Faculty/Post Doctoral Competition – Application and Guidelines

The Dudley Allen Sargent Research Fund (DASRF) was initiated in 1966 by the Class of 1921, both as a memorial and tribute to the founder of Sargent College. The fund is supported by contributions from alumni and friends of the College as well as from the indirect funds generated by sponsored research conducted by faculty of Sargent College. The purpose of the DASRF Faculty/Post Doctoral Competition is to provide seed money to various areas of research undertaken at the college. Any regular, research, clinical, and/or post-doctoral fellow currently affiliated with Sargent College may apply. This affiliation must be active during the entire period of requested DASRF support.

Applications will be judged competitively by the DASRF Review Committee. The DASRF Review Committee will meet once each year for the Faculty/Post Doctoral competition, to review applications and to make award decisions.

**Review criteria:** Applications will be evaluated according to the importance and relevance of the research question(s) being addressed, adequacy of the research design and proposed methods, and the feasibility of the project. A significant criteria for review will be the projects’ potential for external funding. Therefore, priority will be given to pilot studies that upon completion will have a high likelihood of leading to future external funding.

**Application Guidelines**
(Applications that do not follow the guidelines for each competition will be returned without consideration)

- Completed applications for the Faculty/Post Doctoral Competition will be due Monday April 24, 2017. The committee will review applications by May 12, 2017 with decision notifications to be sent shortly thereafter.

- All projects will have a start date of June 1, 2017.

- The requested duration for a project is typically 12 months, and may not exceed 18 months.

- Each request should not exceed $7,000. (Support for a research project in its entirety may not be possible because of limited financial resources.)

- All applications must be typed. Six copies of the entire application must be submitted by the appropriate deadline to Joan Butler, Research Administrator (Room 215; 617-353-2708).
The application consists of the following required information. (Application forms are found following the instructions):

1. **Application Cover Page Form:**

2. **Project Proposal:**
   The Project Proposal may **not exceed 10 double-spaced typed pages** (12 point font is preferred, and 10 point font is smallest allowable font size). The **10 page limit includes Figures and Tables, and Appendices (sections A-E), but excludes literature cited (section F).** The following is provided as a format for the information that should be included in the proposal:

   **A. Summary:** a summary of proposed research in lay terms (not to exceed 200 words).

   **B. Specific aims:** List the long-term objectives and what the specific research in this application is intended to accomplish, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, or develop new technology (not to exceed 1 page).

   **C. Background and Significance:** Briefly develop the background leading to the present application, critically evaluating existing knowledge in the literature, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described by relating the specific aims to the broad, long-term objectives (not to exceed 2 to 3 pages).

   **D. Research design and methods:** Describe the research design and the procedures to be used to accomplish the specific aims of this project. Include how the data will be collected, analyzed and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

   **E. Potential Funding:** Outline plans for using the work in this project as a basis for seeking further extramural funding.

   **F. Literature cited:** Include a reference list of all literature cited in the application (not counted toward 10 page limit).

3. **Itemized budget, including line item justification for each request:**
   Funding requests are restricted to direct costs only and may include equipment, supplies, subjects, data collection, personnel (with the exception of salary support for the applicant), and research-related travel (e.g., for data collection, conference presentations, etc.). No indirect costs are allowable. **A detailed narrative budget justification for each item requested should be included.**

4. **Institutional Review Board approval:** Proposed projects must be reviewed and approved by either the Sargent College Board or the BU IRB before funding will be made available.

*Please contact Joan Butler ([jbutler@bu.edu](mailto:jbutler@bu.edu)) Tel: 353-2708 with any questions concerning the application process.*
Responsibility of the Grantee

1. If there is any substantial change in the research protocol once an award is granted, the grantee must notify the DASRF Committee and be granted continued approval of the award.

2. Each recipient is to submit a summary report (not to exceed 500 words) of the research to the Committee through the Dean's Office within 6 months of completion of the funding period.

3. If the results of the project are published, the grantee must acknowledge support from the Dudley Allen Sargent Research Fund in his/her paper and must submit a reprint of the paper to the committee.

4. The recipient must submit receipts of payments for expenditures or order through approved University channels for reimbursement from the fund. Laura Badgett, The Financial Administrator at Sargent, oversees the fund's budget.

5. Funds should be used within the allocated (12 or 18 month) time period.

6. Upon completion of the time period for the award all reusable materials and equipment shall revert to Sargent College and are to be considered available for reuse by any faculty member or student with proper authorization. Equipment used by faculty and students shall become the property of their respective departments.

Financial Responsibility in Unusual Circumstances

1. If a grantee voluntarily terminates his/her project before its completion, financial responsibility for funds already spent should be assumed as follows:

   a. The Fund shall assume 50% of the costs for expendable supplies and services; the remainder of the costs shall be the responsibility of the grantee.

   b. The Fund shall assume full financial responsibility for the costs of any equipment or apparatus, and reusable materials, all of which will remain with the college.

2. If a project is terminated before its completion because of extenuating circumstances beyond the control of the grantee, the limits of financial responsibility of the fund and the grantee will be determined by the Committee after careful review of the case.
DASRF Faculty / Post Doctoral Application Form

All applications must comply with submission guidelines to be considered for funding.

Name___________________________ I.D. Number ______________________

Local Address ______________________________________________________

City __________________________ State __________ Zip Code ___________

Email ________________________ Phone ___________________________

Faculty/Post-doctoral Applicants:

Affiliation with Sargent College: ________________________________

Field of Specialization: _________________________________________

Title of Research Project

________________________________________________________________

________________________________________________________________

When do you expect to complete your project? _________________________