

## **C. GLENN BARBER FUND INTRAMURAL GRANT APPLICATION**

### **GENERAL INSTRUCTIONS**

#### **FORMAT SPECIFICATIONS**

*Follow font and format specifications. Otherwise, application processing may be delayed, or the application may be returned to the applicant without review.*

#### **Font**

- For all text portions of the document use Arial in 11 point font

#### **Page Margins**

- Use standard size (8 ½" x 11") sheets of paper.
- Use at least ½ inch margins (top, bottom, left, and right) for all pages, including continuation pages.

#### **Application Paging**

- The application must be single-sided and single-spaced.
- Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b).
- Do not include unnumbered pages.

#### **Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes**

- Smaller font size is acceptable, but must be at least 8 point. Use Arial font.

#### **Photographs and Images**

- Images should be incorporated into the document, or if desired, original prints (total of 4 copies) may be attached as addenda.

#### **Copies**

- Original (signed by principal investigator and an authorized organizational official) and three (3) exact, legible, photocopies
- An electronic version should also be submitted to [Morscher.1@osu.edu](mailto:Morscher.1@osu.edu)

#### **Grantsmanship**

- Use English and avoid jargon.
- All abbreviations and acronyms must be spelled out in full the first time they are used and note the appropriate abbreviation or acronym in parentheses. The abbreviation or acronym may be used thereafter.

#### **Page Limitations and Content Requirements**

- All applications and proposals for funding must be self-contained within specified page limitations.

**TITLE:** Self Explanatory

### **PAGE 1 (FORM – COVER PAGE)**

### **PAGE 2 (FORM – TECHNICAL AND LAY ABSTRACTS)**

Technical Abstract: A concise summary of the proposal including, but not limited to, specific aims, methods and procedures, expected outcome and significance. Separate page, 300 word limit. Lay Abstract: A concise summary of the proposal in lay (non-technical) terms. Do not exceed space provided.

### **PAGE 3 (FORM – RESOURCES)**

### **PAGE 4 OF GRANT APPLICATION STARTS WITH THE FOLLOWING:**

- I. APPLICANT (STUDENT) INFORMATION** (To be completed by the student)
  - A. Scholastic Performance**
    1. List by year, undergraduate, graduate and/or professional courses including grades, institution(s) and cumulative GPA.
    2. List awards and recognitions
  - B. Research Career Goals** (page limit: max 0.5 page)
  - C. Previous and Current Research Experience** (page limit: max 0.5 page)
  - D. Training Goals During Period of Support** (page limit: max 1 page)
  - E. Publications**
- II. RESEARCH TRAINING PLAN** (Limit 8 pages (sections A-F), excluding literature cited) All tables, graphs, figures, diagrams, and charts must be included within the 8 page limitation. *\*Proposals exceeding this page limit will not be reviewed.\**
  - A. Specific Aims:** (recommended length: 0.5-1 page)
    1. Statement of hypothesis.
    2. Describe the objectives or specific aims.
  - B. Significance:** (recommended length: 2 pages)

1. Briefly review the literature including significant points and/or the current status of the field.
  2. Describe how your proposal will contribute to the general knowledge of the area of study including novel concepts and potential applications.
  3. Also describe how your obtained results are furthering your research program and its future funding.
- C. Program Relevance to Amino Acid and Lipoprotein Research:  
(recommended length: 0.5 page)  
Demonstrate that the investigation is relevant to the funding source.
- D. Preliminary Data: (recommended length: 1 page)  
If available, present preliminary data, including figures and tables, or work in progress which support your hypothesis and/or your suggested methodology.
- E. Experimental Plan: (recommended length: 3-4 pages)  
Provide details of your research plan, including a description of the experiments, species, and techniques employed. If possible, subdivide this section into the following subheadings:
1. Experiment 1: Title
    - a. Rationale: e.g. Why the experiment will be performed
    - b. Experimental Design: Provide details of the methods and procedures used in the experiments. Provide adequate data. Be comprehensive enough so that reviewers can assess technological aspects of the proposal separately from the experimental plan. Provide evidence that the investigator and/or his/her collaborators are competent to perform the experiments as outlined.
    - c. Data Analysis: Clearly indicate the experimental outcomes and describe the plan for using the data to answer the specific aims (statistical consultation may be beneficial).
    - d. Expected Results.
    - e. Limitations, Potential Pitfalls and Alternative Approaches.
- F. Time Line for the Experimental Plan
- G. Literature Cited: Self explanatory

### III. MENTOR INFORMATION (To be completed by the mentor)

- A. Plan For Future Support (recommended length: 0.5 page)  
Outline your plan for utilizing these results to help obtain extramural funding of your research program. Include plans for publications and presentations at scientific meetings.
- B. Previous Mentor's Barber Funds Record  
Provide information on outcome measures for all students who received Barber Fund support in the past – publications, honors and awards, placement and time to graduate.
- C. Mentorship Record  
Provide information on your ability to mentor students – include names of previous and current students, degrees obtained, current position, other funding they have received, honors and awards, publications
- D. Letter of Support for Applicant  
On a separate piece of paper, provide a letter of support for the applicant
- E. Biosketch Forms  
Curriculum vitae in 5-page NIH format for the mentor(s) and applicant (including current support).  
Website for the NIH format is as follows:  
<https://grants.nih.gov/grants/forms/biosketch.htm>

### IV. BUDGET FOR DURATION OF STIPEND SUPPORT

Glenn Barber Funds are designated to cover the following expenses - graduate student stipend, benefits, tuition and fees for the applicant. The graduate student stipend cannot exceed the range set in the departments. These funds will not cover other costs. This account is administered directly from the Dean's office.

### V. APPENDICES

Appendices shall be **limited to** manuscripts accepted for publication or published, data collection forms, or statistical calculations in **direct** support of the grant proposal.

### ANIMAL CARE ISSUES (Animals or Tissues)

(#6 on Cover Page)

i. Use of Research Animals

An approved ILACUC protocol is required prior to any funds being awarded as a result of this application. The website for an ILACUC form is: <http://orrr.osu.edu/iacuc/>

ii. Use of Client Owned Animals

Approval from the Clinical Research Advisory Committee is required prior to any funds being awarded as a result of this application. Include a copy of the owner consent form.