

Open Call: **Requesting Letters of Interest to Submit a Pilot Research Grant Proposal, 2025 Cycle**

**Letter of Interest Due: September 26, 2024 (Th); 12 noon** – submit to: [CHPR@mail.nur.utexas.edu](mailto:CHPR@mail.nur.utexas.edu)

Within 2 weeks, selected semi-finalist will be invited to submit a full proposal.

**Complete grant proposal deadline: November 21, 2024 (Th) by 12 noon**

Notice of projects selected for funding will be communicated by: December 23, 2024.

**Must** have IRB approval for funding to be released.

**PURPOSE:** The St. David's Center for Health Promotion & Disease Prevention Research in Underserved Populations (St. David's CHPR) provides pilot seed-monies to full-time faculty and research scientists at The University of Texas at Austin to conduct small projects deemed necessary to advance their programs of research. Projects *must* focus on health promotion (i.e., primary, secondary, or tertiary approaches to health promotion) of an underserved population and *must* include an interdisciplinary team of researchers. Funded investigators must submit progress reports and are expected to disseminate their results and seek larger extramural research funding.

**FUNDS AVAILABLE:** St. David's CHPR expects to make 3 pilot grant awards in amounts between \$10,000 (for more limited projects such as secondary data analysis, translation/instrument testing) to \$25,000 (for intervention feasibility testing), as funding allows.

**ELIGIBILITY:**

**Principal Investigator:** Must be a **full-time doctoral-prepared faculty or research scientist** who meet the University's criteria for *independently* serving as a principal investigator on sponsored projects: <https://research.utexas.edu/osp/prepare-submit-proposal/pi-eligibility/>. *Priority will be given to new researchers.* Established investigators who are moving their research in a distinctly new direction may also apply and will be considered for funding – as funds allow.

**Interdisciplinary Research Team:** **Must be interdisciplinary (from more than 1 discipline) and include one or more faculty investigator(s) from a health-related school** (i.e., Nursing, Pharmacy, Social Work, or Medicine) who fully contribute to the development and implementation of the study and interpretation of its findings.

**Exclusions:** *Faculty may only be included on one (1) pilot proposal per year; and are limited to receiving pilot funding from St. David's CHPR no more often than once every 3 years.* Individuals in trainee roles (graduate students, undergraduate students, post-doctoral trainees) are not eligible to serve as principal investigators or co-investigators on these projects.

**Budget limits:** Grant funding should only include those items necessary to conduct the research project. Grant funds can be used to cover salary (with fringe benefit costs) for research assistants to perform the proposed research activities; research-related travel (e.g., data collection); research supplies; duplication of surveys, consents; and participants' incentives. If requested, salary (plus fringe) for the researchers (e.g., PI, Co-I) may not exceed 15% of the total budget request. *Publication fees, conference travel, and indirect costs are not allowed.*

**INSTRUCTIONS FOR LETTER OF INTEREST (LoI):**

The LoI is to provide a concise but complete overview of the proposed project. The LoI must include the title of the project, identify the proposed collaborators (name, rank, school/college/department), state the purpose/goal/aim, provide a brief description of the study design and primary variables, and the proposed budget request.

Format: 2 page, 1-in margins, font size no smaller than 11, single-spaced lines

**REVIEW PROCESS:** The Letter of Intent will be reviewed by a panel of Center Faculty to select the semi-finalists who will be invited to submit complete proposals for consideration of funding. Review criteria:

- Addresses health promotion in an underserved population;
- Eligibility of investigator (see above);
- Interdisciplinary team (see above);
- Feasibility to accomplish aims within 12-months;
- Appropriateness of the budget for proposed activities.