



**PRESIDENT'S RESEARCH FUND (PRF)
SCHOOL OF MEDICINE APPLICATION GUIDELINES:
PRF03 TRACK – CYCLE 23.3 – NEW PROGRAM**

Deadline:

5th of each month (August through May) 5:00 P.M. CST

To be submitted via OpenWater

Questions regarding these guidelines may be directed to Sandra Cornell, MBA, MHA,
School of Medicine Office of Research. Email: sandra.cornell@health.slu.edu

PURPOSE, GOALS, AND OBJECTIVES OF THE FUND

The President's Research Fund (PRF) supports promising projects that have strong potential to attract external research funding. PRF awards are aimed at supporting the collection of data or other pilot activities that the awardee will use as the basis for extramural grant or contract applications.

DEADLINE

Applications must be received by the 5th of the month at 5:00 P.M. (CST) during the months of August through May, via the OpenWater portal. Log in to myslu.slu.edu and click on the OpenWater icon in the 'My Apps' tab. Log in with your current SLU email address (i.e., first.last@health.slu.edu) and your password. The first time you log in, you will be asked to set up your profile.

AWARD DETAILS

Eligibility

Principal Investigator (PI): Full-time faculty member (tenure and non-tenure track) appointed at the School of Medicine (SOM) at Saint Louis University. PIs control the budget, direct execution of the project, and have final responsibility for all aspects of its management.

- PIs may submit only one application per application cycle
- PIs can apply for a new award in any application cycle only after a previously funded project has been completed and a Progress Report has been submitted and accepted.
- Faculty with interdisciplinary projects may also apply to other SLU internal annual project-based research awards (i.e., HRGs). However, only one award may be accepted in any annual cycle.

Award Category and Amount

- **PRF03:** Supports an existing R01, U01, or similar (NEW or RENEWAL) that was scored but not funded by the NIH or other funding agency. An equivalent mechanism is defined as funding for at least four years with full indirect costs. Applicants may request up to \$25,000.

Performance Period

- **PRF03:** Support will be provided for a 12-month period, beginning within 90 days after application submission.
- The **PRF03** will have a rolling submission:
 - Monthly deadline on the 5th of each month (August through May)
 - Expedited review within 30 days
 - Funding available within three months of submission
- No-cost extensions (NCEs) will not be permitted under any circumstances.

APPLICATION FORMAT

Applications should be submitted via the OpenWater portal. Log in to myslu.slu.edu and click on the OpenWater icon in the 'My Apps' tab. You can log in using your current SLU email address (i.e., first.last@health.slu.edu) and your password. The first time you log in, you will be asked to set up your profile.

Each of the following sections should be uploaded into OpenWater separately.

1. LAY ABSTRACT – 350-word limit, written for a general audience.

2. RESEARCH PROPOSALS – 4-page limit.

Cover Letter (1-page limit) - Justify submission of the PRF03 research project in the context of existing research support. Include the review score and a summary of the key critiques.

Research Proposal (3-page limit) - Please use subheadings to delineate sections.

- Detailed response to all critiques of the parental grant application
- Research plan for the PRF03

3. FUTURE FUNDING PLAN (half-page limit) - Provide an explicit funding plan that describes a path to extramural funding for the proposed project.

4. REFERENCE CITATIONS LIST – No page limit.

5. SUMMARY STATEMENT.

Summary Statement - Provide a copy of the Summary Statement with scores and reviews received by the NIH Study Section.

6. BUDGET AND JUSTIFICATION (1-page limit)

Include a detailed, itemized budget. Provide a clear narrative description of how funds in each category will be used.

7. BIOGRAPHICAL INFORMATION

Submit a biosketch for the PI in the NIH format. Upload in a single PDF document.

8. CHAIR APPROVAL

Please upload a letter or email from your chair acknowledging support for your application. If selected for funding, the chair will be contacted to sign off before an award is initiated.

BUDGETING GUIDELINES

ALLOWABLE EXPENSES

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 adjusted or removed.

Salary and Fringe Benefits for SLU Faculty and Staff

- PRF Salary Cap: The *total amount* of salary and fringe benefits is capped at \$10,000/year per PRF application. Salary will be subject to tax and fringe adjustments.
- Salary is allowed *only* for non-key personnel except for a summer salary being allowed for senior or key personnel on 9-month contracts.

Student Labor

- Student labor is *not* considered part of the \$10,000 PRF Salary Cap.
- Activities of the student and educational benefits to the student must be described clearly in the budget justification.
- A student is eligible to work on a PRF-sponsored project only if all 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 graduate assistant (GA) positions must be compliant with their GA policy.

Payees Outside the University: Subcontractors, Service Providers, Consultants

- Applicants must itemize all proposed subcontractors, service providers, and consultants as separate line items in the budget and provide convincing justification for their inclusion on the project, explaining clearly and thoroughly why the proposed work cannot be done at SLU.

UNALLOWABLE EXPENSES

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

- Indirect Costs
- Pre-Award Costs, i.e., any expenses incurred before the official start date of the PRF award
- Tuition or Fees
- Salary of key personnel with 12-month contracts

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

REVIEW PROCESS

All applicants will be reviewed by an Internal Study Section appointed by the Research Planning Committee and chaired by the current co-chairs of the RPC or their designee. Recommendations about the funding and amounts to be awarded rest entirely with the Internal Study Section and will be based on scientific merit and likelihood of extramural funding. These recommendations will be forwarded to the Dean of the School of Medicine for final approval. Scoring of all applications follows NIH guidelines (see below), using a range from 1 (exceptional) to 9 (poor). Applications that fail to meet the criteria of novelty will be triaged.

Scoring System

Impact Score	Rating	Guidance on Strengths or Weaknesses
High		
1	Exceptional	Exceptionally strong with essentially no weaknesses
2	Outstanding	Extremely strong with negligible weaknesses
3	Excellent	Very strong with only some minor weaknesses
Medium		
4	Very Good	Strong but numerous minor weaknesses
5	Good	Strong but with at least one major weakness
6	Satisfactory	Some strengths but also some moderate weaknesses
Low		
7	Fair	Some strengths but with at least one major weakness
8	Marginal	A few strengths and a few major weaknesses
9	Poor	Very few strengths and numerous major weaknesses
Minor Weakness: an essentially addressable weakness that does not substantially lessen impact		
Moderate Weakness: a weakness that lessens impact		
Major Weakness: a weakness that severely limits impact		

INSTITUTIONAL COMPLIANCE

Projects including human subjects, animals, hazardous materials, etc., must have appropriate approval(s), such as Institutional Review Board (IRB), Animal Care Committee, and Institutional Biosafety Committee (IBC), prior to the start of the project.

POST-AWARD TERMS AND CONDITIONS

Post-Award Administration

PIs are required to oversee and approve all expenditures according to the approved PRF budget. PRF awardees are expected to use funds according to the budgets submitted with their original proposals. All budget revisions require approval from SOM. Funds that are not expended by the end of the project year must be returned.

Post-Award Progress Reports

At the end of the one year of performance, PIs must submit a report to the RPC and SOM detailing progress and research products related to the funding received. In addition, recipients are required to complete brief annual reports to the RPC that document any external funding, publications, or presentations directly related to the support received from this award for three (3) years following the project end date. Failure to comply with reporting requirements may impact consideration for future internal funding opportunities.

No-Cost Extensions (NCEs)

Extensions of funding into a second year of funding are not permitted.

Awardee Peer Review Service Requirement

All awardees of PRF funds agree to serve as peer reviewers for the PRF awards for the next three application cycles.

FREQUENTLY ASKED QUESTIONS

- **Can I submit more than one application as a PI?** PIs may submit only one application per submission period.
- **If I am not funded, how many times may I resubmit the same application for consideration?** Applicants may resubmit a NEW application an unlimited number of times.