2013
Santa Barbara Cottage Hospital – UCSB
SPECIAL RESEARCH AWARD
FOR BIOMEDICAL SCIENCE

APPLICATION INSTRUCTIONS

A. GENERAL INFORMATION

1. PURPOSE: The Santa Barbara Cottage Hospital Research Committee, in cooperation with the University of California Santa Barbara Office of Research, is pleased accept proposals for the 2013 Santa Barbara Cottage Hospital - UCSB Special Research Award. This non-renewable award for research with biomedical or biopsychological implications will be granted to the UCSB investigator who, in the Research Committee’s determination, has submitted the most significant and scientifically meritorious proposal. This award is designed to support new research ideas and not ongoing research projects. Special consideration will be given to junior investigators.

2. ELIGIBILITY: Any UCSB faculty or professional researcher eligible for Principal Investigator status is eligible to apply for funding. Applications for studies that will include active involvement by medical professionals associated with Cottage Health System are especially encouraged.

3. CRITERIA FOR FUNDING: The following criteria will be used to evaluate all applications:
   a) Significance of research
   b) Scientific merit of the proposed research plan
   c) Novelty of research proposed
   d) Research performance competence
   e) Probability of successful completion of the project
   f) Potential for obtaining extramural funds based on this project

4. SUBMISSION DEADLINE: Proposals must be received by the UCSB Sponsored Projects Office no later than Tuesday October 1, 2013.

5. REVIEW PROCEDURE: Applications will be reviewed by the members of the Santa Barbara Cottage Hospital Research Committee, with members excusing themselves from the review when their participation could constitute a conflict of interest. In reviewing applications, outside opinions may be solicited in areas of research that members of the Committee cannot assess. Investigators may be contacted directly by members of the Committee. Upon request, investigators will be given copies of the critiques of their applications, not including the identities of the reviewers. Applications, which are incomplete, insufficiently documented, or which do not follow the instructions given in these pages will be returned without further review.

6. FOR FURTHER INFORMATION: Questions should be directed to Betsy K. Lazarine, Ph.D., Research Administrator at Santa Barbara Cottage Hospital (569-7436, blazarin@sbch.org) or Meredith Murr, Ph.D., Director of Research Development, Office of Research, UCSB (893-3925, murr@research.ucsb.edu).

Revised 07/08/13
B. APPLICATION INSTRUCTIONS

1. FORMAT: An original and ten (10) copies of the application, consisting of a cover page, biographical sketch, abstract, budget, research proposal, literature cited, and any appended material. Typing should be double spaced wherever possible with no smaller than 10 point font size. Double-sided copying is acceptable.

2. COVER PAGE: A cover page is attached to the end of these instructions. Please note the following in completing the cover page:

   a) PRINCIPAL INVESTIGATOR: Only one principal investigator may be listed for each proposal submitted. The principal investigator is responsible for, and must be directly involved in, carrying out the proposed research.

   b) HYPOTHESIS: A hypothesis must be stated.

   c) TOTAL FUNDS REQUESTED: This figure must match the itemized budget detailed in the body of the research proposal and should equal $25,000.

   d) RESEARCH SUBJECTS AND ENVIRONMENTAL PROTECTION CLEARANCE(S): When applicable, all investigators must seek review from the UCSB Human Subjects Committee, Animal Care Council, Environmental Health and Safety, and/or the Cottage Health System Institutional Review Board. Applications will be reviewed while approvals are pending, but funds will not be released until approvals are secured.

3. BIOGRAPHICAL SKETCH OF PRINCIPAL INVESTIGATOR: A biographical sketch of the principal investigator, not exceeding four pages, should include the following items.

   a. A listing of training and professional positions held and the most relevant publications.

   b. A listing of current funding sources available to the investigator and any pending funding applications from any source. Please list project titles, amount of the awards and the funding sources of these awards. If funding for the same or a similar project to the one currently being submitted is available or pending, an explanation of how the projects overlap and a justification of this application should be discussed.

   c. A listing of previous grants awarded to the principal investigator from the Santa Barbara Cottage Hospital Research Program, including the dates the award was granted and completed, a brief summary of each project, and what came from each project, or if not complete the status to date of the project(s).

4. ABSTRACT. Include a summary of the research proposal consisting of not more than 250 words.

5. COMPLETE BUDGET AND BUDGET JUSTIFICATION: This section should itemize specific needs for which funds are being sought and should be appropriate to the aims of the study. Please provide justification of all funding requested with respect to activities performed. Funding may be requested in four major areas: Personnel, Permanent Equipment, Travel, and Other Direct Costs. No institutional indirect costs are associated with this program.

   a) PERSONNEL: Funds will be granted to cover salaries and benefits of personnel working on this research project.

   b) PERMANENT EQUIPMENT: Limited funds may be granted for the purchase of essential permanent equipment. Title to equipment will be vested in UCSB. However, should the investigator cease to be affiliated with UCSB during the period of the award, title to equipment will be vested in UCSB, with repayment of 50% of depreciated value to
the Santa Barbara Cottage Hospital Research Department, or as otherwise agreed upon by UCSB Office of Research and Santa Barbara Cottage Hospital Research Grant Program.

c) TRAVEL FUNDS: The cost of transportation, meals, and miscellaneous expenses associated with field research travel (i.e., for the purpose of gathering data and research materials) may be requested.

d) OTHER DIRECT COSTS: Identify and itemize other direct costs that may include materials, supplies, computer services, payment of human subjects, etc.

6. RESEARCH PROPOSAL: Within a maximum of six double-spaced pages, the research proposal should address the following:

   a) AIMS OF THE PROJECT: This section should include the scope, objectives, and significance of the proposed project, the rationale or philosophy behind the proposal, the specific goals to be accomplished during the grant period and how these goals will fit into the total scheme of the applicant’s research.

   b) BACKGROUND OF THE PROJECT: This section should include a brief description of the relevant literature and previous experience of both the investigator and others in the field of research.

   c) EXPERIMENTAL METHOD: This section should describe in detail the methodology, experimental format and project time-line, and their relation to the overall objectives. Please include information on what techniques will be used and the scientific basis for their choice, what data will be obtained, how samples will be selected and controlled, how data will be organized and analyzed, and how biases, discrepant findings, errors of measurement, and sample losses will be managed.

      If human subjects are involved, include details of the group from which samples will be drawn and of sampling methods to be used. If animals are to be used, please give exact descriptions of the animals, including age, weight, and any other specifications.

   d) RESPONSIBILITIES OF THE INVESTIGATORS AND PERSONNEL: Describe how tasks and responsibilities will be distributed and supervised.

   e) FACILITIES AND SERVICES AVAILABLE: A description of the facilities, equipment, and services available to the investigator for the implementation of the project should be given.

7. LITERATURE CITED: Citations should be listed in a format that includes article titles and should not exceed 2 pages.

8. REVIEWERS: Investigators may list up to three names and addresses of professionals actively involved in the area of research with which the application deals. The Committee may ask these persons to review the application.

C. RESPONSIBILITIES OF INVESTIGATORS AWARDED FUNDS

1. EXPENDITURES: Expenditures must be made within the categories outlined in the application. Neither the Santa Barbara Cottage Hospital Research Program nor UCSB will cover over-expenditure of the award.
2. FINAL REPORT: Recipients of funds will be expected to submit a final report at the end of the one-year award period, including a summary of work completed, and a listing of any publications resulting from the project.

3. PUBLICATIONS: The Santa Barbara Cottage Hospital Research Program and the University of California, Santa Barbara should be acknowledged in publications resulting from this research. Publications appearing after submission of the final report should be made available to the Research Committee at the time they are published.

4. FUNDING PERIOD EXTENSION: If the project cannot be completed during the one-year funding period, the investigator may request a no-cost extension of up to twelve months. This request should be made in writing stating the reasons for the delay of the project and submitted to the Santa Barbara Cottage Hospital Research Administrator via UCSB Sponsored Projects, Office of Research.