



Eligibility Notice Number: CBBS-SRA-02-1007

GENERAL INFORMATION

The goal of this program is to give newly hired faculty members or faculty members who desire to establish an “active” research program:

- a research experience in biotechnology, biomedical sciences or a related field,
- experience with new research tools and techniques, and
- collaborations experiences to enhance their research programs.

In addition, a major goal of this program is to establish long-term association between the NSU visiting professor and an established research scientist at a research-intensive institution that will assist the visiting professor in developing a research program that could lead to competitive extramural funding, particularly at the NIH.

To be eligible for this award, the prospective NSU faculty members and host scientist will be required to plan and submit a research proposal together, which will include a follow-up plan for the academic year. An outside panel of scientific reviewers will review the applications. Selection of an NSU applicant and host scientist will be based on the following criteria:

- The subject of the proposed research (*i.e., Is the proposed research related to the overall objectives of the Center and RIMI project*) and the quality of the planned interactions for the NSU faculty member (*e.g., Is the interactions truly collaborative or simply post-doctoral training in nature?*),
- Plans for on-going interaction(s) between the visiting NSU faculty member and the sponsoring laboratory after the conclusion of the summer interaction,
- Benefits to the NSU faculty member and the Center (*e.g., Will the interaction(s) lead to the development of an active research program and extramural funding?*)
- The qualifications of the NSU researcher (*e.g., Has the NSU faculty member demonstrated that he/she is research active by publishing some aspect of their work previously or simply seeking summer funding?*)
- The qualifications of the host scientists (*e.g., Is the host researcher active (publishing during the past three to five years and currently funded?)*)
- Letter of support from the NSU faculty member’s Dean and/or Chairperson.

Each NSU visiting faculty member recipient maybe provided with salary support (\$1,200/week), research supplies (\$5,000), and a travel allowance (\$500).



APPLICATION GUIDELINES

The application consists of two parts. Section one must be completed by the NSU Visiting Faculty Member and section two by the Host Scientist. The NSU visiting Faculty member and host scientist sections of the application must be submitted together. The signed and typewritten original application and eight (8) copies should be sent to **The Center for Biotechnology and Biomedical Sciences (CBBS) c/o Dr. Camellia Moses Okpodu, Department of Biology, Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504.**

TIMELINE

Individuals are permitted to apply for or hold only one RIMI Challenge Grant at a time, but they are eligible to apply for subsequent grants beginning two years after the closing date of their most recent RIMI Challenge Grant. For example, if a grant closes in 2005, the earliest year to submit a subsequent grant application would be 2007.

Fall Semester

Date	Activity
October 1	Fall Semester - Call for Proposals
October 15	Letter of Intent Due (Optional)
December 1	Fall Grant Competition Deadline
December 2-7	Committee on Faculty Research Formal Fall Meeting
January 15	Notification of Fall Semester Grant Awards*

Spring Semester

Date	Activity
March 1	Spring Semester - Call for Proposals
April 15	Letter of Intent Due (Optional)
May 1	Spring Grant Competition Deadline
May 2-7	Committee on Faculty Research Formal Spring Meeting
May 15	Notification of Spring Semester Grant Awards*

How to Prepare and Submit an Application



The application should use NIH formatted style. See the NIH Guides to Grants and Contracts (<http://grants.nih.gov/grants/guide/index.html>).

PROJECT DESCRIPTION (NIH FORMATTED STYLE)

The font size should be no smaller than 10-point. All pages should have one-inch margins, be collated, and numbered consecutively throughout.

PART I – TO BE COMPLETED BY THE NSU FACULTY MEMBER

1. **Cover Sheet** – (page 2) the application must have all signatures (PI's, NSU Representatives and Host Scientist).
2. **Table of Contents** - (page 3) List all parts of the application and page numbers.
3. **Abstract** - Summarize the proposal, including the activities to be supported and the plans for raising matching funds. Applicants should describe the significance to the humanities of what they are proposing. This summary may be single-spaced and should not exceed one page.
4. **Narratives** – In 10 pages (or less) describe, briefly, the research project to be carried out by the visiting NSU professor in the host scientist's laboratory. Give a brief title of the proposed research. Describe the basic questions that will be addressed, the experimental design, and methods. Explain the role that the visiting NSU professor will play in the project and how participation in the research will help enhance the professor's research program and ability to acquire extramural funding. *(The narrative should provide a clear, logical, and concise description of the activities the grant will support and the NIH significance of the proposed activities. The applicant should follow NIH guidelines for proposal writing (www.nih.gov/proposals)(Do not exceed 10 pages)*
5. **Literature Cited** – do not exceed two pages.
6. **Curriculum Vitae** – include two page curriculum vitae as an appendix to the application.
7. **Past, Current, and Pending Support**
8. **Budget** - Use forms provided. Include a justification.
9. **Letters of Support** – (Optional) Include in an appendix letters of commitment or support from appropriate institutional officials, faculty members, staff, and collaborating institutions.
10. **Appendices** - If human subjects, vertebrate animals or hazardous materials/procedures are to be used, provide:
 - Human Subjects (Exemption number or IRB approval date) *(Required)*
 - Vertebrate Animal IACUC Approval Date *(Required)*
 - Hazardous Materials/Procedures: List precautions that will be taken *(Required)*



PART II – To be completed by the Host Scientist

1. Contact Information:

Name		Faculty Rank	
Institution		Department	
Address			
City		State	Zip code
Office Phone	E-mail		FAX

- 2. Curriculum Vitae** – list of publications for the last 3 years that are relevant to the proposed collaboration (Use NIH Format)
- 3. Current and Pending and Support** – list amount and the funding agency.
- 4. Evidence of Collaboration** - describe collaborative research interactions that you have planned for the summer with the visiting professor and other members of the laboratory and department. Include attendance at lab meetings, journal clubs, and seminars.
- 5. Future Plans** - describe any planned interactions for the future (e.g., after the visiting faculty member's experience is completed). How will you to assist or encourage the visiting faculty member to maintain an active research program and/or acquire extramural research funding?
- 6. Effects on Teaching** - describe how the proposed research experience will impact the visiting faculty member's teaching skills.
- 7. Host Scientist's Signature and Date** - The Visiting NSU faculty member and host scientist must submit their applications jointly. Signatures must appear on the Cover Sheet.



Cover Sheet

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Date of Request (M/D/YY)	Faculty Rank
Name	
Department	
Office Phone	E-mail
Do you have Release-time?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, name source _____)
RESOURCES: Provide a brief description of the research space.	
TEACHING: List all classes taught. Explain your role in innovative curriculum changes and teaching methods (lecture and/or lab)	
RESEARCH: Describe, succinctly, your training goals under this summer research award and their relevance to your overall career goals.	
Does this research involve human subjects, animals or bio-hazardous materials?	<input type="checkbox"/> Yes * <input type="checkbox"/> No
If yes please complete the University's IRB form <ul style="list-style-type: none"> • http://www.nsu.edu/sponsoredprograms/forms/index.html 	
OTHER CONSIDERATIONS: Describe the major challenges you face as a researcher and educator. How can the Center for Biotechnology and Biomedical Sciences assist in overcoming those challenges?	



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Center for Biotechnology and Biomedical Sciences (CBBS)
700 Park Avenue
Norfolk State University
Norfolk, VA 23504

ABSTRACT: State the application's broad, long-term objective and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. **DO NOT EXCEED** the space provided.

SIGNATURES	DATE
Applicant	
Department Chair	
Dean	
Host Scientist	



BUDGET

	Amount
1. Salaries and benefits	
2. Supplies and expenses	
3. Travel	
4. Equipment	
5. Other	
Total	

Budget Justification (Please attach a justification)



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APPLICATION CHECKLIST

Include an original and **3** copies of:

- Signed application cover sheet
- Table of Contents
- Abstract
- Budget
- Narrative
- Curriculum Vitae
- Letters of Support [optional]
- Other Appendices [optional]

Do not use covers, notebooks, or other methods of binding that make copying difficult and add unnecessary weight to these documents. Please use removable clips (such as "bulldog" clips) rather than staples to assemble the application pages.

Send applications to:

Center for Biotechnology
RIMI Challenge Grant Application
c/o Dr. Camellia Moses Okpodu
700 Park Avenue
Norfolk State University
Norfolk, Virginia 23504
757-823-8957