A. Cover page

    1. Title of Project: Self-explanatory

    2. Principal Investigator: List the name of the one person responsible for the scientific and ethical conduct of the project.

    3. Collaborator(s): List any collaborators for the funding.

    4. Dates of Bridge Funding: List beginning and ending dates for the funding.

    5. Performance Site(s): List site(s) (building and rooms) where the work will be performed.

    6. Budget: List the total amount requested.

    7. Compliance and Training. Indicate if the project will involve human subjects, vertebrate animals, ionizing radiation, etc. as indicated in the table.

    8. Grant Program: JHFEREG

9. Career Status: See definitions at http://louisville.edu/medicine/research/grants/som/career-status-definitions

    10. Proposal Type of this particular JHFE applicaiton: Indicate whether this is a New Proposal, 1st Resubmission or final submission.

    11. Previous JHFE Support: Give the dates of the last JHFE grant support period (if any) which was funded for the Principal Investigator by the Research Committee (RC). List the date of submission of the Final Report for this prior support.

    12. Research Area: Indicate the area of research by checking the appropriate choice.

    Signatures: Self-explanatory, you may paste in electronic images of signatures.

B. The following materials are required for the School of Medicine Research Committee JHFERE Grant Application.

    1. Pdf of the recently unfunded federal/national grant proposal(s) this intramural grant is intended to bridge.

    2. Summary statements and scores of the last review(s) of these proposals.

    3. A narrative explanation of how critiques will be addressed using the funds provided by a JHFEREG (2 pages maximum).
    4. Cover page and abstracts of all pending grant applications.

C. Collaborative arrangements:

If the project requires the services of others, list collaborators and in the budget justification describe the role of these collaborators (or fee for service laboratories). Provide written assurance of the willingness and ability of these people to participate. In the case of fee for-service work, also include a statement of charges for the services to be performed. Normally this will take the form of appended letters from the individual collaborator or service.

D. Budget (use template budget spreadsheet and save as pdf to incorporate into application file):

    1. Budget itemization: Using the following categories, provide a budget, and itemize any category totaling over $500.

        a. Personnel: specify personnel, salary, % effort and fringe benefits

        b. Supplies: Itemize by category

        c. Animal care and use: Where appropriate, itemize expenses for animal purchase, shipping and care. Include costs per animal, as well as numbers of animals and days of maintenance.

        d. Laboratory and other services: If fee for-service work is required (e.g. flow cytometry, patient interviews, chart reviews and statistical analysis, protein sequencing, blood chemistry, pathology, radiology, etc.) so indicate. If at all possible, such services should come from within the University community.

        e. Other expenses: Itemize by category.

    2. Budget justification:

        Justify role and effort of all personnel (including collaborators), supplies and services. Provide a brief description of the relevance to the project with sufficient detail to enable the reviewer to understand the relevance and necessity of the expense.

    3. Budget exclusions:

        All budget items must be fully justified, and the committee will critically evaluate each item with regard to necessity, potential duplication and alternative means of support. In general, funding for consultants' fees, clerical support, patient care and hospital costs will be difficult to justify. Expenses for faculty salaries, travel & equipment are not allowed.

H. Biosketch with current and recent support (past 3 years)

I. Checklist

Fill out the checklist to insure that the application is complete.

Combine all files into a single pdf in the following order:
    1. Application cover
    2. Reviews of previously submitted national grant application
    3. Narrative explaining use of JHFEREG to address critiques
    4. Budget
    5. Budget Justification
    6. Biosketch
    7. Cover page and abstracts of all pending grant applications
    6. Previously submitted national grant application as submitted