

**PRESIDENT’S RESEARCH FUND (PRF) APPLICATION**

to be completed and submitted through [eRS](https://ers.slu.edu/) according to PRF guidelines

**Deadline: 5:00 p.m., October 15, 2018**

**Application Characteristics & All Personnel**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Check one.* | | | | | | |
| Cross-School/College, Collaborative, up to $50,000 | | | | | | |
| NOT Cross-School/College, up to $25,000 | | | | | | |
|  | | | | | | |
| *Check all that apply:* | | |  | | | |
| PRF Resubmission eRS#\_\_\_\_\_\_\_\_\_\_ | | | |  | | |
| Is this a submission in response to any prior unfunded proposal? If yes, please provide prior reviews. | | | | Humans, IRB  Animals, IACUC  Biosafety | | |
|  | | | |  | | |
| *Administrative Principal Investigator (API) – The API takes administrative responsibility for the project.* | | | | | | |
| First Name | Last Name | Division | | | School/College/Center  of primary appointment | Effort Level Proposed (%) |
|  |  |  | | |  |  |

| *All Other Personnel* ***– All fields are required, and all who will work on the project must be named.*** |
| --- |

| First Name | Last Name | Division | School/College/Center  of primary appointment | Project Role | Key?[[1]](#endnote-1)  (Y/N) | Effort % |
| --- | --- | --- | --- | --- | --- | --- |
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**Peer Reviewer Suggestions**

*Provide* ***at least 3*** *internal names of individuals who have the expertise to deliver a quality peer review of this proposal. To avoid conflicts of interest, please do not provide the name of your department head or anyone who is a collaborator on your current, active grant award(s).* ***Applications submitted with less than three peer review suggestions or incomplete data are non-compliant with PRF guidelines, and will not be reviewed.***

| First Name | Last Name | Division | School/College/Center | Dept. Head | Dean |
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**Title of Project**

**Abstract**

***Provide a layperson’s abstract of no more than 350 words.***

**Introduction**

***2-page limit.*** *This section is allowed and required for Resubmissions and Applications that Include Extramural Peer Reviews. Summarize the substantial additions, deletions, and changes to the application. Please provide a response to the issues and criticism raised in previous reviewers’ comments.*

**Specific Aims and Research Plan**

***3-page limit.*** *Provide a description of your specific aims and research plan, including specific details of the methods you will employ to accomplish the aims. You may include graphs and tables, but they must fit within the 3-page limit.*

**References**

***No page limit.***

**Future Extramural Funding**

***1-page limit.*** *How will data from the PRF award be used in a subsequent extramural application? Identify potential sponsors and a timeline if possible.*

***Please do not use the Future Extramural Funding section to circumvent the 3-page limit for the Specific Aims and Research Plan. Applications that deviate from this guideline may be truncated in Peer Review to ensure fairness across applications.***

**Prior PRF Funding**

***1-page limit****. If you have had a PRF in the past, what have you done with the funding?*

**Budget**

*Enter dollar amounts requested for each category, entering zeros for budget lines not requested.*

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| --- | --- | --- | --- |
| **Personnel** | **Key?** | **Academic/**  **Summer/**  **Calendar** | **Amount** |
| Faculty Salary Summer Session 9-month appt., 613500 | Y |  |  |
| Faculty Fringe, 690000 (Rate: 16.00%) | Y |  |  |
| Full-time Staff Salary, 647000 | N |  |  |
| Full-time Staff Hourly, 641000 | N |  |  |
| Full-time Staff Fringe, 690000 (Rate: 29.30%) | N |  |  |
| Part-time Staff Salary, 657000 | N |  |  |
| Part-time Staff Hourly, 651000 | N |  |  |
| Part-time Staff Fringe, 690000 (Rate: 16.00%) | N |  |  |
| **Student Labor** | | | |
| Graduate Stipend, 671000 | | |  |
| Graduate Hourly, 675000 | | |  |
| Undergraduate Hourly, 661000 | | |  |
| **Travel** | | | |
| Domestic, 739100 | | |  |
| Foreign, 739150 | | |  |
| **Payments to Individuals/Organizations outside SLU**   * ***Applications submitted without required Outside Payee*** [***PRF Subaward Form***](http://www.slu.edu/Documents/provost/research_services/PRF-Sub-IEC-Aug2014.docx)***(s) will not be reviewed.*** | | | |
| Professional Services, 741000 | | |  |
| Consultants, 741003 | | |  |
| Subcontracts | | |  |
| **Other Research Expenses**   * ***All other research expenses must be itemized.*** | | | |
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| **TOTAL REQUESTED from the PRF:** | | |  |

**Budget Justification**

***1-page limit.*** *For each budget category above, itemize all expenses.* ***Explain how all calculations were derived.***

**[Placeholder Page for PRF Subaward Form(s) – This page can be removed from the application. It is included here as a reminder to include the Form(s) if they apply to your application.]**

***Payees outside the University - Subcontractors, Service Providers, and Consultants***

*Applicants must itemize all proposed Subcontractors, Service Providers, and Consultants as separate line items in the budget, and also provide a convincing justification for their inclusion on the project, explaining clearly and thoroughly why the proposed work cannot be done at SLU. The University maintains a Vendor List[[2]](#endnote-2) which may be helpful for developing budgets.*

**[Application Package Requirements – This page can be removed from the application. It is included here for ease of reference.]**

1. *Combine this Application Package* ***into one PDF file*** *with required 2-page Biosketch(es), Letter(s) of Support, PRF Subaward Form(s), and any external reviews allowed per PRF guidelines*
2. *Name the single PDF file as follows:*

*PILastName\_PIFirstName\_DeadlineMonthDeadlineYear*

*Example: Siler\_William\_Oct2018*

1. *Upload the Application Package to* [*eRS*](https://ers.slu.edu/ers/) *using the* ***Create a New Internal Proposal*** *function.*
2. *Sign and submit for approval by your Department Approver.*

***APPLICATIONS ARE NOT CONSIDERED SUBMITTED ON-TIME UNTIL THE DEPARTMENT APPROVER HAS ALSO APPROVED IN*** [***eRS***](https://ers.slu.edu/ers/)***.***

**Endnotes**

1. Key Personnelare defined as “individuals who *contribute* to the scientific or scholarly development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation. Typically, these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition.” - adapted from the [NIH definition](http://grants.nih.gov/grants/glossary.htm#Senior/KeyPersonnel) [↑](#endnote-ref-1)
2. [Business and Finance University Vendor List](http://www.slu.edu/busfin/departments/business-services/vendor-list-university) [↑](#endnote-ref-2)