

SUBMISSION GUIDELINES
2017-18 Quartet Pilot Research Project Competition
Proposals are due Friday, March 31, 2017

ELIGIBILITY:

Any faculty or researcher with an active appointment at the University of Pennsylvania is eligible to submit a proposal. Colleagues at other universities may be co-investigators as long as a member of the Penn research community is the Principal Investigator. Junior faculty members are encouraged to apply and priority consideration will be given to their applications.

Funds can be used to support undergraduate or graduate student research assistants, summer salary, data collection, analyses of secondary data sets, and publication costs. Applications must include the required components, which are detailed below with links to appropriate documents. Please download the format pages linked below and use them for your submission. Submit your proposal as an email attachment to Julia Crane as a *.pdf document.

DEADLINE FOR SUBMISSION: Friday, March 31, 2017, 5:00 pm

For questions or assistance contact: Julia Crane: 215-573-1369 (crane@pop.upenn.edu)






FUNDING NOTIFICATION CAN BE EXPECTED IN MID April, 2017.





Proposal contents must include: Face Page, Project Abstract and Relevance Statement, Specific Aims and Research Strategy (max 5 pages), NIH format Biosketch, Budget for one year, Budget Justification, Protection of Human Subjects section (if applicable), Cited References, Appendix (optional, max 5 pages).

Format:

- Typeface (11 point font): Arial, Helvetica, Palatino Linotype, or Georgia.
- Paper: 8 ½ x 11 sheet with at least 1/2 inch margins (top, bottom, left and right)
- Spacing: Double spaced

Application Components (Please use the templates below. Click on icon to open a template):

| Item | Instructions | Template | Max Pages |
|-----------------------------------|---|---|------------------------|
| Face Page | Please complete all section of the Face Page |  Face Page.doc | 1 page |
| Project Abstract | This is a self-contained, succinct and accurate description of the proposed work. |  Abstract and Relevance.doc | 30 lines |
| Relevance Statement | Brief statement of research relevance to public health, policy issues, methods, etc. |  Relevance.doc | 3 sentences |
| Specific Aims & Research Strategy | <i>Specific Aims, Significance, Innovation, Approach.</i> Include data, methods and design, time line for successful completion of the proposed research, and <i>Next Steps</i> (explanation of how the pilot project will strengthen applications for external funding to further research on the proposed topic). |  Research Strategy.doc | Max 5 pages |
| NIH Biosketch | Please provide a new format NIH compliant biosketch for each key person. Use PMCID's when appropriate. An example is in this document. |  Biosketch and Example.docx | Max 5 pages per person |

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| Budget (1-year) | Unless otherwise noted total direct cost should be in the \$10-20K range. Direct costs can be used to support undergraduate or graduate student research assistants, summer salary, data collection, analyses of secondary data sets, and publication costs. |  Budget first year.doc | 1 page |
| Budget Justification | Please include a budget justification |  budget justification.doc | 1 page |
| Protection of Human Subjects section | Please include this section only if human subjects are involved with the project |  Human Subjects.doc | No limit |
| Cited References | A bibliography of any references cited in the Project |  cited references.doc | No limit |