

Department of Internal Medicine Trainee Grant
Application Instructions (2018)

DEADLINES

Notification to Apply:	November 14, 2018
Submission Due Date:	December 13, 2018
Notification of Award:	January 11, 2019
Funding Period:	January 11, 2019 – January 10, 2020

Questions: contact Emily Dobbs in Academic Research Services, [Emily Dobbs email](#), or 513-558-7116.

1. **Deadline.** Applications are due by 13 December 2018 at midnight.
2. **Background.** The Department of Internal Medicine established the Trainee Grant to assist Internal Medicine trainees in generating preliminary data, travel to and support of research conferences, poster printing, etc. This funding will enable trainee investigators to leverage preliminary findings and data as the basis for competitive extramural research grant applications. Submissions from investigators from underrepresented racial and ethnic groups and candidates with disabilities are encouraged.
3. **Budget.** Up to \$5000 per proposal is available from the Department of Internal Medicine for two proposals.
4. **Eligibility.** Applications will only be accepted from trainees in the Department of Internal Medicine who complete the Trainee Workshop series. Trainees include: fellows, residents, PhD students, Masters students, Medical students, and undergraduate students.
5. **Review process.** An Internal Medicine Research Governance Committee will review applications. Critiques will be provided to the applicants after awards are announced.
6. **Submission of applications.** Proposals must be submitted in single spaced text, one-half inch margins, and no smaller than 11-point Calibri font. Submit all applications electronically through the [CCAPS Competition and Awards Program Site](#). Log in using your UC (“6+2”) or CCHMC username and password. Next, select, “Apply” and follow the instructions. (To submit your application you will need to enter data into the fields and upload documents.) The primary applicant’s name must appear in the upper right hand corner of each page. All components of the applications should be bundled in a single PDF file. **Applications must be received through CCAPS before midnight on the submission deadline date.**
7. **Composition of applications.** Applications can be up to 2 pages in length excluding face page and attachments and should include the following:
 1. Face page (include proposal title, applicant and mentor names, department/division affiliations, and email addresses)
 2. Proposal
 - a. Hypothesis and specific aims
 - b. Background
 - c. Research design and methods
 - d. Goals or expected outcomes
 3. Attachments
 - a. Budget
 - b. Budget justification
 - c. Biosketch or CV
 - d. Individual development plan
 - e. Literature cited
8. **Funding restrictions:** Funds may not be used to support salary.
9. **ARS support.** Applicants are strongly encouraged to seek assistance and feedback from Academic Research Services. Emily Dobbs and Eric Smith ([Eric Smith email](#) , 513-558-2017) are available to answer your questions, help with proposal design, and review your proposal.
10. **Progress report.** Grant awardees must provide a 12 month progress report and may be asked to present their progress at an Internal Medicine research event.