enough so that another researcher could replicate your study.

Bibliography and References Cited (No page limit)

Provide a bibliography of any references cited in the Research Plan. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application. *The references should be limited to relevant and current literature.* While there is no page limit, it is important to be concise and to select only those literature references pertinent to the proposed research.

Budget

The purpose of the budget and justification section is to present and justify all expenses required to achieve the project's aims and objectives. For multi-institutional applications, there must be a separate budget for each subcontractor or consortium member. A budget workbook Excel file is provided to aid in the development of the budget. Note: For research involving student employment, you must include fringe benefits. The current rate can be found [here](#). See above for Allowable Expenses. Your budget must include the account codes that will be used for each item on your list of expenses. To determine the appropriate code, use the list found [here](#).

Budget Justification

A brief description of each item in the budget must be provided, and the purpose related to the proposal must be described.

Publication Plan

State concisely your plan to publish and/or present your research findings. If you include costs for publishing your study in an open-source journal, please have an HPD librarian review your choice of journal and sign a letter stating that the chosen journal is not a predatory publication.

Biographical Sketch

The PI and any Co-Is must provide their biographical sketch. Use the NIH format for this purpose. A template for the NIH style biosketch can be found [here](#).

Resources and Environment

Purpose: the purpose of the resources and environment section is to describe the resources, facilities, and support available to the researcher. If a content item is not applicable, write or type NA.

Consortium / Contractual Arrangements

- Consultants / Collaborators (Describe the relationship and attach letters of agreement with key consultants and collaborators. Please attach letters of commitment from named consultants and co-investigators.)
- Major Equipment (List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.)
- Laboratory Space
- Clinical Space
- Fixed Clinical Equipment
- Other Relevant Equipment

Project Timeline

Applicants should construct the project timeline to include critical milestones, measurable outcomes, and mid-term and end-of-project deliverables to be publicly shared as expeditiously as possible. Make certain that you plan enough time for project approval and funding.

Leadership Plan

The Leadership Plan should address the following administrative processes and PI responsibilities:

- Roles/areas of responsibility of the PI/Co-I
- Fiscal and management coordination
- Process for making decisions on scientific direction and allocation of resources
- Data sharing and communication among investigators
- Publication and intellectual property (if needed) policies