

# Small Grants RFA and Guidelines Research on Marijuana



## PURPOSE

The Alcohol and Drug Abuse Institute (ADAI) is a multidisciplinary research center at the University of Washington. Its mission is to advance research, policy, and practice in order to improve the lives of individuals, families, and communities affected by alcohol and drug use and abuse.

Using funds from Washington State's Dedicated Marijuana Fund to support research at the University of Washington, ADAI is soliciting applications for research across a broad range of study related to marijuana use, from basic pharmacology to clinical and psychosocial research. Proposals are welcome from a wide variety of disciplines and University departments.

## FUNDING AVAILABLE

Faculty and Research Scientists may apply for up to \$30,000. For mentored pre-doctoral students and postdoctoral fellows the funding limit is \$20,000. Applications with budgets in excess of these amounts will not be considered.

- **Option A.** Short duration projects (6-7 months): up to \$15,000 for faculty or research scientist; up to \$10,000 for mentored pre-doctoral students or postdoctoral fellows. These projects will start Dec. 1, 2019 and must be completed by June 30, 2020.
- **Option B.** Longer duration projects (up to 18 months): up to \$30,000 (faculty or research scientist); \$20,000 for mentored projects by pre-doctoral students or postdoctoral fellows. In Option B, funds will be disbursed in two segments: half for Dec. 1 2019 - June 30, 2020, and the remainder for July 1 2020 - June 30, 2021, contingent on satisfactory progress demonstrated in the initial funding period, and subject to availability of funds.

## ELIGIBILITY

Individuals qualified to serve as Principal Investigators (PI) at the University of Washington are eligible to apply as PI on ADAI proposals. This may include faculty, including those with an acting appointment, as well as Research Scientists who are permitted by their school, department, or research center to serve independently as PI on federal grants.

Pre-doctoral students and postdoctoral fellows (if permitted by their department) may apply as PI with the support of a Mentor, who must be UW Faculty or a Research Scientist. Mentored applications should list the mentee as Principal Investigator; the Mentor will be fiscally responsible for the award.

In the interest of funding as many researchers as possible, ADAI has a "one at a time" policy for funding Small Grants, i.e. researchers can apply for or serve as PI, Co-I, or play a significant role in only one grant at a time (for either the Regular or Marijuana RFA, but not both. ADAI will not review more than one proposal by a PI or Co-I during a single review period. Similarly, a faculty member or Research Scientist can serve as a mentor on only one application per review period. Researchers with current ADAI funding may not apply for new funding until the previous project is completed and a final report has been submitted.

Individuals not affiliated with the University of Washington are not eligible to apply for funding.

## PRIORITIES

The scientific merit, significance, approach, level of innovation, and feasibility of the proposed research are the primary factors in evaluating an application. Only projects that may result in scientific publication will be considered for funding, and priority is given to work that is likely to support a subsequent extramural grant application at the University of Washington.

## APPLICATION PROCEDURES

Applications must be transmitted through the Department Chair and College Dean for their signatures of endorsement (for both Principal Investigators and Co-Investigators). Applications are not submitted through the Office of Sponsored Programs (OSP), therefore, an eGC1 form is not required. Animal Care Committee and Human Subjects Committee approval is not required prior to submission, but will be required if appropriate prior to award. Due to very strict expenditure dates for this funding mechanism, applicants are encouraged to prepare all required Human Subjects and Animal Care Committee applications before notice of award, to maximize chances of successfully conducting the project.

Applications must have all required signatures on the cover page (in ink or electronic). Applications should be submitted as a PDF attachment to an email sent to: [adai@uw.edu](mailto:adai@uw.edu). The complete application, including appendices, must be submitted at the same time.

In preparing proposals, applicants should keep in mind that these are read by a faculty committee selected from the general area in which the proposal is made, but not all review committee members are specialists in the particular field of the proposal.

## APPLICATION COMPONENTS

### I. COVER PAGE:

- a) Title of the project.
- b) Applicant's name, title, department and signature, along with those of a Co-Investigator (if there is one). If this is a mentored award for a pre-doctoral student or postdoctoral fellow, the mentor's name, title, department and signature should also be provided. Include e-mail and regular mailing addresses for PI and Co-I as well.
- c) Statement describing applicant:
  - New Investigator, appointed to UW within the last 3 years
  - Established Investigator, initiating a new line of research
  - Postdoctoral fellow or pre-doctoral student (mentor must complete Section F below)
- d) Date of the application.
- e) Calendar dates for which support is requested. Indicate Option A (6-7 months) or Option B (up to 18 months). The earliest likely start date is December 1, 2019.
- f) Statement as to whether request is new or a resubmission.
- g) Total amount of financial support requested.
- h) Signatures of Department Chair and College Dean (of P.I., Co-I. and Mentor)

### II. BODY

The body of the application should include the sections outlined below and must meet formatting specifications in font size (at least Arial 11 or Times Roman 12 pt); lines per inch (6); and margin width (0.75 or larger). These format specifications apply to all sections except the Biosketch and Appendices. Overly small print and margins are a barrier to adequate review; applications not meeting these format requirements may be returned and would need to be resubmitted during a subsequent cycle.

A. **Abstract** (not to exceed 300 words) describing the proposed research project; include a statement about the clinical importance of the work, if appropriate.

B. A concise **Research Plan**, following the guidelines outlined below. *THIS SECTION MUST BE LIMITED TO SIX SINGLE-SPACED OR TEN DOUBLE-SPACED PAGES. PROPOSALS EXCEEDING THESE LIMITS WILL NOT BE ACCEPTED. Page limits for the Research Plan refer to items 1 through 7 only.* Sections C through F are not included in the page limits.

#### 1. Introduction.

- a. Objective: State the overall objective or long-term goal of the proposed research.
- b. Background: Review the most significant previous work and describe the current status of research, including your own, in this field.

c. Rationale: Present concisely the justification for your approach to the problem, if it is not obvious from the preceding material. When you are choosing one of several possible approaches, note **briefly** why the others have been rejected.

**2. Specific aims.** List your specific objectives for the total period of requested support.

**3. Method of procedure.** Give details of your research plan, including a description of the experiments or other work you propose to do; the methods, species of animals (where appropriate), and techniques you plan to use; the data you expect to obtain; and the means by which you plan to analyze or interpret the data to attain your objectives. A **timetable of the main steps of the project through completion** must be provided. Include, if appropriate, a discussion of pitfalls you might encounter, and the limitations of the procedures you propose to use.

**4. Significance.** Discuss the potential importance of the proposed work and any novel ideas or contributions in terms of the short and long term consequences of marijuana use

**5. Public health impact.** In plain language understandable by a general audience, succinctly describe the relevance of the proposed research project to public health. (2 or 3 sentences)

**6. Special facilities to be used.** Describe the facilities you will use for this project including laboratories, clinical resources, and animal quarters. List major items of equipment available for this work.

**7. Collaborative arrangements.** If the proposed project requires collaboration with other institutions, community organizations, or any group whose cooperation is essential, describe this collaboration and provide letters in support of this collaboration.

C. List **previous grants** received from the Alcohol & Drug Abuse Institute (title, dates, amounts). Final reports for previous ADAI grants must have been submitted before a new application is considered. The results of previous ADAI research will be an important factor in funding decisions. Final report template: <http://adai.uw.edu/grants/SG-Report.doc>

If the project you are proposing is partially supported by other sources, please specify source and amount of support.

D. A detailed **budget and budget justification** must be provided, with a breakdown according to the project's timetable. Use budget categories designated by the U.W. Financial Accounting System. Where normal increases in salaries are anticipated, the required amounts must be included in estimates. Include applicable fringe benefits.

The budget should show all persons, paid or unpaid, who will carry out the research. The function of these persons should be explained in the justification. Also itemize and/or justify major cost items.

Expenses related to travel to conduct the project at a remote site (e.g. mileage, parking) may be included. Other reasonable travel expenses for a project conducted at a remote site may be requested; these should be fully explained in the Budget Justification section.

Expenses for publishing fees or conference attendance are not allowed. Salary for visiting faculty or secretarial work is not allowed.

E. A **Biosketch in NIH- or NSF-style** including the Research Support section for all major professional personnel including the mentor, if applicable, and a bibliography should be included in the application.

NIH template: <https://grants.nih.gov/grants/forms/biosketch.htm>

NSF template: [http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg\\_2.jsp#IIC2f](http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2f)

F. **Mentor's Statement** (for applications from pre-doctoral students or postdoctoral fellows): The mentor should provide: 1) a letter of evaluation of the applicant (including an assessment of the candidate's professional aspirations and potential); 2) a description of the training plan (including course work, TA responsibilities, ethics training, mentoring plan); 3) a biosketch in NIH or NSF format for the mentor including Research Support section. The body of the proposal should largely be written by the trainee with minimal editorial input from the mentor.

**Appendices** may be included with applications, however reviewers have the option to examine them; the review will be based primarily on the contents of the application itself so as to be fair to all applicants. Biosketches and Appendices are excluded from formatting requirements specified above regarding font size and margin width.

## **REVIEWERS MEMO**

A separate memo (maximum 1 page) naming suggested reviewers should be submitted along with the application. The memo should include the PI's name, the proposal title, and the name, affiliations, phone number, and email of two to four UW faculty or Research Scientists who would be able to provide a thorough and objective review of the proposal. Do not name faculty who are also applying for an ADAI marijuana grant award. The review committee is not obliged to select from this list.

Additionally, please list the names of any UW faculty or scientists who should not review the proposal, e.g., due to conflict of interest. This would include supervisors and current or previous collaborators (research and/or teaching).

Please attach this memo as a separate document titled "[PI Name] Reviewer Memo" and email it along with the application to [adai@uw.edu](mailto:adai@uw.edu).

## **REVIEW OF APPLICATIONS**

The proposal will be reviewed by a committee of UW faculty and Research Scientists knowledgeable in the area of the proposal. External *ad hoc* reviewers may be solicited.

Review procedures and criteria are similar to those used by NIH committees. The primary review criteria include scientific merit, significance, approach, innovation, investigator(s), and feasibility. At an initial review meeting, each proposal receives a detailed review by at least two members of the Small Grants Review Committee and a careful discussion of scientific merit by the full committee, which then scores the grant's overall merit. Written comments and documentation of the committee's discussions are presented to a Final Review Committee which selects the top grants for funding. Anonymous comments from the reviewers are returned to the investigators to provide constructive feedback which is often used to improve a non-funded grant for future re-submission.

## **HUMAN SUBJECTS AND ANIMAL CARE COMMITTEES APPROVAL**

See specific UW guidelines about conducting research with marijuana:

<https://www.washington.edu/research/wp/wp-content/uploads/2017/01/Final-Guidance-Concerning-Marijuana-Research-100114.pdf>

Funded projects involving either human subjects or animals must obtain approval from the appropriate committee before a budget can be established. ADAI does not require approval before considering a proposal. For procedural information, consult the websites for Human Subjects or Animal Care. ADAI follows NIH guidelines in requiring that "key personnel" receive training in the conduct of research involving human subjects; this training is available in person or web-based from the Human Subjects Division.

## **ADMINISTRATION OF FUNDS**

Projects will be funded for 6-7 months (Option A) or up to 18 months (Option B). In Option A, funds will be disbursed in Dec 1, 2019-June 30, 2020. In Option B, funds will be disbursed in two segments: Year 1 (Dec 1, 2019-June 30, 2020); and Year 2 (July 1, 2020-June 30, 2021). Funds must be expended by the fiscal year end for each segment without possibility of carryforward.

The PI is responsible for the proper administration of funds. Each award will be given a UW budget number, and budgets will be made available on the UW's My Financial Desktop web interface. In the case of a mentored award, the mentor is fiscally responsible for the awarded funds. Funds may not be transferred between projects. ADAI will not assume fiscal responsibility for over-expended budgets.

## **PROGRESS REPORTS**

Quarterly progress reports (1-2 pages) are required for both Option A and Option B projects, including updates on budget expenditures, confirming that funds will be expended by June 30, 2020 (Option A and B Year 1) without carry forward; and that in Option B, additionally year 2 funds will be expended by the June 30, 2021 deadline without carryforward.

Continuation of funding is contingent on demonstration of satisfactory progress in the steps of the research plan and timeline as outlined in Method of Procedure above. The PI is responsible for sending the quarterly progress reports to [adai@uw.edu](mailto:adai@uw.edu)

## **DISSEMINATION OF FINDINGS and ACKNOWLEDGEMENT OF FUNDING SOURCE**

Small Grant recipients agree to present their work at an ADAI-sponsored event, e.g. a symposium on marijuana research, a more general UW addiction research forum, a brown bag presentation, or other opportunity as arranged with ADAI.

If publication or presentation results directly or indirectly from work related to the small grant, it should carry an acknowledgement of the Alcohol & Drug Abuse Institute and support from the Dedicated Marijuana Fund for research at the University of Washington. Please send relevant reprints to the Alcohol and Drug Abuse Institute. [adai@uw.edu](mailto:adai@uw.edu)

## **FINAL REPORT**

A Final Report is required within 90 days of completion of projects funded by ADAI Small Grants. If publications, presentations, or attraction of outside grant funding related to the grant project results after the final report, please send updates about those additional outcomes. It's helpful to demonstrate the return on investment of the Small Grants program in order to ensure continued funding.

Download the Final Report template at: <http://adai.uw.edu/grants/SG-Report.doc>

Updated 7/24/2019 · <http://adai.uw.edu/grants/smgrantsmarijuanaFY2020.pdf>