



## Request for Application Format

### I. Cover Sheet

**1. Investigator:**

**2. Institution/Facility:**

**3. Contact Information**

- a. Address
- b. Phone
- c. Fax
- d. Email

**4. Name of Administrative Contact:**

- a. Address
- b. Phone
- c. Fax
- d. Email

**5. Project Title:**

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**6. Purpose:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Current or ongoing research | <input type="checkbox"/> Journal publication | <input type="checkbox"/> Preliminary feasibility |
| <input type="checkbox"/> Abstract submission         | <input type="checkbox"/> Grant application   | <input type="checkbox"/> Clinical trial          |
| <input type="checkbox"/> Progress report             | <input type="checkbox"/> Data exploration    | <input type="checkbox"/> Other                   |

**7.** May we include your data in the Institute's Archives when complete? ☐ **(check if yes)**

**8. Personal Data**

Please provide biographical data about each of the key personnel. You may use the bio sketch form prepared by NIH. <http://grants.nih.gov/grants/funding/phs398/biosketch.pdf>

**9.** Is this collaborative project with another Florida Institution? \_\_\_\_ yes \_\_\_\_ no

## II. The Proposal

Please limit the proposal to eight pages. The cover sheet (items 1 –8) and bio-sketches are not included in the page number limit.

- a. Statement of the Problem & Specific Aims
- b. Significance
- c. Scope of Work: Experimental/Research Design and Methods
- d. Budget including "Facilities and Administrative Costs"
- e. Resources Available to the Project
- f. Other

### Other Information

#### a. Statement of the Problem & Specific Aims

State concisely and realistically what the proposed research is intended to accomplish in terms of its potential for technological innovation and commercial application. Define the proposed product to ultimately be developed. Applicants are encouraged to include milestones for each of the aims. **One page is recommended.**

#### b. Significance

Briefly sketch the background to the present grant application, critically evaluate existing knowledge, and specifically identify the commercial opportunities and societal benefits that the project is intended to address.

#### c. Experimental/Research Design and Methods

Discuss in detail the experimental design, procedures and protocols to be used, and the means by which the data will be 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.

#### d. Budget

##### 1. Facilities and Administrative Costs

Facilities and Administrative Costs, which are defined as costs that are incurred by a grantee for common or joint objectives and that, therefore, cannot be identified specifically with a particular project or program, were previously known as "indirect costs." Only actual F&A costs are to be charged to projects. A maximum of 28% of the total grant request may be added to defray F&A costs

##### 2. Contractual Arrangements

Explain the programmatic and fiscal arrangements made between the applicant and any contractor(s).

### **3. Consultants**

Attach appropriate letters from each individual confirming his or her role in the project. Include biographical sketches for each consultant.

### **e. Other**

#### **1. Human Subjects**

Will your project involve human subjects? Have you received IRB approval? Please specify the IRB that approved the project.

#### **2. Animals**

Will the project involve the use of animal? Does the facility comply with the standards of OLAW?

#### **3. Literature Cited**

List literature citations at the end of the Research Plan. Each citation must include the title, names of all authors, the name of the book or journal, volume number, page numbers, and year of publication. Be judicious in compiling a relevant and current bibliography. It need not be exhaustive.

#### **4. Number of Copies**

Submit the original and five exact, clear, single-sided photocopies of each application. The original must be signed by the Principal Investigator and a corporate official authorized to act for the applicant organization.

#### **5. Bindings and Packaging**

Each copy may be stapled or bound, but please do NOT bind the six copies together.

#### **6. Supplementary or Corrective Information**

Supplementary or corrective material pertinent to the review of an application may be submitted after the receipt date, only if it is specifically requested by the Institute.

### **External Review**

The applications will be rated on a numerical range from 1.00 (most meritorious) to 5.00 (least meritorious).