SHOWALTER TRUST
GENERAL INSTRUCTIONS

Only current IUSM full-time faculty (non-visiting status) having a rank of Assistant Professor or Assistant Scientist at the time of application are eligible to apply for funding. The primary appointment must be in the School of Medicine. The selection committee will accept applications from non-tenure track faculty; however, these applications may be evaluated more stringently. Within the proposal the applicant, mentor, and department chair should discuss what factors led to a non-tenure track appointment. Donor intent prohibits the use of Showalter Trust funds for research in psychiatry, sociology, or social studies.

The same proposal may not be submitted as both a Biomedical Research Grant and a Showalter Trust application. If eligible for both programs, the investigator is encouraged to submit to the Showalter Trust. In the event that a Showalter funded investigator receives an award from another external agency for the same or similar proposal, the individual must verify the grants do not have any budgetary or scientific overlap in order to retain the Showalter grant. If there is overlap, the investigator will be required to relinquish one of the grants. The Showalter Trustees do not wish to fund duplicate external grants.

Note: While there is no blanket prohibition against receiving a second Showalter grant, the fact that an applicant seeks a second grant is not irrelevant and it may be that the second proposal will be subordinated to an equally-compelling proposal submitted by an applicant who has never received a Showalter grant. However, if a person has received a second Showalter grant it is very unlikely that a third grant would be made to that same person.

Submitting an Application:

1. An electronic version of the application for Showalter funding (to begin July 1) must be fully routed using the IU Kuali Coeus (KC) system by 5pm one week from the first regular business day in January (for submission purposes, the agency deadline should be an additional five business days after the KC deadline).

2. The Office of Research Administration (ORA) will review applications and contact the PI if any revisions are needed.

3. The PI will receive the signed application (PDF) back from ORA which then needs to be uploaded to the Indiana CTSI website via the **Start a Submission** link found here: CTSI Showalter Link

4. **Please note that you will be submitting through the Indiana CTSI's new grants management software WebCAMP.** Please allow enough time to be familiar with the new system. The WebCAMP user's guide is available under the funding announcement here: CTSI Showalter Link

5. Applications will then be reviewed by the Biomedical Research Committee of the IUSM.

Application Materials:

Each application **must include** the following, in the order listed, paginated consecutively:

1. The **"Proposal To" cover sheet**, which includes the title of the project, the name of the Principal Investigator, and the investigator's rank, department, and address.

2. **A one-page, double-spaced "Layman's Summary"** that emphasizes the importance of the work in layman's terms - language that is clearly understandable to non-scientists. It replaces

the abstract that is normally part of a grant proposal. The focus of the layman's summary should be a clear identification of the problem, the general approach, and the benefits anticipated from the results. If the application is recommended to the Showalter Trust for funding, this summary will be critiqued by Public & Media Relations prior to forwarding it to the Trustees; it is a key element of their funding decision**.**

3. **A Budget and a one-page Budget Justification**. The maximum budgetary request is $60,000, which must include indirect costs calculated as 20% of direct costs (excluding equipment). The percent effort of the Principal Investigator to be funded by the proposal should be limited to no more than 10%. Also, equipment should not exceed 30% of the direct cost request. Travel requests should be minimal, only those that are necessary to carry out the goals of the project. Funds should go primarily toward needed supplies and technical assistance. No salary for other faculty will be allowed.

4. A **"Biosketch" of the Principal Investigator.** Sections A-C should be limited to four pages. Please use the NIH Biographical Sketch format, excluding section D. Use "other support" documents for Section D (no page limit).

5. A brief but carefully developed **scientific proposal**, which **does not exceed 12 double-spaced pages** excluding references, uses one-inch left / right margins and Arial 12 point font, and includes "Specific Aims", "Significance", "Research Plan", and a paragraph about "Future Direction". The independence of the investigator and proposal should be documented. The proposal should not continue research currently funded as part of a larger group.

6. **Appendices** should include all of the required items below when applicable. In addition to the required items, you may include other supporting documents up to a maximum of five additional pages. Please use the appendices cover page provided in the application forms to list and briefly describe the documents included. Information key to understanding the proposal such as diagrams and data should not be presented here; key scientific information must fit within the 12-page 'Research Plan' limit.

    a.) Required – A brief one-page status report for applicants with any previous Showalter awards.
    b.) Required – A letter from the Department Chair that indicates support for the proposal and for the development of the research career of the faculty member. Space, equipment, dedicated departmental research funds and other departmental support should be detailed in this letter.
    c.) Required – If the applicant is of Assistant Research Professor or Assistant Scientist rank and is working under the mentorship of a senior investigator, an additional letter from the senior investigator clarifying the level of independence of the applicant and the relationship of the proposal to the senior investigator's research.
    d.) Required – Letter(s) of support from key collaborators indicating their willingness to participate in the project.
    e.) Required – Match letters detailing the cost share commitment(s) when cost share is proposed.
    f.) Required – Prior scientific reviews for applications previously submitted or resubmitted to the Biomedical Research Committee (BRC).
    g.) Required – Regulatory approval documentation, when available.
    h.) Optional – Other pertinent information such as vendor quotes for consultation or core services, etc.

It is **STRONGLY** suggested that applicants ask senior colleagues to review and comment on the proposal before submission.

SHOWALTER TRUST
BUDGET INSTRUCTIONS

The attached budget format should be used for Showalter Trust project budgets. The budget, which must include indirect costs calculated at 20% of direct costs minus equipment costs, should not exceed a total cost of $60,000. Budget must be completed in accordance with the following.

I.   SALARIES & FRINGES

A.   Principal Investigator
The budget should identify the percent of full-time university effort (not to exceed 10%) devoted to the project and the amount of salary support requested. **Salary is not allowed for any other faculty.**

B.   Post-Doctoral Fellows/Graduate Research Assistants
The budget should indicate the number of post-doctoral fellows/graduate research assistants to be employed on the research project, the percent of effort each will devote to the project, and the corresponding salary and fringe amount requested from Showalter for each person.

C.   Clerical, Technical, Service Support
The budget should indicate the type of support requested (i.e., clerical, technical, or service), the percent of full-time university effort requested for each position, and the amount of funds requested.

D.   Student Labor
The budget should identify the amount requested for student labor.

II.   PERMANENT EQUIPMENT

All permanent equipment requested should be separately identified along with its estimated cost, which must be at least $5,000 per IU capitalization guidelines. The equipment category is limited to no more than 30% of the requested direct costs.

III.   SUPPLIES AND EXPENSE

The budget should identify major supplies and expenses; list equipment costing less than $5,000 in this category.

IV.   TRAVEL

The budget request can include travel expenses, but this category of costs should be kept to a minimum; include only travel that is necessary to meet the objectives of the project.

If changes in the budget exceed or vary greater than 10% from the proposed budget, the PI must contact the Indiana CTSI (icreate@iu.edu) to discuss the budget modifications and activities. The revised budget will then be reviewed and if granted, the PI and ORA will be notified.

REPORTING REQUIREMENTS FOR AWARDEES:

All award recipients must agree to comply with the reporting requirements as described below.

1. At time of award, provide all required investigator and study (regulatory) information.
2. Semi-annual progress reporting while the project is still active
3. Annual follow up for 5 years after the project is complete, to provide (a) publications (b) grants submitted; (c) grants funded that used data generated by core, and (d) intellectual property.
4. By accepting this award, grant recipients agree to have their names and project titles publicly posted on the website and/or in a publication.
5. Notify the Indiana CTSI @ icreate@iu.edu in writing if leaving the university prior to the closure of this project. Spending on the account must immediately cease, and any remaining balance will be pulled back by the Dean's Office. The CTSI must be notified, and approval obtained, for all transfers to a new PI.
6. Grant recipients are required to acknowledge receipt of support in any presentation or publication of work funded by an Showalter award.