

SHP Dean's Intramural Grants Program

A. Research Seed Grants

Overview and Purpose:

The purpose of the Dean's Intramural Seed Grants Program is to enhance SHP faculty opportunities to develop research projects for which they can prepare competitive extramural grant applications and/or produce peer-reviewed manuscripts.

Seed grants will be considered in the general emphasis area:

- 1) Funds between \$5,000 and \$35,000 may be requested for **Research Seed Awards** to support the collection and analysis of preliminary data that will be used to build the basis of a federal extramural grant application that carries full indirect cost recovery (e.g., NIH, DOD, DOE), ranging from 3-year to 5-year federal extramural grant mechanisms.

It must be possible to complete the proposed project in a maximum of two years. The awards are made for a one-year term with the opportunity for a single one year no-cost extension. More than one no-cost extension will not be permitted. Unused funds must be returned to the Dean's Intramural Grant fund at the end of the first year if a no-cost extension is not approved, or at the end of two years if a single no-cost extension is approved. If the proposed study involves human subjects, the PI must provide evidence that the research team has the ability to recruit from the target population.

Eligibility:

Research Seed Awards:

The lead PI must be a full-time faculty member at SHP. Co-PIs and other investigators may be from any school at Rutgers or outside Rutgers. All full-time faculty are eligible to apply regardless of stage in career and regardless of prior or current research funding. Lead PI must hold a doctoral degree (PhD or clinical doctorate; PhD preferred), but co-investigators may hold any degree as long as they have the experience and skills necessary to participate in the study. If the PI has a clinical doctorate, but does not hold a PhD, they should provide evidence that they have had research training, or they should team with a co-PI who has had research training.

Additional eligibility information:

- If you were awarded a Research Seed Award in the previous year, you are not eligible to apply again for 2 years.
- The proposal must be distinct from existing funded awards.
- If you receive an extramural award for the proposed project after submitting the intramural grant, your Dean's Grant Program application should be withdrawn.
- Awardees of Research Seed Award grants should aim to submit an extramural grant application within 3 years of their award, otherwise they will not be eligible for future awards.

Budget:

Funds from \$5,000 up to \$35,000 may be requested, reflective of project needs. All costs are eligible, including publication costs, but must be justified. Salary may not be requested for Rutgers faculty, but may be requested for research support staff, graduate assistants, and consultants (i.e., methodologist, statisticians or content experts). The Department Chair must indicate their support for the project in a letter of support which must be included in the application. The Chair's support letter should confirm that the faculty member will conduct the work within their current workload and that further costs to the Department will not be incurred as a result of the award of this intramural grant. In other words, teaching reduction or teaching overload payments will not be provided for the applicant to conduct the research supported by the Dean's Intramural Research Seed Grants program. Co-PIs and Investigator roles are reserved for Faculty only.

Grant Application Guidelines for Research Seed Award:

Research Proposals are to be a maximum of 5 pages in length, including figures, should use a font no smaller than Arial Narrow 11, and margins at least 0.5 inch all around.

Applications should include the following sections, in the following order:

- 1) PART 1: Face Page (see attached)
- 2) PART 2: SHP Internal Submission Form (see attached)
- 3) PART 3: Table of Contents (see attached)
- 4) PART 4: 200-word Abstract summarizing the proposal
- 5) PART 5: NIH Style Biosketch (maximum 5 pages) for key personnel in order of PI, co-PI, co-investigators, other key personnel (see attached)
- 6) PART 6A/6B: Budget Request/Justification (see attached)
- 7) PART 7: Research Proposal (maximum 5 pages) that must include the following sections: Specific Aims, Importance of the Research (Significance and Innovation), Rigor and Feasibility (Approach, Rigor, Feasibility), and Expertise and Resources (Investigator and Environment) (see attached).
If the proposed study involves human subjects, the PI must provide evidence that the research team has the ability to recruit from the target population.
References not included in page limit.
- 8) PART 8: Plans for extramural funding applications (ranging from 3-year to 5-year extramural grant mechanisms) that carry full indirect cost recovery.
- 9) PART 9: Letters of support starting with the Chairperson's letter of support for the PIs and Co-PIs.

Grant Submission Process and Deadline:

Please submit your full grant application by March 17, 2025 at 5:00pm EST to:
shpdeangrants@shp.rutgers.edu

Before submission, please make sure that each Part is saved as a PDF document with page numbers and bookmarks. Note, since this is an internal program RAPSS is not required.

The timeline for the submission/selection process is outlined below:

- December 16th 2024: Application becomes available to all faculty
- March 17th 2025: Full grant application due
- August 2025: Notification of Award
- September 1st 2025: Grant awarded/start date

- March 16th 2026: Progress report due, and request for no-cost extension if needed
- August 31st 2026: Final report due unless no cost extension is granted
- Fall 2026: Presentation open to school at Faculty Research and Scholarship Symposium

Review Process:

Research Seed Grants:

Each grant will be independently reviewed by at least two reviewers who will submit written reviews to the review administrator. The written comments of the reviewers will be provided to the applicants after the review process is complete. See Review Criteria after the Bridge Grant section.

Questions:

Contact Michele Sisco at email mcoral@shp.rutgers.edu

B. Bridge Grants

Overview and Purpose:

These grants are intended for faculty whose projects have received extramural funding in the past but are experiencing a lapse in funding, or who need data to submit a competitive renewal application or to prepare a re-submission that is responsive to reviewers' concerns.

Eligibility:

Faculty who have attained extramural funding in the past and who have a plan to re-submit an application to an extramural agency for continued funding, or who are preparing a competitive renewal or re-submission in response to reviewers concerns. Must be full time SHP faculty with a doctoral degree (PhD or clinical doctorate; PhD preferred).

Budget:

Funds from \$5,000 up to \$35,000 may be requested. All costs are eligible, including publication costs, but must be justified. Salary may not be requested for Rutgers faculty, but may be requested for research support staff, graduate assistants, and consultants (i.e. methodologist, statisticians or content experts). The Department Chair must indicate their support for the project in a letter of support which must be included in the application. The Chair's support letter should confirm that the faculty member will conduct the work within their current workload and that further costs to the Department will not be incurred as a result of the award of this intramural grant. In other words, teaching reduction or teaching overload payments will not be provided to conduct the research supported by the Dean's Intramural Bridge Grants program. Co-PIs and Investigator roles are reserved for Faculty only.

Grant Application Guidelines for Bridge Grants:

Research Proposals are to be a maximum of 5 pages in length, including figures, should use a font no smaller than Arial Narrow 11, and margins at least 0.5 inch all around.

Applications should include the following sections, in the following order:

- 1) PART 1: Face Page (see attached)
- 2) PART 2: SHP Internal Submission Form (see attached)
- 3) PART 3: Table of Contents (see attached)
- 4) PART 4: 200-word Abstract summarizing the proposal
- 5) PART 5: NIH Style Biosketch (maximum 5 pages) for key personnel in order of PI, co-PI, co-investigators, other key personnel (see attached)
- 6) PART 6A/6B: Budget Request/Justification (See attached)
- 7) PART 7: Research Proposal (maximum 5 pages) that must include the following sections: Specific Aims, Importance of the Research (Significance and Innovation), Rigor and Feasibility (Approach, Rigor, Feasibility), and Expertise and Resources (Investigator and Environment) (see attached).
References not included in page limit.

If the proposed study involves human subjects, the PI must provide evidence that the research team has the ability to recruit from the target population.

- 8) PART 8: Plans for extramural funding applications that carry full indirect cost recovery. (maximum 2 pages -see attached).
- 9) PART 9: Letters of support starting with the Chairperson's letter of support for the PIs and Co-PIs.

- 10) PART 10: Response to previous reviewer's concerns (maximum 2 pages- see attached)
- 11) PART 11: Reviewer's Comments: Please include the reviewer's comments in the original form (e.g. NIH Summary Statement).

Grant Submission Process and Deadline:

Please submit your full grant application by March 17, 2025 at 5:00pm EST to:
shpdeangrants@shp.rutgers.edu

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- Fall 2026: Presentation open to school at Faculty Research and Scholarship Symposium

Review Process:

Each grant will be independently reviewed by at least two reviewers who will submit written reviews to the review administrator. The written comments of the reviewers will be provided to the applicants after the review process is complete. See review criteria on the following page.

Questions:

Contact Michele Sisco at email mcoral@shp.rutgers.edu

Review criteria for Research Seed/Bridge Grants

PI:

Title:

Grant Type:

Scored Review Criteria

Factor 1: Importance of The Research

Significance

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Innovation

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Factor 2: Rigor and Feasibility

Approach

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Rigor

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Review criteria for Research Seed/Bridge Grants

Feasibility

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Factor 3: Expertise and Resources

Investigators

Score	
Strengths	
Weaknesses	
Evaluated as either sufficient for the proposed research or not (in which case reviewers must provide an explanation)	
Overall comments/Suggestions for PI	

Environment

Score	
Strengths	
Weaknesses	
Evaluated as either sufficient for the proposed research or not (in which case reviewers must provide an explanation)	
Overall comments/Suggestions for PI	

Plans to apply for federal extramural grant with full indirect cost recovery

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Review criteria for Research Seed/Bridge Grants

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Additional Review criteria (when/if applicable)

Protections for Human Subjects

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Inclusion of Women, Minorities, and Individuals Across the Lifespan

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Vertebrate Animals

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Biohazards

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Resource Sharing Plans

Score	
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Review criteria for Research Seed/Bridge Grants

Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Budget and Justification

Score	
Strengths	
Weaknesses	
Overall comments/Suggestions for PI	

Bridge Grants Only- Is Response to Reviewers' concerns (PART 11) adequate? Will major critiques be addressed"?

Overall comments/Suggestions for PI	
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Overall impact score:

C. Dean's Intramural Collaborative Educational Innovation Pilot Grant

Vision for Pilot Grant:

To inspire sustainable interdisciplinary educational innovations.

Overview and Purpose:

The purpose of the Dean's Intramural Collaborative Pilot Grant is to facilitate cross-departmental and/or cross-program pedagogy and implementation to allow a proof of concept for innovative instruction that includes multiple disciplines in the design as well as execution. The primary goal is to develop, implement, and assess novel pedagogical innovations with the additional goal of publishing the outcomes. Projects that involve new teaching tools, teaching strategies, and unique or emerging technologies are encouraged. The project must form a foundation for learning that can be expanded and scaled to become a sustained fixture as part of the SHP. Grant funding may prove especially useful for those seeking to develop interprofessional and/or simulation opportunities for didactic, simulated-clinical experiences in SHP, Rutgers, and/or community-based health facilities, or any combination therein. As such, at least one program from SHP must be involved. Collaboration with programs from non-SHP entities should consider possible cost share of their faculty/clinician/staff time or resources.

Priority Areas:

Preference will be given to interdisciplinary projects that address multiple priority areas as listed below:

1. SHP student involvement
2. Community Impact
3. Diversity, Equity, and Inclusion
4. Simulation and/or emerging technologies
5. Clinical experiences
6. Faculty capacity

Eligibility:

The Principal Faculty Member or members must be at least a 0.5 FTE, non-tenured track faculty member at SHP, holding any degree or rank. Awardees of this grant should aim to publish a peer reviewed manuscript within 3 years of their award to be eligible for future grants.

Budget:

Funds from \$5,000 to \$35,000 may be requested, reflective of project needs. Requested budget line items must be allowable items within Rutgers policy; most would be permissible, including publication costs, but must be justified. Salary may not be requested for Rutgers faculty, but may be requested for research support staff, graduate assistants, student workers, and consultants (e.g., content experts, simulationists, methodologists, statisticians, etc.). However, faculty must use workload already allocated for scholarship and/or new course development in place of salary support for development and execution. Additionally, program directors and department chairs must be consulted to ensure that the needed resources and faculty time are appropriate and covered without request for teaching reduction or overload pay and will not conflict with any other special department or program projects that may be ongoing within the academic year.

Grant Application Guidelines for Collaborative Pilot Grant:

Proposals are to be a maximum of 5 pages in length, including figures, using font no smaller than Arial Narrow 11, and margins at least 0.5 inch all around.

Applications should include the following sections and be submitted in pdf format with sections bookmarked in the following order.

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- 3) PART 3: Table of Contents (see attached)
- 4) PART 4: 200-word Abstract summarizing the proposal
- 5) PART 5: NIH Style Biosketch (maximum 5 pages) for key personnel in order of PI, co-PI, co-investigators, other key personnel (see attached)
- 6) PART 6A/6B: Budget Request/Justification (see attached)
- 7) PART 7: Proposal (maximum 5 pages) and include the following sections:
 - Project Description
 - Problem or gap to address
 - AIMS
 - Theoretical framework or model supporting project design
 - Implementation Plan
 - Study design
 - Methods
 - Participants
 - Valid Measurable outcomes (including efforts to ensure reliability)
 - Data Analysis plan
 - Assessment Plan Innovative aspect
 - Timeline
 - Sustainability and scaling
 - Innovation and Expected Impact/Significance
 - Targeted journal(s)
- 8) PART 8: Letters of support
 - a. Chairperson of the PI or lead program
 - b. Chairs of collaborating faculty partners/programs
 - c. External/community collaborators

Submission Process and Deadline:

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- Fall 2026: Presentation at the Faculty Research and Scholarship Symposium

Review Criteria and Process:

The overarching goal of this grant is to facilitate SHP faculty in developing and implementing pilot instructional programs that include >1 program, ostensibly from the School. The following will be used to evaluate each proposal:

- Potential impact of the program in developing novel ways to instruct students across multiple programs.
- The fit of the proposed program into the SHP trajectory
- Match between the proposed program and the costs involved
- Sustainability plan for the program after funding ends

See scoring rubric on the following page for additional guidance.

Each grant proposal will be independently reviewed by all committee members who will submit written reviews to the committee chair. The written comments of the reviewers will be provided to the applicants after the review process is complete.

Questions:

Contact Michele Sisco at email mcoral@shp.rutgers.edu