

**Pilot Projects Research Training Program
Proposal Format Instructions and Guidelines for Submission**

Page 1-2: Cover Sheet and Signature Page

Please complete the cover sheet and signature page and submit with your proposal. The form is available [Cover Sheet](#)

Page 3: Table of Contents

Page 4: Project Narrative (2-3 sentences)

The Project Narrative is the section of the grant application where the applicant should talk about the relevance of the proposed research project to public health. The information should be:

- succinct (no more than 2-3 sentences long)
- in plain language understandable by a general, lay audience

Page 5: Abstract (one page)

- Provide a summary of the objectives, aims, hypotheses, significance, research plan and expected results.
- Include a brief statement summarizing how the award will enhance the research career of the principal investigator, and a description of how the work to be funded by this award will contribute to the development of a research career or a new research focus.
- Limit length to 30 lines or less of text.
- Write in plain language, so even a non-scientist can understand the importance of the project.
- Keep in mind that your Project Summary/Abstract will be viewable to the public if your application is funded.

Page 6-10: Biographical Sketch of Principal Investigator (five pages)

- Please provide a Biographical Sketch of the principal investigator following the new NIH format ([Download biosketch](#))
- DO NOT EXCEED the MAXIMUM page limit.

Page 11: Budget Form

Please complete the [Budget form](#)

Budgets must be inclusive of direct and indirect costs. All applicants are encouraged to request that their institutions waive indirect cost requirements. Should indirect cost requirements not be waived, the program will only support up to 8% of the direct cost exclusive of equipment and tuition/fees. Proof of IDC Waiver application to the applicant organization must be submitted with the proposal packet. Whether IDC is waived or not by the applicant's organization, a letter from the applicant organization stating such must also be submitted.

Page 12-13: Budget Justification (two pages)

Provide a concise description of budgetary items and a justification of the proposed research needs. This section should be no longer than two pages.

Page 14-19: Proposal Format Instructions (six pages)

Include the following sections as part of the Research Strategy, following the NIH Restructured Research Plan format:

1. Specific Aims
2. Research Strategy
 - Significance
 - Investigator(s)
 - Innovation
 - Approach
 - Environment
 - Preliminary Studies/Data, if applicable

3. Expected Results
4. Plan for Dissemination of Results and Future Applications for Extramural Support. Include a brief statement describing the investigator's plan for dissemination of project results in the peer-reviewed literature and future applications for extramural funding.

Separate from these pages:

- Briefly provide a justification of your eligibility for the category of award you are applying (i.e., Junior Investigator Award, Research Trainee Awards and New Investigator Awards). Use maximum half a page.
- For applicants applying under the **Research Trainee Award**, include a Mentoring Plan. The purpose of the mentoring plan is to demonstrate that research trainees have the appropriate advising and mentoring support at their institution to carry out the research including the publication of their study findings. A mentoring plan outline with items that should be addressed is available [here](#). Use a maximum 2 pages.
- Provide a statement and references as to how human subjects and/or vertebrate animal issues will be addressed and any literature cited. Attach appropriate institutional review and approval forms.
- If needed, include additional information instrumental to the review of the proposal as Appendices. For instance, if the proposed project involves organizations or persons other than those affiliated with the applicant institution, letters of support must be included as Appendices. Do not use the Appendix to circumvent page limits.
- Use the following format to submit your proposal:
 - Page: 8.5 x 11 inches Margins: 1-inch margins
 - Font: Times New Roman or Arial Font size: 11 point
 - Line spacing: single-spaced pages

Key instructions regarding Institutional Review Boards of participating institutions

- (1) Project titles on the awarded PPTRP documentation and the IRB documentation should match.
- (2) The PI of the PPTRP, ideally, should be the PI on the IRB approved documentation. If a PI or co-PI is not possible per their institutional policies, then some other clear role as Co-Investigator should be granted. They should send us this IRB letter showing the student name has been added and her/his role. In the body of the email they tell us that their institutional policy does not allow students to be PI.

Any questions related to the project, including funding and administrative processes, should be first directed to the PPTRP officials at PilotProjects@uth.tmc.edu

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