

**Research Committee**

**Pre-Proposal (PP) Application**

**SP Code** *(if assigned)***:**       **Protocol Date:**

**Title of Project:**

**Principal Investigator:**        **MCRF Biosketch for PI attached**

**Medical Staff Physician/Clinician**

**Research Scientist**

**Medical/Surgical Resident**

**Other** (identify)

**Routing Location:**       **E-mail:**

**Other Studies Active (as PI) with Research Committee:**

**3 or more - SP Codes:**      **;**      **;**       and

**2 - SP Codes:**      **;**      **;**

**1 - SP Code:**

**0 - None**

(No more than 3 active studies approved by Research Committee per PI are allowed at any given time.)

**Key Personnel: List personnel and their roles (e.g., co-investigators, biostatistician, essential collaborators, etc.)**

**Name of Person Completing Application:**

**Pre-Proposal Format**

* Brevity and clarity are important. Please endeavor to keep the total words to approximately 1200 for the 3 sections of the PP combined.
* NOTE: See Appendix 1 for Proposal Development Guidance.

On request, an example of a well conceived and executed PP will be provided for your review.

1. **Research Problem & Significance:**
2. Please state succinctly the research problem, hypothesis, or fundamental question which the proposal is designed to address. Discuss the potential significance of the proposed research.
3. Does the PP build off of previous work supported by MCRF? If so, list the SP code(s):

**B. Specific Aims:**

Please state the specific aims of this research proposal. If appropriate, please discuss the hypothesis(es) to be tested relevant to each specific aim.

**C.** **Study** **Design and Methodology:**

Please provide an outline of the design and methods of the proposed investigation, showing how the data collected will contribute to each specific aim. Discuss the plan for achieving the desired enrollment, collecting data and analyzing study data, keeping in mind the specific aims. Also discuss potential limitations of the study design.

# D. Timeline

# Please provide a timeline that identifies important study tasks and/or research milestones. You may use the following link for a timeline chart or utilize your own chart or graph.

<http://srdweb1/clinic/policies/forms/Research_Committee_-_Original_Project_Timeline.dot>

**CERTIFICATION AND ACCEPTANCE**

I certify that the statements herein are true and complete to the best of my knowledge.

Principal Investigator’s Signature Date

Printed name of Investigator

MCRF Co-Investigator’s Signature Date

Printed Name of Co-Investigator

MCRF Co-Investigator’s Signature Date

Printed Name of Co-Investigator

MCRF Lead Unit Center Administrator or Designee Date

Printed Name of MCRF Lead Unit Center Administrator or Designee

Submit completed application, timeline and Principal Investigator’s biosketch/CV to:

**Patti Baer, Research Committee Administrator - 1R3**

Email a Word version of the application to “Research Committee” at:

**research.committee@mcrf.mfldclin.edu**

**Appendix 1**

**Proposal Development Guidance**

***Considerations for Pre-Proposal (PP):***

1. Please understand that the Internal Funding policy allows for full proposal (FP) budget requests up to $50,000. The pre-proposal submission does not require inclusion of a budget. However, during initial proposal development, it is helpful to give consideration to project efforts that involve fee for services, such as consultation with biostatisticians or laboratory support.
2. If the initial research concept is anticipated to be large and involved, a best approach may be a pilot project design for preliminary data collection that will then justify a larger project. Alternatively, an overall small, self-contained project that can stand alone on a budget of $50,000 is recommended.
3. Note that when the Research Committee’s review of a pre-proposal results in an invitation to submit a full proposal, the invitation is not a guarantee that its future submission will be found scientifically meritorious or recommended for internal funding.

***Considerations for all Proposals (PP and FP):***

*Certain concepts are understood to apply to submission of both PPs and FPs:*

1. Proposals should be written in a manner that is understandable to a broad audience. A proposal is expected to stand on its own without verbal defense or clarification by its author.
2. Proposals must follow the prescribed format. Proposals that do not address each area will be returned as incomplete.
3. Proposals must be complete without reference to attachments. Applicable portions of relevant manuscripts and other documents should be summarized or otherwise detailed with the appropriate section of the proposal.
4. Proposals should include page numbers as well as a version date, which should be adjusted if/when the proposal is revised.
5. No more than three active studies approved by Research Committee (RC) per principal investigator are allowed at any given time. Therefore, applications (PP or FP) are accepted only when the investigator has two or fewer studies active with RC.
6. Careful consideration should be given to the development of an appropriate timeline. Studies are typically expected to conclude within two years. One timeline extension request, up to one additional year in length, may be considered for each ongoing project.