

The University of Cincinnati  
Office of the Vice President for Research  
Collaborative Research Advancement Grants Program  
Track 2: STRATEGIC TEAMS

**Proposal Submission Instructions**

**General Instructions:** Proposals must be submitted through the CCAPS portal <https://ccaps.research.cchmc.org/welcome>. If you are unfamiliar with the portal, please see the [CCAPS Portal Instructions for UC Users](#). The portal accepts Word or pdf files. Submit a single file containing all of the requested information outlined below including the budget prepared using the Excel template.

Note: If your proposal has the potential to involve export controlled information it must be reviewed by the Export Control Office for appropriate classification prior to submission. Please review the following link to assess this: <http://researchcompliance.uc.edu/ExportControls/Overview.aspx>. If you require further assistance, please call Tara Wood, Director of Export Controls at 556-1426 or contact her office staff via email: [exportco@uc.edu](mailto:exportco@uc.edu).

**Applications must specifically include the following sections in the order presented. Applications that do not follow the specific guidelines below will NOT be reviewed.**

**1. Proposal Narrative** - The proposal narrative must not exceed 20 single-spaced typewritten pages (12 pt. font minimum) including tables and illustrations. A minimum of one-inch margins is required.

1. Cover page which includes a descriptive title and a listing of lead investigator and collaborators (with faculty appointment and department (including College), and primary discipline)
2. Table listing prior funding for this team. Include proposal title, funding source and amount, and names of principle and co-investigators
3. Project description
  - a. significance of research, innovation and intellectual merit;
  - b. detailed research plan with a central hypothesis, specific aims or objectives, and preliminary data or pilot diagram, where appropriate;
  - c. broader scientific and societal impacts;
  - d. expected outcomes and deliverables (including likely obstacles and how they will be overcome and project milestones with go/no go decision points);
  - e. team building plan (including schedule of proposed meetings/activities);
  - f. research mentorship plan for junior faculty, postdocs, and graduate students as applicable;
  - g. specific roles of various team members;

- h. targeted sources of external federal, industrial or foundation funding (include RFA info where appropriate);
- i. data management plan.

**2. Appendix** – The appendix must contain the following (3 pages max.): 1) a list of references, and 2) a brief historical background of the evolution the research team.

**3. Biographical Sketches** (not to exceed 2 pages per investigator): Include name, educational background, awards and honors, and publications (last three years) for the lead investigator and the collaborators.

**4. Current and Pending Support** (not to exceed 2 pages per investigator or collaborator): List title of research program, source of external funding, funding amount, start and end date, and level of effort (person-months per year).

**5. Budget and Budget Justification:** Complete your budget using the provided Excel template here: [Non-Government Budget Template](#). Also provide a detailed budget justification for the research that describes how the funds will be used to achieve the stated goals (no more than 3 pages). The budget justification is an important document and will be used by the Office of Research to assess your requested budget. Items to consider in this section include justification for: 1) junior faculty, post-doctoral associates, graduate students and other research personnel (describe their essential roles on the project), 2) materials and services including service centers (provide a table of these estimated costs), 3) equipment purchase or rental, and 4) other costs such as travel, publication costs, communications, etc. **The Office of Research will provide a program manager and a project coordinator for each funded project.** Budgeted costs for these personnel are not necessary and will not be accepted as part of an approved budget.

Note: Grant funds for this program can be used to support sample services provided by government cost-compliance recharge facilities (service centers, core facilities) at the University of Cincinnati and Children’s Hospital and Medical Center. Proposals using human subjects (IRB) or animals (IACUC) must have all University approvals before funding will be released.

University F&A will not be charged to your project. Current fringe rates are located here: [Fringe Benefits and Facilities and Administrative Rates FY18](#). The formulas in the Excel spreadsheet will calculate this expense for you.

## 6. Human Subjects and Animal Research

Are human subjects involved in this research project? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide the protocol number \_\_\_\_\_

Are animals involved in this research project? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide the protocol number \_\_\_\_\_