Purpose: Research Seed Funding Grants provide support for residents and students to initiate research projects that provide an opportunity to gain experience in research methodologies and conduct.

Eligibility: All OU-HCOM and affiliate COM medical students and residents within the CORE are eligible to request a Seed Funding Grant. If prior Seed Funding has been received, the project and required paperwork must be completed per the Letter of Agreement prior to an additional request for funding. The research results of all projects supported by CORE Seed Funds must be disseminated. Presentation of a research poster or research paper at a conference or proof of journal submission is mandatory. Suggested conferences include the Ohio Osteopathic Symposium or Specialty College national conferences. Students can also present at the OU-HCOM Research Day or participate in the Ohio University Research Expo. Research papers should follow target journal formatting.

NOTE: Dual track students are eligible to apply for funding if the proposed research is OUTSIDE of their dual degree research.

Maximum Award Amount: Up to $3,000

Budget Restrictions: Eligible budget items include: medical tests and supplies, equipment, devices, travel involving data collection, general supplies, communication expenses, and costs associated with recruitment and participation of research subjects. Salary support for personnel is not permitted. All equipment and devices purchased with CORE Seed Funds remains the property of OU-HCOM/CORE. All unused materials and supplies must be returned to the CORE Research Office at the conclusion of the study.

Deadline: Proposals will be accepted only when a call for proposals has been issued by the CORE Research Office. Depending on the availability of funds, calls for proposals will be issued up to three times annually.

Proposal Guidelines and Preparation Instructions
All proposals must be submitted electronically in PDF Format or via fax. Proposals must be single-spaced, with 1" margins and no smaller than 12-point Arial or Times New Roman font. Proposals must include all components in the order listed below. Proposals that do not follow the guidelines outlined below will be returned to the resident or student for revision or withdrawn from funding consideration. Seed Funding Guidelines are subject to change as needed.

1. Cover Page (Appendix A) (2 pages): Includes name(s) of investigator(s), project title, amount requested and type of award, and appropriate signatures, as specified on the enclosed cover sheet.
2. **Project Abstract (500-word limit):** The summary should be a description of the activity. It should be informative to persons working in related fields and understandable to the scientifically or technically literate lay reader. The project summary must contain:
   A. Statement of research question, specific aims and objectives
   B. Specific and clear research hypotheses
   C. Methods to be employed
   D. Significance of the proposed activity.

3. **Rationale for Request and Plan for Dissemination (1-page limit):** The CORE Research Office requires that all Seed Fund recipients disseminate research results. This section must include statements addressing the following:
   A. Explain how this funding request relates to your current and future research goals
   B. Provide a plan for disseminating your research results

4. **Research Protocol (4-page limit):** The Project Description must be organized as follows:
   A. Introduction/Background (Suggested Length = 1 page)
   B. Research Question, Specific Aims and Objectives, and Hypotheses (Suggested Length = ½ page)
   C. Significance of Proposed Study (Suggested Length = ½ page)
   D. Research Design with detailed methods and analysis plan (Suggested Length = 1 page)
   E. If applicable, discuss data confidentiality and protection of human subjects. (Suggested Length = ½ page)

5. **Timeline (Appendix B):** List and describe each task to be completed during your research. Specify a deadline date for each task. Duplicate form as necessary. (Six months into your approved research study timeframe, an updated timeline will be submitted to the CORE Research Office which reflects the progress toward completion of each task. This section of the form does not need to be completed for the proposal.)

6. **References:** All literature references must include the list of authors, title of the article, journal name, issue, year of publication, and relevant page numbers. AMA editorial style is preferred. This document is a quick guide to AMA style: [http://library.stkate.edu/assets/library-uploads/files/citeAMA.pdf](http://library.stkate.edu/assets/library-uploads/files/citeAMA.pdf). You can also search the internet for other helpful guides.

7. **Budget and Budget Description (Appendix C):** Please use the enclosed Budget Form. All equipment purchased for approved projects remains the property of OU-HCOM/CORE. All budget requests will be approved by line item. Include shipping charges as appropriate in your items costs.

8. **Checklist (Appendix D):** Complete the attached Checklist and submit with your application.

9. **Supplemental Information:** Other Supplemental Information includes the following:
   - Research Compliance (IRB or IACUC) approvals, as applicable. Proof of submission may be used if approval is pending. Final funding is subject to receipt of IRB or IACUC approval letters, as applicable. Copies of approval letters are required from each sponsoring institution.
   - CITI or NIH human or animal subjects training certificates, as applicable.
   - *Include completion certificates for ALL persons who will be on the study including assistants and mentors. Do not state that the certificates are on file; include them as attachments.*

Proposals may be submitted electronically as a compiled PDF to [collink3@ohio.edu](mailto:collink3@ohio.edu) or faxed to the CORE Research Office at 740-593-0634.
### Principal Investigator Information

<table>
<thead>
<tr>
<th>Research Project Title</th>
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<tbody>
<tr>
<td>PI Name</td>
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<td><strong>PI Status</strong></td>
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### Mentor Information

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### Other Investigator Information (list names of other investigators)

-  
-  

### Research Compliance (attach approvals as Supplemental Information or indicate date submitted)

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### Budget Requested (not to exceed $3,000)

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Return all materials to Karen Collins, MPA, CORE Research Office Program Manager at collink3@ohio.edu or fax to 740-593-0634.

Submit the following items in this order:

1. **Cover Page (Appendix A) (2 pages)**

2. **Project Abstract (500-word limit)**

3. **Rationale for Request and Plan for Dissemination (1-page limit)**

4. **Research Protocol (4-page limit)**
   A. Introduction/Background (Suggested Length = 1 page)
   B. Research Question, Specific Aims and Objectives, and Hypotheses (Suggested Length = ½ page)
   C. Significance of Proposed Study (Suggested Length = ½ page)
   D. Research Design with detailed methods and analysis plan (Suggested Length = 1 page)
   E. If applicable, discuss data confidentiality and protection of human subjects. (Suggested Length = ½ page)

5. **Timeline (Appendix B)**

6. **References**

7. **Budget and Budget Description (Appendix C)**

8. **Checklist (Appendix D)**

9. **Supplemental Information**
## CORE Resident/Student Research Seed Funding Grant Program Timeline

**Principal Investigator Name:**

**Research Project Title:**

<table>
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<th>DESCRIPTION</th>
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(Duplicate form as necessary.)
### CORE Resident/Student Research Seed Funding Grant Program
### Budget and Budget Description

**Principal Investigator Name:** __________________________________________________________

**Research Project Title:** _______________________________________________________________

**Research Project Dates:** _______________________________________________________________

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<th>BUDGET DESCRIPTION AND SPECIFICATION OF SUPPLIES NEEDED</th>
<th>COST PER UNIT</th>
<th>NUMBER OF UNITS</th>
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**TOTAL BUDGET REQUEST** $

*Travel funds are for data collection purposes only, not dissemination of research results.*
CORE Resident/Student Research
Seed Funding Grant Program
Checklist

Principal Investigator Name: ________________________________

☐ Cover Page Form (Appendix A)
☐ Project Abstract
☐ Rationale for Request and Plan for Dissemination
☐ Research Protocol
  ☐ Introduction/Background
  ☐ Research Question, Specific Aims and Objectives, and Hypothesis
  ☐ Significance of Proposed Project
  ☐ Research Design with detailed methods and analysis plan
☐ Timeline (Appendix B)
☐ References
☐ Budget and Budget Description (Appendix C)
☐ Checklist (Appendix D)
☐ Supplemental Information
  ☐ Consent and Assent Forms, if applicable
  ☐ Research Compliance (IRB or IACUC from each institution)
  ☐ CITI/NIH Training Certificates (for all Investigators)