ADAI Small Grants Program
RFA and Guidelines

ADAI
ADDICTIONS, DRUG &
ALCOHOL INSTITUTE

Guidelines for Applications

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.

The goal of this RFA is to solicit and support short-term pilot studies and developmental research on substance abuse. Substance abuse research is interpreted broadly to include everything from basic studies of the pharmacology of drugs of abuse to studies of clinical treatment strategies, prevention, and social policy issues. Proposals from a wide array of disciplines are welcome, ranging from but not limited to Public Health, Medicine, Pharmacology, Psychology, Psychiatry, Sociology, Anthropology, Information Science, Law, Economics, History, Social Justice, Gender and Racial Studies.

Funding decisions are based on scientific merit assessed by peer review, relevance of the question to the field, and potential for new insights into the problems of substance abuse. Priority is given to work that is likely to support a subsequent extramural grant application for research at the University of Washington. Questions concerning the application process or relevance of a proposed research topic may be directed to the Institute at adai@uw.edu.

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 Research Scientist. Applications in this category should name the pre-doctoral student or postdoctoral fellow as Principal Investigator of the research project; 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 Principal Investigator, Co-Investigator, or play a significant role in only one grant at a time (either a Regular Small Grant or Marijuana Small Grant, but not both). Researchers with current ADAI funding may not apply for new funding until the previous project is completed and the final report is submitted. Similarly, a faculty member or Research Scientist can serve as a mentor on only one application per review period.

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

PRIORITIES

A. The intent of the ADAI Small Grants Program is to provide initial funding of new projects, and it is expected that applicants will eventually seek outside grant support for continuation of their research programs. Therefore, low priority will be given to continuation of proposals.

B. Preferential consideration will be granted to projects involving new investigators (particularly junior faculty), and experienced investigators who are exploring new areas of research.

C. 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.

D. Two levels of funding are available. Faculty and Research Scientists may apply for funding up to $30,000. The funding limit for applications from mentored pre-doctoral students and postdoctoral fellows is $20,000.
Applications with budgets in excess of these amounts will not be considered.

APPLICATION PROCEDURES

Applications must be transmitted through the Department Chair and College Dean for their signatures of endorsement (for both Principal Investigator 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 of funds. 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. The complete application, including appendices, must be submitted at the same time, along with a memo of suggested reviewers.

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.

RESUBMISSIONS

When re-submitting a proposal, it is recommended that you attach a cover letter (no more than 3 pages), responding to previous reviewer comments, along with the revised grant proposal. In the letter, briefly explain changes and point to sections of the proposal that are changed. It is helpful to highlight areas in the text of the proposal that have been revised (e.g. italics or bold font).

If you disagree with reviewer criticism, and your response is not to change a part of the proposal, be sure to explain why you are not making the suggested change.

APPLICATION COMPONENTS
I. COVER PAGE:
a) Title of the project.

b) Applicant's name, title, department and signature, along with those of any Co-Investigators. 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 predoctoral student (mentor must complete Section F below)

d) Date of the application.

e) Calendar dates of period for which support is requested (usually one year). Earliest start date is approximately 12 weeks after the application date. Funds are generally awarded for one year but the duration of the award may be extended to 24 months [without an increase in budget] upon request and if justified by the project.

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 or public health 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*. **The page limit refers only to items 1 through 7 in the Research Plan.** Sections C through F are not included in the page limit.

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 for completion of the main steps of the project 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 alcohol and/or drug abuse which it offers. Provide an explicit description of how the results will be used to obtain future extramural funding and/or how the proposed studies will advance the career of the applicant.

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. All grants or publications resulting from previous ADAI funding should be listed on a final report or on an addendum to it; the results of previous ADAI research will be an important factor in funding decisions.

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. 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 local travel to conduct the project at a remote site (e.g. mileage, parking) may be

included. Other reasonable expenses for a project conducted at a remote site may be requested, but 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

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 for the mentor including Research Support in NIH or NSF format. 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 or not; the review will be based primarily on the contents of the application itself 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 Small Grant. 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] Reviewers Memo" and email it along with the application to adai@uw.edu.

REVIEW OF APPLICATIONS
The proposal will be reviewed by a committee of UW faculty and Research Scientists knowledgeable in the general 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
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 may be funded for a maximum of 24 months. The Principal Investigator 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 pre-doctoral student or postdoctoral fellow is Principal Investigator of the research project, and 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.

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

FINAL REPORT

A Final Report is required within 90 days of completion of projects funded by ADAI Small Grants. Download the report template at: http://adai.uw.edu/grants/SG-Report.doc

Updated 8/18/2020 · http://adai.uw.edu/grants/smgrantsregular.pdf