

UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE ROCKFORD
Office of Research

Clinical, Educational and Community Health Research
Grant Application and Review Process

STUDENT APPLICATION INSTRUCTIONS

Purpose

The purpose of this grant program is to fund clinical, educational and community research that will improve health care delivery or expand the body of knowledge in an area of clinical research, educational research and/or improve the health of the community. The program is also intended to foster collaboration across disciplines, amongst faculty and students and with community organizations. (We understand this may vary greatly depending upon the project.) The types of projects sought are those that will provide the foundation for development of larger grants and/or develop, enhance, or expand clinical, educational or community research.

Awards for students can be up to **\$2,000**. It is expected that five student awards will be given each year, but the actual number of awards each fiscal year is dependent upon the Office of Research budget. Requests for amounts over \$2,000 may be considered, however, consultation with the Director of Student Research, Office of Research, is required prior to submission. These awards can be applied toward the direct costs of the project, but funds cannot be used to purchase meals or refreshments. No salary costs can be charged to the award and a maximum of \$1,000 can be applied toward presentation or travel expenses. The deadline for submitting an application is **FEBRUARY 1st** of each year. If not all the funds are disbursed, additional applications will be considered for that year. Please contact Dr. Kayéromi Gomez at kayeromi@uic.edu prior to submitting an out-of-cycle application.

Application and Review Process

This subsection provides an overview of the eligibility guidelines, application submission process, deadlines and the review process.

Eligibility

The applicant must be a currently enrolled student and in good standing at the University of Illinois College of Medicine Rockford. Eligible projects are those not currently funded that are clinical, educational or community-based health projects.

Principal Investigator

The Principal Investigator (PI) or project leader is the individual designated as being responsible for the day-to-day management of the project/program.

The PI/project leader is responsible for ensuring compliance with the financial and administrative aspects of the award. This individual works closely with the Office of Research to create and maintain necessary documentation, including both technical and administrative reports; prepare progress reports; appropriately acknowledge support of research findings in publications, announcements,

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news programs and other media; and ensure compliance with other state and organization requirements.

Application Submission

To be considered for a grant, an applicant must meet the eligibility criteria and must submit a complete application. Information to be submitted includes a project description including background, significance, methods, budget and budget justification, and biographical sketches of the PI/project leader, utilizing a format consistent with the attached application. Any grant that is awarded funding must have appropriate committee approvals (e.g. Institutional Review Board, Biologic Resource Committee) prior to release of grant funds.

Application Receipt, Points and Deadlines

An electronic version (Word or pdf) of the application is required to be sent to Lori Dredske at lorindah@uic.edu.

The Peer Review Process

Competing applications are subject to committee review. The underlying basis for the system is to provide a fair and objective review process in the overall interest of the College and the applicants.

Application Review

In preparation for the initial review, applications will be reviewed to determine whether they are complete, conform to administrative requirements and contain the information necessary for a detailed review. For each reviewable application, the review committee will critique the application, provide a score and then a determination about provision of funding for the project. All scores are based upon the following criteria:

- *Aims (0-25 points)*. If the aims of the project are achieved, how will scientific knowledge be advanced or education or community health be improved?
- *Background and Significance (0-20 points)*. Does this project address an important problem? What will be the effect of these studies on the concepts or methods that drive this field?
- *Methods (0-30 points)*. Are the conceptual framework, design, methods and analyses adequately developed, well-integrated, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics? If appropriate, to what extent does the proposed work demonstrate collaboration within the University of Illinois and with community organizations? Where appropriate, have letters of support been obtained?
- *Timeline (0-10 points)*. What is the likelihood that the proposed work can be accomplished in the period of funding as assessed by the investigators' documented experience and expertise,

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past progress, preliminary data, requested and available resources, institutional commitment, and documented access to sites, collaborators or technologies?

- *Budget and Budget Justification (0-15 points)*. Is the proposal within the award limits? Can the project be completed with the funds requested?

Within 4 to 6 weeks of the application receipt date, applicants will be notified of their application status and outcome – approval for funding, denial of funding or recommendation for resubmission. An applicant may withdraw their application from consideration at any time during the review process. A request to withdraw an application must be signed by the PI/project leader. If an application is withdrawn before it enters the review process, the committee will return the application to the applicant.