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**CENTER FOR NEUROSCIENCE RESEARCH AWARD (CNR)**

**APPLICATION GUIDELINES**

to be submitted to [SLU\_neuroscience@health.slu.edu](mailto:SLU_neuroscience@health.slu.edu) the June 2019 CNR Application

**Deadline: 5:00p.m., November 1, 2019**

The Center for Neuroscience Research Award (CNR) supports promising projects that have strong potential to attract external funding. CNR awards are aimed at supporting the collection of data or other pilot activities that the awardee will use as the basis for extramural grant applications. The CNR funds can be used for seed funding for a project, bridge funding, development of a new collaboration or area of research. Applications must be multidisciplinary and foster SLU collaborations.

**AWARD AMOUNT**

* Requests for funding up to $20,000 or $10,000 will be considered for collaborative projects.

**AWARD TERM/PROJECT PERIOD**

The maximum term of support for a PRF award is 12 months. For the September 2019 competition, the start date will be November 1, 2019.

**APPLICATION DEADLINES**

The application deadline is September 15, 2019.

**Due to volume, late applications cannot be considered. To be considered on-time, applications must be:**

1. **submitted by the Principal Investigator (PI) to the Center for Neuroscience e-mail at** [**SLUneuroscience@health.slu.edu**](mailto:SLUneuroscience@health.slu.edu)**. by 5:00p.m. CST.**

**ELIGIBILITY**

PIs and Co-PIs may submit only one application per application cycle.

**Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs)**

* All full-time faculty members (tenure and non-tenure track) must be members of the Center. This awards seeks multidisciplinary collaborations across the Saint Louis University campus by members of the Henry and Amelia Nasrallah Center for Neuroscience. Saint Louis University faculty members much be members of the Center for Neuroscience eligible to be a PI or Co-PI on an application to the CNR Award Competition, provided they appointed by the CfN deadline.

**Cross-School/College Collaborations - $20,000 Award Ceiling**

* For the September 2019 competition, the CNR will seek multidisciplinary collaborations across the Saint Louis University campus by members of the “Henry and Amelia Nasrallah Center for Neuroscience". across the Saint Louis University campus. Projects that are cross-disciplinary in nature will be selected for funding, at $20,000 or $10,000 each. Eligible projects are those that cross traditional boundaries between academic disciplines.
* At least one [Co-Principal Investigator (Co-PI)](#PIsCoPIs) must be primarily appointed in a school, college, or center other than that of the PI. For purposes of eligibility to apply for a CNR award, degree-granting centers and the University Library are considered to be independent of a school or college.
* Applications that cross very distinct disciplines within the same school/college may be considered,
* Successful applications will effectively convey how *each particular discipline* contributes to the value of the collaborative approach. While a PI/Co-PI approach is required, the PI will retain administrative responsibilities including communication with the the CNR Award and Executive Committees.
* All PIs and Co-PIs must include a 4-page Biosketch or CV.

**ALLOWABLE EXPENSES**

All purchases made by the Center for Neuroscience Research Award must utilize the lowest academic discounted price from a University-approved vendor. This includes minor equipment, supplies, software, databases, and all other items normally discounted for academic use and as required by [Business and Finance](http://www.slu.edu/busfin/departments/business-services) and the [Office of Sponsored Programs Administration](http://www.slu.edu/division-of-research-administration-home/office-of-sponsored-programs-administration-%28ospa%29).

**Research Expenses**

Expenses that are essential to the proposed project are allowed. Materials, supplies, and other expenses requested from the President’s Research Fund must directly relate to the proposed project and be justified in that context. Budget items will be reviewed, and may be questioned or removed.

**Salary and Fringe Benefits for SLU Faculty and Staff**

* Salary is allowed only for non-key personnel.
* Fringe benefits applied to summer salary should be calculated at the rate of **16.0%.**

**Student Labor**

* A student (undergraduate or graduate) is eligible to work on a CNR-sponsored project only if ALL of the following criteria are met:
  + - Holds student status at SLU for the duration of the project
    - Is in good academic standing
    - Complies with the guidelines for any other funded positions, for example, students who hold GA positions, must be compliant with their GA policy.

**Payees outside the University -** **Subcontractors, Service Providers, and Consultants**

* Applicants must itemize all proposed Subcontractors, Service Providers, and Consultants as separate line items in the budget, and provide a convincing justification for their inclusion on the project, explaining clearly and thoroughly why the proposed work cannot be done at SLU.

**Peer reviewers are asked to give their opinion of costs as proposed in the application. PIs are therefore advised to provide sufficient detail in their budget justification such that this determination can be made.**

**UNALLOWABLE EXPENSES**

The following are ineligible for support from the PRF and should not be included in proposals to the Fund:

* Facilities & Administrative Costs (indirect costs/F&A)
* Pre-award costs, i.e., any expenses incurred prior to the official start date of the PRF award

**PREPARING AN APPLICATION**

Download the Application. **Only applications submitted using the June 2019 version of the Application Package will be accepted for review.**

Applicants must use the pre-formatted Application Package, which allows a single-spaced, 11-point Arial font with ½ inch margins. Captions for figures/graphs may use a reduced font, but must remain legible when scanned at 200 dots per inch (dpi).

The Application Package consists of the following sections:

* **Lay Abstract (350 word limit, written for a general audience)**
* **Budget and Budget Justification** – Include total funds requested in each budget category provided in the Application Package. Itemize individual expenses for each category and include the appropriate Banner Account Code for each. Provide a clear, narrative description of how funds in each category were calculated **(1-page limit)**.

* **Research Proposal** - Please use sub-headings to delineate sections **(3-page limit)**.
* Specific Aims
* Research Plan
* Significance and Impact of Research
* Up to 5 graphs/figures, included in 3-page limit
* **Reference Citations List - (no page limit)**
* **External Funding Plan** - Detail plans for external funding, and how the requested CNR funding will enhance the likelihood of external funding **(1-page limit).** The plan should be specific, including both potential funding sources and anticipated time frames external submissions. **The External Funding Plan should not be used to circumvent the 3-page Research Proposal. Applicants are strongly cautioned that applications exceeding page limits prescribed in the PRF guidelines will be returned without review.**
* **List of Suggested Peer Reviewers** - Provide the names of at least three (3) individuals who have the expertise to provide a quality peer review of the proposal. To avoid conflicts of interest, please do not include anyone who is/has been/will be…
* the PI or Co-PIs’ department chair
* served as a collaborator on the PI or Co-PI’s current or pending research
* participated in the preparation of the PRF application
* other substantive conflicts

If you have questions regarding how conflicts of interest will be determined, please contact [Robert McNair](mailto:robert.mcnair@slu.edu) in the Office of Research Development & Services.

1. **Biographical Information** – Biographical information is required for all Key Personnel2 as follows:

|  |  |  |
| --- | --- | --- |
| **Role** | **Biosketch/CV** | **Letter of Support** |
| **Principal Investigator (PI)** | **required**,  4-page maximum | not required |
| **Co-Investigator (Co-I) or any other Key Role** | not required, | **required**  1-page maximum |

* **Biosketches/CVs** should provide information on positions and honors, research support for the past three years, and a list of no more than 15 publications relevant to the proposed research project.
* **Letters of Support** should explain the person’s role on the application and document commitment to the project.

**SUBMITTING AN APPLICATION**

***Applications not submitted in the following format may be returned without review.***

1. Assemble the completed Application Package into a single PDF file, with required 2-page Biosketch(es), Letter(s) of Support.
2. Name the PDF file as follows:
3. PI\_LastName\_PI FirstName\_mmmyyyy (*EXAMPLE: Siler\_William\_Sept2019)*
4. E-mail the completed package to (working on it) by 5p.m. September 15th, 2019.

If multiple versions of an application are uploaded, the most recent version will be reviewed.

**REVIEW PROCESS**

Recommendations will be reviewed by the Awards Committees and then the Executive Committee of the Center before any funding decisions are made. Applications are scored for the project’s overall impact.

* The CNR Peer Review Process uses a 9-point rating for the Overall Impact/Priority score, with 1 = Exceptional and 9 = Poor.
* The priority/impact scores and peer reviews are considered by the Researh Committee in determining which applications will be funded.
* The Executive Committee of the Center appointed by the CNR Director makes final recommendations for funding.

**FREQUENTLY ASKED QUESTIONS**

***1. I currently am PI or Co-PI on an ongoing Center for Neuroscience award. Can I apply for a second CNR award before the current project is completed?***

No. Except in very rare circumstances and with prior approval from the Vice President of Research, you can apply for a second award only after the project has been completed and a progress report on the completed project has been submitted and accepted.

***2. If I am PI/Co-PI on an application, can I submit more than one application as a PI/Co-PI?***

No. You may submit only one application as a PI or Co-PI per submission period.

***3. If I am a co-investigator on another CNR application. May I also submit an application as PI?***

Yes, but it must be for a completely different project, i.e., with different aims, goals, and objectives.

***4. I am looking for funding for a student’s dissertation research. Is the CNR an appropriate source?***

No. The CNR is intended to stimulate faculty research in innovative areas that are difficult to fund but will lead to external funding.