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| **Cover Page for Single Investigator** |

**Principal Investigator Information**

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| **Name:** |  | | | | **Academic Rank:** |  | |
| **School**: |  | | | | **Department**: |  | |
| **PO Box**: |  | | | | **Email**: |  | |
| **Status**: | Full-time, tenured | | | Full-time, tenure-track | | | Full-time, non-tenure track |
| ***\*\*****Part-time and adjunct faculty are not eligible for the Research Fund****\*\**** | | | | | | |
| **Years at VCU:** | |  | (if 3 or less, this application must include a mentor letter and mentoring plan or an exemption explanation) | | | | |

**Proposal Information**

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| **Is this a revised application?** | | No | Yes (include response to prior critique, 1 page maximum) | | |
| **Project Title**: | |  | | | |
| **The project will be conducted in**: | |  | | | *(room/building)* |
| **Amount Requested:** | | $ | Research Fund Contribution | | |
| $ | Department/School Contribution (in-cash) | | |
| $ | Total | | |
| **PI Signature:** |  | | | **Date:** |  |

**Endorsements**

*I endorse this application and the information provided therein, and guarantee the Department/School in-cash contribution listed above.*

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| **Chair’s Signature:** |  | | | **Date:** | |  |
| **Print name:** |  | | | | | |
| **Dean’s Signature:** |  | | | **Date:** | |  |
| **Print name:** |  | | | | | |
| **I have reviewed and discussed the mentoring plan, or approved an exception, with the applicant and his/her mentor**: | | Yes | No | | Not applicable | |

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| **Previous/Current Funding and Collaborators** |

**Funding History**

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| **Has support for this or a similar project been requested from other internal sources (e.g. Cancer Center, Council for Community Engagement) or from external agencies (e.g. National Institutes of Health, National Science Foundation, Spencer Foundation) within the last year?** | |
| Yes | No |

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| **If yes, please state the funding source to which you applied, amount requested, and period of support.** | | |
| Funding source | Amount requested | Period of support |
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**Collaborators**

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| **List all other persons (faculty, students, technicians, housestaff, etc.) who you anticipate will be assisting or collaborating with you on this project. If you are planning to have a Co-Principal Investigator, include a biographical sketch for that person as well.** | | |
| Name and Department | Rank | Role on proposed project |
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| **Budget Data** |

**Please provide and justify all requested costs associated with the proposed project. Itemize and identify any item in excess of $500.00. Chemicals may be grouped into major categories, such as solvents, radio-labeled compounds, enzymes, antibodies, etc.**

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| **Personnel** – list all with a description of their role(s), percent time dedicated to the project, and requested amount. Provide a brief narrative justification. | | | |
| Name | Role on project | Percent effort | Budget request |
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**Justification of personnel costs**:

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| **Consumable supplies** – itemize project supplies that will be purchased with award funds. Provide a brief narrative justification. | |
| Supply description | Budget request |
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**Justification of supply costs**:

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| **Budget Data (continued)** |

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| **Equipment** – itemize equipment that will be purchased with award funds. Provide a brief narrative justification. | | |
| Equipment description | Unit price | Budget request |
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**Justification of equipment costs**:

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| **Additional expenses** – itemize any additional expenses requested. Provide a brief narrative justification. | |
| Item description | Budget request |
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**Justification of equipment costs**:

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| --- | --- | --- |
| **Budget request summary** | | |
| **Research Fund Contribution** | | $ |
| **Department/School Contribution (in-cash)** | | $ |
| **Total** | | $ |
| **Response to Prior Critique (if applicable)** | |

**If this application is a revision to a previous PRIP submission, detail the major changes in the present proposal. 1 page maximum**

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| **Research Plan** |

**Address the proposed project’s Background and Significance, Specific Aims, Preliminary Results (if appropriate), Research/Scholarship Design, Contribution of this project to the scholarly trajectory/line of inquiry of the investigator and Outcomes. 8 pages maximum**

Begin typing here

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| **References** |

**2 pages maximum**

Begin typing here

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| **Timeline** |

**Outline major project milestones and associated timeframes for accomplishment anticipated during the 18 month period of performance. The project start date is July 1 and the end date is December 31, 18 months later. 1 page maximum**

Begin typing here

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| **Alignment with VCU Quest for Distinction** |

**Include a statement addressing how this project aligns with/supports the VCU Quest for Distinction. 100 words maximum**

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| **Biographical Sketch** |

**Not to exceed 4 pages per biosketch**

**Investigator Information**

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| --- | --- | --- | --- |
| **Name:** |  | **Position Title** |  |
| **Department:** |  | **School:** |  |

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| **Education/Training** – Detail educational history, beginning with baccalaureate or other initial professional education. Include postdoctoral training and residency training if applicable. | | | |
| Institution or Location | Year | Degree | Field of study |
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**Personal Statement**:

Briefly describe why your experience and qualifications make you particularly well-suited for your role in the project that is the subject of the application.

**Positions and Honors**:

List previous positions in chronological order, concluding with your current position. List any honors.

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| **Biographical Sketch (continued)** |

**Selected peer-reviewed publications or other evidence of research as defined by the field of practice** (e.g. juried exhibitions):

You may choose to select evidence based on recency, importance to the field, and/or relevance to the proposed project. The list should not exceed 15. Do not include manuscripts submitted or in preparation.

**Research Support**:

List selected ongoing, completed, and pending research/scholarly projects for the past three years that have been extramurally supported (Federal and non-Federal). Begin with the projects that are most relevant to the proposed application.

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| **Mentor Letter of Support and Mentoring Plan (if applicable)** |

Certain applicants for Program awards must include a mentoring plan. Submissions from junior faculty who have been employed at VCU for 3 years or less are required to include a letter of support from a senior faculty member who will serve as a mentor to the applicant. The mentor must be appointed by the department chair with the approval of the Dean. The mentor must be a VCU faculty member who is an experienced, externally-funded principal investigator. **The mentor’s letter should describe his or her plan for providing guidance and project oversight. This plan should be formulated in concert with the departmental chair and with the applicant.**

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| **This applicant has been granted an exemption to the mentor letter and plan requirement.** | Yes (briefly describe exception below) |

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| **VCU Research Fund Application Checklist** |

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|  | Cover page for single investigator projects or joint investigator projects. *Assurance that School/College match is in-cash.* |
|  | Previous/Current funding and Collaborators |
|  | Budget Data. *Request does not exceed $50,000 and unit match is at least 40%.* |
|  | Response to prior critique (if applicable) – 1 page maximum |
|  | Research plan – 8 pages maximum |
|  | References – 2 pages maximum |
|  | Timeline. *The project start date is July 1 and the end date is December 31, 18 months later.*– 1 page maximum |
|  | Alignment with VCU Quest for Distinction – 100 words maximum |
|  | Biographical sketch – 4 pages maximum per biosketch |
|  | Mentor letter of support and Mentoring plan (if applicable) |

**Research Fund Application submission**

Research Fund application packages must be saved as a single PDF. Documents should be named **PIlastname\_date.pdf** (e.g. Smith\_August2009.pdf).

VCU Presidential Research Quest Fund applications should be submitted electronically to the Dean (or designee) of your unit no later than close of business on **April 1**.

Specific questions about the submission process should be directed to your Dean’s Office.

General questions about the Presidential Research Quest Fund should be directed to Ann Nichols-Casebolt, Senior Associate Vice President for Research Development, at [acasebol@vcu.edu](mailto:acasebol@vcu.edu).

Technical questions about the Presidential Research Quest Fund application form should be directed to Jessica Venable, Grant and Research Analyst, at [jcvenable@vcu.edu](mailto:jcvenable@vcu.edu).