UAB Comprehensive Cancer Center
Junior Faculty Development Grants (JFDG)

Application Guidelines and Instructions

QUALIFICATIONS:

- Applicants are limited to junior faculty members (Assistant Professors, Research Assistant Professors and Instructors) who received their terminal degree (MD, PhD, etc.) no more than 15 years previously, who have been in their current position at UAB for three years or less, and who have not received funding from a major extramural agency (NIH, ACS, VA, US Army). The purpose of these grants is to assist newly recruited or appointed faculty members in initiating independent cancer-related research programs that will be highly competitive for future extramural funding at the national level.

- Awards will be limited to a maximum of $30,000 per investigator for a 12-month period beginning March 1, 2004 and ending February 29, 2005.

- Current recipients of JFDG awards may submit renewal applications for a total funding period not to exceed two years, as long as the above qualifications apply. The renewal applications should be prepared exactly as below for new applications, but should include a progress report section discussing accomplishments during the initial funding period. Renewal applications will be reviewed in competition with new proposals.

- Applicants who previously submitted JFDG applications that were not funded may submit revised applications, as long as they meet the above qualifications. Revised applications should include a one page introduction in the Research Plan discussing the revisions and other responses to the previous review committee critiques.

- Past recipients of the UAB Comprehensive Cancer Center’s American Cancer Society IRG mini-grants may apply for the JFDG if they meet the other qualifications above.

- Grant proposals should represent complete NIH R01-style applications, with the exceptions noted below. The JFDG program is not a mechanism to fund short-term investigations with limited potential for future research development.

FORMAT OF APPLICATIONS:

- Follow NIH R01-type research grant application guidelines, with the important additions and exceptions noted below. Use standard NIH 398 forms or similarly formatted pages <http://grants2.nih.gov/grants/funding/phs398/phs398.html>.
• Arrange application as follows, using NIH instructions except where noted otherwise. **Items # 1 - 10 must be included.**

1. **Cover Letter** from the principal investigator -- *Describe your career goals and how a JFDG award would promote your research career development.*

2. **Face Page** (NIH form page 1) -- *Under official signing for applicant organization, enter the chairman of the principal investigator’s primary department, with the chairman’s signature on line 15.*

3. **Description and key personnel** (NIH form page 2)

4. **Table of Contents** (NIH form page 3)

5. **Detailed Budget** (NIH form page 4)

6. **Budget Justification** (use NIH continuation page)

7. **Biographical Sketch** (NIH biographical sketch format page) -- *for principal investigator and other key personnel.*

8. **Other Support** (see NIH other support format page for guide) -- *for principal investigator, list all past, current and pending extramural and intramural support.*

9. **Resources** (NIH resources format page)

10. **Research Plan:** (sections A. – D. not to exceed 15 pages)  
    (Introduction to revised application - one page) 
    A. **Specific Aims** 
    B. **Background and Significance** 
    C. **Preliminary Studies/Progress Report** 
    D. **Research Design and Methods** 
    E. **Human Subjects** 
    F. **Vertebrate Animals** 
    G. **Literature Cited** 
    H. **Consortium/Contractual Arrangements (optional)** 
    I. **Consultants and Collaborators (optional)** 

11. **Appendix** (optional)

- **Conflict of Interest Disclosure Statements** must be submitted for all key personnel listed on page 2 of the application. Signed original conflict forms should be attached to the original copy of the application (no copies needed). The form and instructions can be obtained from the website [<http://main.uab.edu/show.asp?durki=30258>](http://main.uab.edu/show.asp?durki=30258) or from the Office of the Conflict of Interest Review Board, AB 1120, phone 5-9691.

- UAB extramural checklist is not needed, and JFDG applications do not require full UAB OGCA signatures (“walk-through”). However, **items listed below must be addressed, and the face page should be signed by the applicant’s departmental chairman.**

- **Human Use Approval** must be filed with the UAB Institutional Review Board (IRB) for all proposals involving studies of human samples or data, at the time of JFDG submission. *Applications using human samples or data that do not have IRB approval pending will not be reviewed.* Funding cannot be activated until certification of UAB IRB human use approval has been received. Complete guidelines and forms for human use are available at the website
Animal Use Approval must be filed with the UAB Institutional Animal Care and Use Committee (IACUC) if animals are planned for study, at the time of JFDG submission. Applications using animals that do not have IACUC approval pending will not be reviewed. Funding cannot be activated until certification of UAB animal use approval has been received. Guidelines and forms are available at the website <http://www.uab.edu/iacuc> or from the IACUC Director’s office, VH B-10, phone 4-7692.

Occupational Health and Safety registration must be performed at the time of JFDG application submission. Guidelines and forms are at the website <http://www.healthsafe.uab.edu/pages/home/writingagrant.html>.

BUDGET: Indirect costs are not applicable to JFDG awards.

The following types of expenditures are allowable:
- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research
- Publication costs, including reprints
- Cost of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than $2,000 (but not computers)
- Registration fees for scientific meetings

The following types of expenditures are NOT allowed:
- Construction or building maintenance
- Dues and membership fees in scientific societies
- Foreign travel (except for scientific meetings held in Canada, see above)
- Honoraria and travel expenses for visiting lecturers
- Major alterations
- Non-medical services to patients
- Office and laboratory furniture
- Office equipment and supplies, including computers and peripherals
- Per diem charges for hospital beds
- Purchasing and binding of periodicals and books
- Recruiting and relocation expenses
- Rental of office or laboratory space
- Salary of Principal Investigator
- Secretarial/administrative personnel
- Tuition
SUBMISSION: Submit the signed original application plus 20 copies. Do not staple the original; binder clips are preferred. For applications containing color graphics or photographs that will not reproduce well on standard photocopiers, include at least three copies containing high-quality reproductions, and label these copies for routing to assigned reviewers. Otherwise, reviewers will be provided with standard black-and-white photocopies.

**Complete application packages must be received no later than 4:30 pm on Friday, December 12, 2003, in room 558 Wallace Tumor Institute (WTI).**

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REVIEW OF APPLICATIONS AND AWARDS: Applications are scheduled for review in February 2004, by a committee of UAB Comprehensive Cancer Center faculty. Awards are projected to start March 1, 2004. **Note that awards cannot be activated until all applicable UAB conflict of interest, human use, and animal use reviews have been completed.**

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CONTACT for questions about preparation and submission of applications:

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<thead>
<tr>
<th>Dr. Denise R. Shaw</th>
<th>Dr. Robert B. Diasio (Ms. Lisa Wilson)</th>
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<td>email <a href="mailto:dshaw@uab.edu">dshaw@uab.edu</a></td>
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