

**The John J. Kopchick Molecular and Cellular Biology/Translational Biomedical Sciences Faculty Support Fund  
Academic Year 2023-2024**

**Proposal Receipt Deadline: 4:00 p.m., Thursday, August 03, 2023  
Notification of Award: September 202**

**STATEMENT OF PURPOSE**

The John J. Kopchick Molecular and Cellular Biology/Translational Biomedical Sciences Faculty Support Fund (Kopchick MCB/TBS Faculty Support Fund) was established by a generous gift provided by John J. Kopchick, PhD, Goll-Ohio Eminent Scholar and Distinguished Professor of Molecular Biology and Char Kopchick, Assistant Dean of Students. The goal is to provide support for faculty in the Molecular and Cellular Biology and the Translational Biomedical Sciences programs to pursue research and scholarly activities with the intent of making discoveries in the areas of therapeutics, diagnostics, or medical devices that are translatable to human health.

The Kopchick MCB/TBS Faculty Support Fund provides support (up to \$10,000) for research activities for 12 months following notification and account establishment. Support may be used for research supplies, equipment, and travel costs to attend appropriate scientific meetings.

**ELIGIBILITY**

Faculty must meet all of the following criteria:

1. Be Molecular and Cellular Biology (MCB) or Translational Biomedical Sciences (TBS) program faculty.
2. Be conducting translational medical research and scholarly activities.

For the purposes of this program, translational biomedical sciences is defined as the translation of basic research effectively into enhanced healthcare outcomes for the entire population in fields such as biomedical research, bioengineering, drug development, informatics, communications, health policy and planning.

**REVIEW AND EVALUATION/SELECTION CRITERIA**

Proposals will be reviewed by a committee that will include: the directors of the TBS and MCB programs, the chairs/directors of the Department of Biomedical Sciences, the School of Applied Health Sciences and Wellness, the Biomedical Engineering program, and the Edison Biotechnology Institute, and the Vice President for Research and Creative Activity. Note: if the director of the MCB program is a faculty member outside of the College of Arts and Sciences (A&S), the dean of A&S will select a representative from the college to serve on the committee.

The scholarly merit of the project is the primary criterion used for proposal evaluation. In addition, the following criteria, as well as other factors as special circumstances dictate, are considered in the proposal review:

1. The relevance of the proposed research to translational biomedical sciences.
2. The strength of the scientific rationale.
3. The applicant's training, past performance record, and estimated potential for future accomplishment.
4. The probability that the research will lead to discoveries in the areas of therapeutics, diagnostics, or medical devices that are translatable to human health.
5. The potential for the proposed activity to promote a rich interdisciplinary and entrepreneurial environment that fosters discovery research, as well as the likelihood that the research will result in

intellectual property that will bring about development of new technology and transfer of that technology to the private sector.

6. Evidence, when applicable, that funding is not a duplication of existing internal or external support.

### **PROPOSAL PREPARATION GUIDELINES**

Please review the guidelines before submitting a proposal. Very meritorious proposals are often not funded because these guidelines are not followed, and information needed to make an informed, objective decision is not available to the committee. Many reviewers feel that the care with which a proposal is prepared indicates the care with which the work will be done by the investigator.

**\*\*Please Note: The committee has the right to return without review any proposals that do not conform to these format requirements.\*\***

The goal of the requirements for type size, spacing, and margins is to provide legible documents of roughly similar length. The use of unusual typefaces defeats the goal the committee hopes to achieve. Please review all electronic attachments before submitting.

Questions concerning proposal preparation process should be directed to Roxanne Male'-Brune, Office of the Vice President for Research and Creative Activity, E-mail: male-bru@ohio.edu.

### **PROPOSAL SECTIONS**

- Number pages to facilitate the review process.
- Do not submit any hard copies in any form.
- Proposal **must** be submitted as a single PDF document, including scanned images of the fully signed cover page and checklist.

Assemble the PDF in the following order with the following formatting/page limits:

- |  |   |
|--|---|
| 1. Cover page                          | use Kopchick MCB/TBS Faculty Support Fund form  |
| 2. Biographical Sketch                 | two pages                                       |
| 3. Project Narrative                   | 4 double-spaced pages                           |
| 4. Bibliography                        | one page  |
| 5. Budget and Justification            | no limit specified                              |
| 6. Appended Materials/Multimedia Files | 5 pages; and no more than 10 minutes of footage |

The project narrative **must be double-spaced and use 12-point type** that is clear and legible, standard size. Figure, charts, tables, figure legends, and footnotes/endnotes (bibliography) in these sections and the bibliography may use a smaller font size and may be single-spaced but **must** be clear and readily legible.

**Margins must measure one inch (1") or greater on all sides.**

All other sections: biographical sketch, budget and justification, and appended materials may be single-spaced in a legible typeface.

## 1. Cover Page

Prepare a cover page (see form below). Signatures **must** be obtained by the applicant and are required on the submitted proposal. The cover page **must** be the first page of the proposal.

If needed, applicants may submit cover pages with electronic signatures or multiple cover pages for individual signatures.

## 2. Biographical Sketch

Include a two-page biographical sketch.

The biographical sketch should include educational training of the applicant and most recent and relevant publications and presentations, awards, and funding, preferably in tabular or bulleted format.

In addition, the applicant should state their long-term plans and how these funds will help them achieve these goals.

## 3. Project Narrative

The narrative should discuss the main objectives of the research, a brief discussion of the materials and methods, and preliminary data to date. The applicant should clearly state how this project will produce new and relevant scientific information and how this work may result in patent-protected intellectual property and/or know-how.

Importantly, the application must demonstrate the relevance of the proposed research to translational biomedical sciences. For the purposes of this program, translational biomedical sciences is defined as the translation of basic research effectively into enhanced healthcare outcomes for the entire population in fields such as biomedical research, bioengineering, drug development, informatics, communications, health policy and planning.

1. **Objective and scope** of work: *"What do you intend to do?" "What will this research, scholarship, or creative activity accomplish?" "What problem does this project address?" "Why does this project need to be done?"*

Remember, it is important to contextualize your project in relationship to others' works and to explain how the project differs from previous, related work. *"What has previously been done in the area?"*

2. **Materials/methods:** *"How will the work be accomplished?"*

Discuss the hypotheses or research questions, operationalization and instrumentation, research sites or context, research design, data collection, preliminary results, and data analysis.

The applicant should clearly state how this project will produce new and relevant scientific information and how this work may result in patent-protected intellectual property and/or know-how.

3. **Significance** of the project: *"Why is the work important to your field?"*

4. **Intellectual Property:** *"How might this research lead to new innovations?"*

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**Confidentiality:** If the proposal discloses ideas, practices, or processes for which patent protection will be or is being sought, the word "Confidential" should be placed at the top and bottom of each page that contains such information. Also, the following statement should be placed on the cover sheet immediately above the signature section.

*"The data contained in this proposal is confidential and proprietary and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the author. Permission is hereby granted to the review committee to evaluate this proposal in accordance with its normal procedures, which may include evaluation by evaluators both within and outside the University, with the understanding that written agreement not to disclose the information shall not be required of or obtained from any such evaluators. This restriction does not limit the right of any such evaluators to use information contained in this proposal, if it is obtainable from another source without restriction."*

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**NOTE:** It is imperative that applicants ensure that all projects are designed such that (1) the project methodology complies with all current restrictions and (2) that the project can feasibly be concluded within a year. Applicants with concerns should contact Roxanne Male'-Brune, [male-bru@ohio.edu](mailto:male-bru@ohio.edu), prior to submission.

#### **4. Bibliography**

A carefully selected bibliography can strengthen a proposal by indicating to the reviewer that the applicant is aware of significant and current literature in the field.

#### **5. Budget and Justification**

***Budget expenditures encumbered before the award date will not be reimbursed.***

Funds are available for 12 months following notification and account establishment and can cross fiscal years.

Support may be used for purposes such as, but not limited to, research supplies, equipment, and travel costs to attend appropriate scientific meetings.

**Travel:** Travel expenses **must** be broken down into transportation, meals, and lodging categories, and the basis for the figures must be provided. Where appropriate, use the OU Travel Reimbursement Policy 41.121 to determine limits on travel expenses. Budget requests are scrutinized carefully, and requests, especially for long periods of travel, should reflect efforts to economize.

- For domestic travel: Meal expenses will be reimbursed as per the U.S. General Services Administration per diem rates, [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).<sup>\*</sup> Federal employees are only eligible for 75 percent of the total M&IE rate for the location to which they are traveling on the first and last day of travel; all other days are reimbursed at 100% the rate.  
*\*unless the applicant stipulates a lower reimbursement through the Concur system.*
- For international travel: Any international travel will need to be fully justified.
  - Meal expenses and hotel rates will be reimbursed as per the U.S. Department of State per diem rates, [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).<sup>\*</sup>  
*\*unless the applicant stipulates a lower reimbursement through the Concur system.*
  - The following must also be addressed in the justification for international travel:
    - i. What are potential safety concerns in the region (as noted on the U.S. State Department's travel warning page: [www.travel.state.gov](http://www.travel.state.gov)), and how do you propose to take precautions?

ii. According to CDC recommendations (<http://wwwnc.cdc.gov/travel/>), what immunizations must you get prior to arriving in the country and what other measures do you need to take to ensure that you remain in good health abroad? When do you plan on getting these immunizations?

**Please Note:** For all travel arrangements, hotel and airfare must be booked using a p-card and the Concur system. If the vendor does not accept the p-card, then you may pay for the expense out-of-pocket and be reimbursed through the Concur system. Importantly, some colleges have additional requirements and/or procedures for travel expenses that the applicant will need to be aware of and follow.

**Equipment:** All major items of equipment, including computers, which are to be purchased with Kopchick MCB/TBS Award funds, should be listed with the estimated cost of each item and components of each item if applicable. Because of limited funds available to the committee, requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. The duration of use/percent time used, project-based activities supported and inability to secure through other resources should be addressed. For computers, the specifications and capabilities must be stated and justified. Any equipment purchased is the property of Ohio University.

## **6. Appended Materials/Multimedia Files**

**All appended materials must be submitted electronically as part of the electronic application unless otherwise approved prior to submission.** The Appendix is an appropriate place to provide copies of test instruments, questionnaires, survey forms, and letters of collaboration or financial support.

All materials included in the Appendix should be briefly referenced in the Project Narrative section.

**Applicants are strongly advised to write the Project Narrative as a “stand-alone” document without the reviewer needing to refer back and forth to the Appended Materials.** Supplemental text and figures in the appended materials are not permissible if they clearly seek to circumvent the page limits of the Narrative.

## **PROPOSAL SUBMISSION**

Submit one **(1) one electronic copy\*** of the proposal (with required signatures) to Roxanne Male'-Brune, Office of the Vice President for Research and Creative Activity, [male-bru@ohio.edu](mailto:male-bru@ohio.edu). Proposals must be received no later than 4:00 P.M. on the deadline date.

\*Electronic copies **must** be submitted as a **single file** in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name) and emailed to [male-bru@ohio.edu](mailto:male-bru@ohio.edu) by 4:00 p.m. on the deadline date. Electronic copies **must** contain the entire proposal, including appendix, unless authorized prior to the deadline.

## **SPECIAL INSTRUCTIONS**

If there is anything about your proposal that requires special handling or consideration, it is essential that you contact Roxanne Male'-Brune, Office of the Vice President for Research and Creative Activity, E-mail: [male-bru@ohio.edu](mailto:male-bru@ohio.edu).

## **REPORTING REQUIREMENTS**

A final report that describes significant outcomes, discoveries, or results must be submitted to Roxanne Male'-Brune, [male-bru@ohio.edu](mailto:male-bru@ohio.edu), within four months following expiration of the award. If this award results in additional, external funds, please list the sponsors and amounts. **No future VP for Research and Creative Activity-funded internal awards will be made to the applicant without receipt of the final report.**

**The John J. Kopchick Molecular and Cellular Biology/Translational Biomedical Sciences Faculty Support Fund**

**Cover Page**

**Academic Year 2023-2024**

NAME OF APPLICANT: \_\_\_\_\_

AFFILIATION:  MCB  TBS

E-MAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE OF PROJECT: \_\_\_\_\_

BUDGET: Total Request \_\_\_\_\_  
(May not exceed \$10,000)

STATEMENT OF HOW THE RESEARCH IS RELEVANT TO TRANSLATIONAL BIOMEDICAL SCIENCES\* (500 character limit)

\*For the purposes of this program, translational biomedical sciences is defined as the translation of basic research effectively into enhanced healthcare outcomes for the entire population in fields such as biomedical research, bioengineering, drug development, informatics, communications, health policy and planning.

**IRB AND IACUC APPROVAL:**

To ensure that the University is in compliance with all federal regulations, complete the checklist below. *Note: your proposal can be approved prior to IRB or IACUC approval (put "pending" or "to be submitted" instead of approval number), but funding will be withheld until notification of approval or exemption.*

| Yes | No | Office of Research Compliance   | Policy # |
|-----|----|---|----------|
|     |    | Human Subjects in Research:<br>Institutional Review Board (IRB) Approval #:<br>Expiration Date:             | 19.052   |
|     |    | <b>Animal Species:</b><br>Institutional Animal Care & Use Committee (IACUC) Approval #:<br>Expiration Date: | 19.049   |

**SIGNATURES**

| Applicant's Signature |  | Chair's Signature |  |
|-----------------------|--|-------------------|--|
| Signature             |  | Signature         |  |
| Name                  |  | Name              |  |
| Dean's Signature      |  |                   |  |
| Signature             |  |                   |  |
| Name                  |  |                   |  |

**Optional:**  Yes  No

If selected for funding, I give permission to the Office of the Vice President for Research and Creative Activity to use my proposal as an example during training and workshop exercises.