Complete applications must be submitted as a single PDF file by **12:00 PM ET on Wednesday, November 29ᵗʰ, 2023,** using the online form at splendor-nc.org. Proposals must be single-spaced and use Arial 11-point font with 0.5" margins. A complete application requires items A-D listed below.

The goal of the **≤$10K Career Development Award** is to support researchers by providing funding for publication charges, travel, coursework, and training opportunities.

The goal of the **≤$10K Research Award** is to support researchers by providing funding for equipment, lab supplies, and small pilot projects.

A. **APPLICATION COVER SHEET:** (page limit: 1 page)
    The application cover sheet should include the following.
    - Project title
    - PI name, title/position, department/division, institution
    - PI office address
    - PI email address
    - PI telephone number
    - Type of research/discipline
    - Total amount of funding requested

B. **JUSTIFICATION/ RESEARCH PLAN:**
    Career Development Awards (1 page, single spaced):
    - The justification should include plans and needs for pilot funds: Specify how the pilot funds will support your success toward developing an independent research career. Specify what other funding sources are available to support the opportunity you plan to pursue.

    Research Awards for equipment, lab supplies, and small pilot projects (up to 3-pages, single spaced):
    - The research plan for your equipment or pilot project should follow the standard NIH format. Please label each section of your research plan accordingly:
        - Specific Aims and Hypotheses (1/2 p)
        - Background and Preliminary Studies (1p)
        - Research Design, Methods, and Expected Outcomes (1 p)
        - Plans for Pilot Data (specify what funding opportunity you plan to pursue, how the pilot data will facilitate that, and your timeline for NIH submission) (1/2 p)

    - The following sections of your research plan do not count towards the 3-page limit:
        - Projection of Human Subjects (if applicable): Institutional Review Board (IRB) approval is not required at the submission stage for a pilot grant. However, if you are selected as an awardee, you must submit the required paperwork to the appropriate IRB. Funds will not be available until the appropriate approvals

have been received.
- o Data and Safety Monitoring Plan (if applicable)
- o Description of Appropriate Milestones (if applicable)
- o Inclusion of Individuals Across the Lifespan (if applicable)
- o Inclusion of Women and Minorities (if applicable)
- o Inclusion Enrollment Report (if applicable)
- o Recruitment and Retention Plan (if applicable)
- o Vertebrate Animals (if applicable): Institutional Animal Care and Use Committee (IACUC) approval is not required at the submission stage for a pilot grant. However, if you are selected as an awardee, you must submit the required paperwork to the IACUC. Funds will not be available until the appropriate approvals have been received.

C. BIOSKETCH
Applicants must include a current NIH-style biosketch. Please use the NIH PHS 398 biosketch form.

D. BUDGET & BUDGET JUSTIFICATION:
Applicants may request up to **$10,000 in direct costs only**. Please include a budget and budget justification using the NIH Form Page 4 here with detailed line items. For equipment requests, please attach a vendor quote. Note that SPLENDOR-NC will request a waiver of F&A on subcontracts for P&F awards. If the awardee's institution requires F&A on the subcontract, the F&A will be deducted from the direct costs of the awarded budget.

If needed, awardees can use a portion of the award for course buyout with an appropriate rationale in the budget justification, which should state clearly how the awardee will use the released time to complete the proposed research and, if relevant, demonstrate evidence of additional funding for the proposed research. A letter of support from the applicant's Chair is required for course buyout requests, and should provide the department/institutional policy on the costs associated with course buyouts. The remaining awarded funds must be used for allowable research-related expenses.

See the P&F Program Allowable Expenses and Awardee Responsibilities on Page 3.

P&F FUNDS MAY BE USED FOR:
- Animal maintenance
- Computer purchases
- Data analysis fees
- Other expenses deemed necessary to successfully execute the proposed project (other than those below)
- PI salary to support course release
- Professional education and course work (biostatistics, principles of clinical research, etc.)
- Publication charges
- Research equipment
- Research supplies and materials
- Training opportunities
- Travel

P&F FUNDS MAY NOT BE USED FOR:
- Dues/membership fees
- General office supplies and equipment
- Indirect costs
- Laboratory space rental
- Secretarial/administrative salary support
- Stipends or tuition for undergraduate students, graduate students, or postdoctoral scholars
- Tuition

RESPONSIBILITIES OF P&F PROGRAM AWARDEES

1) Awardees are required to submit a progress report at the conclusion of the grant period. You will be notified when the report is due. All reports must be sent to the Program Coordinator at splendor_nc@unc.edu.

2) Awardees are required to acknowledge the SPLENDOR-NC grant in all publications, posters, press releases, proposals, abstracts, and/or presentations that are produced as a result of P&F funding. Please use the following acknowledgement: "Research reported in this publication was supported by the National Institutes of Health Office of Nutrition Research, the National Institutes of Health Office of Disease Prevention, and the National Institute of Diabetes and Digestive and Kidney Diseases of the National Institutes of Health under Award Number U24DK132715. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

3) A web profile for each awardee will be added to the SPLENDOR-NC website. Awardees are required to submit a lay summary (maximum 3 sentences) that summarizes your proposal for the non-scientific community.

4) Awardees will be expected to present their research at the annual SPLENDOR-NC Symposium and UNC NORC- or NCDRC-sponsored seminars and events, as requested.

5) If you are awarded a grant based on preliminary data obtained through your pilot award, please notify the Program Coordinator immediately at splendor_nc@unc.edu

6) Awardees may be asked to serve as peer reviewers for subsequent SPLENDOR-NC P&F Program grant competitions.

7) After completing the project, awardees will be requested to continue to report any new progress (grants, publications, etc.) resulting from preliminary data obtained through their P&F award. SPLENDOR-NC is required to report all updates from P&F funding to the NIH to help the NIH evaluate the effectiveness and productivity of the Center. Please send all project updates by completing the online form available on the SPLENDOR-NC website.