Please read this document carefully before completing the application for a 2016 Busch Grant. If a proposal does not conform to these instructions or is incomplete, it will not be considered for review.

Applications are due on or before March 18, 2016 at 5PM.
Late applications will not be accepted.

ELIGIBILITY
The Busch Biomedical grant program is open to full-time members of the University faculty in Camden, Newark and New Brunswick. The applicant must be able to serve as a Principal Investigator (PI) of a research program. A PI is defined as any individual with the time, skills, knowledge, and resources necessary to independently carry out a research project. All information requested on the Application Form must be completed by each PI, signed and submitted with the application. If you want to be considered a New Investigator, you must also fill out the New Investigator form. Not eligible to apply: research associates, equivalent and lower rank faculty (i.e. instructors, postdoctoral associates, teaching and research assistants), coadjutant appointees, clinical and adjunct faculty defined as part time positions and visiting faculty members. PI applying for or receiving concurrent internal grant funding, Team Science Initiative, Research Council, Agricultural Experiment Station or NJ Health Foundation awards, supporting the same or similar research are ineligible to receive funding. If the submitted project has been funded by another organization after submission to this program you must notify the program administrator and the submission must be withdrawn.

DESCRIPTION OF THE PROGRAM
The Busch Biomedical Grant program is designed to enhance health-related research at the University and to strengthen the competitive position of faculty members who seek external research funds. Interest income from the Charles and Johanna Busch Bequest is distributed within the University to reflect the stipulations of the Last Will and Testament of Mr. Charles Busch. Included in the distribution of interest are the Waksman Institute of Microbiology, the Bureau of Biological Research and the Office of Research and Sponsored Programs (ORSP) in the office of Research and Economic Development (ORED). The ORED share is used to support biomedical research performed by full-time faculty members on all Rutgers campuses.

Proposals for funding are solicited annually by ORED. The Biomedical Research Advisory Committee (BRAC), comprised of senior investigators representing different health-related disciplines as well as the various University campuses, evaluates proposals from interested and qualified faculty members. Awards are made on the basis of Busch Grant funding priorities, scientific merit and the relative proportion of biomedical-oriented faculty in the represented units. The Associate Vice President for Research, in consultation with the chair of the BRAC, will disallow applications that do not meet Busch Grant funding priorities.

Individuals are permitted to submit only one application per cycle and may have only one active Busch grant at any given time. Grantees may reapply to the program. Previous grantees are required, on reapplication, to provide a report describing their accomplishments under their earlier grant and efforts made/results of attempts to seek competitive external funding. Applications are discouraged from faculty members whose research funding has come primarily from internal sources (especially repeated funding from the Busch Grant Program) and who have made no/few attempts to secure external funding. Busch grants should not be used as bridge
funds.

The numbers of applications for funding usually far exceed the actual amount of funds that are available to be awarded. Unsuccessful applicants should not be discouraged. Failure to receive a grant will in no way prejudice any future application under this program. A minimum budget of $400,000 is expected to be available for the 2016 Busch Grant program.

BUSCH GRANT FUNDING PRIORITIES
In selecting proposals to be funded, emphasis is placed on projects that:
1. Support newly independent investigators.
2. Promote translational research (preclinical evaluation) that ultimately supports commercialization and/or clinical studies.
3. Establish collaborations between University investigators.
4. Promote pilot research in emerging fields or fields new to the investigator.

Proposals that meet more than one funding priority will receive a higher overall funding priority.

SCIENTIFIC MERIT
In addition to funding priority, applications will be reviewed for scientific merit by the Biomedical Research Advisory Committee. The proposal will be evaluated using the following criteria:
1. Significance of the proposed research and hypothesis.
2. Scientific evidence supporting the hypothesis to be tested (if pilot research is being proposed provide a rationale supporting the hypothesis).
3. Feasibility and adequacy of the procedures to be used in the research.
4. An explicit statement of the significance of the proposed study for human health.
5. Evidence of research experience of the PI and staff in the proposed research area.
6. Reasonableness of the budget in relation to the objectives, methods, approach, procedures and data analysis proposed.
7. Evidence that previous support has led or will likely lead to successful external funding.

LEVEL OF FUNDING
The Busch Grant program will support research projects up to $50,000 total for up to 2 years. In the past approximately 5-6 awards in the $25,000 range and 5-6 awards in the $50,000 range have been granted. An approximate total of 10-12 projects are supported each cycle.

COMPLETING THE APPLICATION
1. Supply all the information and signatures requested on the Application Form. Complete the Budget Form. Refer to the Formatting Instructions for information on how to format your publications, personnel information, research support, abstract, and research proposal. Items that are not applicable should be so marked. Include an up to date NIH or NSF biosketch for each PI. Compile all requested documents into one file. Additional information (i.e. manuscripts in print) that will assist the reviewers should be kept to a minimum and is acceptable if submitted as a separate attachment.
2. In describing a project, keep in mind that while the reviewers may be familiar with your general field, they may not be familiar with the specifics of the particular problem you plan to investigate. The application should explicitly state what the problem is, why it is important, and how it is to be solved. It should be clear the project has a biomedical component.
3. In addition to seeking support from this program, all applicants should seek competitive external funding. Efforts to supplement University support are a vital part of this program. They are a major criterion used by the Committee in recommending awards, and they must be described fully under the RESEARCH SUPPORT area of the application.
4. Provide a brief narrative justifying the level of requested support and explain how each item in the budget will contribute to the successful completion of the project. Do not request funds for faculty salary, for memberships or for travel to meetings of professional societies, for any food, drink or lodging, or for the purchase of books/journals for a personal library.
5. A request for funds to purchase equipment should be accompanied by documentary evidence (such as
a letter from the department chair) that the equipment is not already available in the department, and that the department is ready to provide for the continued maintenance and service of the equipment.

6. Investigators whose proposals contain confidential information, or for which intellectual property protection is being sought, should indicate this clearly in a cover letter and should mark the appropriate pages of numbered copies of the application "CONFIDENTIAL." The Committee will maintain the confidentiality of this material.

OTHER REQUIRED INFORMATION
1. In order for a request to be given highest consideration, there must be a clearly visible relationship between the application and the prospects for obtaining external funding. As evidence of this relationship, the applicant can supply the following information: (i) cover page from a submitted external funding application; or (ii) name of prospective funding agency and program, anticipated date of action on submission, and a statement of amount of external funds requested. Applicants should also describe efforts made to obtain other internal funds.

2. All applicants must complete and sign the application form. If there are joint PI's, each PI must complete an application form, provide the appropriate signatures and include a biosketch. Joint PI applications should articulate the need of having two PI's. Applications with more than two PI's are not encouraged.

3. If you want to be considered a New Investigator, you must also fill out the New Investigator form. The form should be uploaded along with the application and placed directly after the application form.

4. An internal endorsement form will be required for approved grant applications at the time of award prior to the release of funds.

ATTACHMENTS
Additional information (i.e. manuscripts in print) that will assist the reviewers is acceptable as a separate attachment.

DEADLINE FOR APPLICATIONS
The submission website will open on February 22, 2016 for electronic applications. Hard copy applications will not be accepted. The electronic submission website will close on March 18, 2016 at 5pm. Late applications will not be accepted. Note: If you experience problems with the electronic submission website please contact the program administrator as soon as possible. If we have been contacted in a reasonable time frame and electronic submission is still not possible your application must be submitted with an email time stamped no later than 5pm on March 18, 2016, or it will not be accepted for review.

APPLICATION SUBMISSION
Applications should be submitted to the Office of Research and Economic Development, Dr. Patrick J. Sinko, Associate Vice President for Research through the electronic submission website located at https://orad.rutgers.edu/busch-biomedical-grant-program.

APPLICATION FORMAT
All relevant information requested must be supplied. Use an Arial, Helvetica, Palatino linotype, or Georgia typeface, a black font color and a font size of 11 point. Use at least one-half inch margins (top, bottom, left and right) for all pages. A smaller type size may be used for figures and graphs but must be legible. The proposal title should be limited to 81 characters including spaces (NIH Character limit). The abstract should be limited to 250 words. The research proposal should not exceed 6 pages (exclusive of references and budget justification). Applications must include the application form, publication information, personnel information, research support, abstract, your research proposal, literature cited, budget and budget justification. Please see above for other required information. Although both PDF and WORD formats are acceptable for upload, PDF is preferred to preserve formatting. Using the format below include the following:

I. PRINCIPAL INVESTIGATOR PUBLICATIONS:
List four most relevant refereed or invited publications first. Additional publications relevant to the present proposal may also be included.
II. OTHER PERSONNEL:
List Names, titles, departments and relevant publications of all other personnel engaged on project.

III. RESEARCH SUPPORT:
A. List all external research support regardless of relevance to this application. Include requests now being considered. Give grant number, title, duration, amount for current year, total value of award, and source of support. Please underline those grant and application titles that are relevant to the research project proposed here.
B. List current University research support for this project or other projects include all start-up funds.
C. Is the proposed project funded in total or in part by other internal (e.g., start-up funds) or external sources? If so, a detailed explanation must be provided of the need for additional funds.
D. If you have had previous Busch support, indicate the project title, year and amount. Has this prior funding resulted in publications and/or applications for outside support? If so, give particulars.
E. Describe how this research project fits in with your long-term research goals and prospects for future external funding.

IV. ABSTRACT
The abstract is limited to 250 words using the font and page formats listed above. Please make your abstract understandable to a scientist not familiar with your specific field of investigation.

V. RESEARCH PROPOSAL
Provide a concise description not exceeding 6 pages (exclusive of references and budget justification), covering the subjects itemized in A-G below. Your proposal should state how your application fits into the four Busch Biomedical Funding Priority areas (Section F).

A. A clear statement of aims and objectives.
B. Background, including work performed under previous Busch support.
C. Rationale.
D. Experimental design and methods.
E. Significance, making clear the implications of your work for human health and medicine.
F. Relevance to the Busch Biomedical funding priority areas.
G. Collaborative arrangements, if any.

VI. LITERATURE CITED

VII. BUDGET
Use the budget form provided as a separate document on the Busch Biomedical Grant Program Website. Do not request funds for faculty salary, for memberships or for travel to meetings of professional societies, for any food, drink or lodging, or for the purchase of books/journals for a personal library. A request for funds to purchase equipment should be accompanied by documentary evidence.

VIII. BUDGET JUSTIFICATION
Justification of hourly personnel, costly or special items of equipment and per diem rates for animal care. If equipment requires special facilities, a service contract, or a technician as operator, attach letters from Department Chair and your Dean or Director, if appropriate, which state a willingness to maintain these items on a continuing basis, and that these special items are not available for this project.

APPLICATION UPLOAD INSTRUCTION
In order to upload an application you will need to create an EasyChair account. Use the link provided above and go to “Click here to apply now” to access the login page. When the website is live the following page will appear:
Use “then click here” to create an account if you do not already have one. An email will be sent from EasyChair to the address you supply so please be sure to use an appropriate address. *Important note:* In the past email sent from EasyChair has been filtered to junk mail accounts in some cases.

You will then be asked to create an account, username and password. Once your account is set up you will be able to access the submission site by logging in and will see the author page:

Click on the heading "New Submission" for detailed instructions on how to submit. If this menu tab is missing, then the submission of papers or abstracts for the conference are closed.

In the box shown below the Principle Investigator should be listed. For a dual PI application, designate one PI as the contact PI and list the contact PI’s email address.

You must enter your title and abstract. The title should be limited to 81 characters including spaces (NIH Character limit). The abstract should be limited to 250 words. If you are a New Investigator you must tick the box next to “Groups” (see below).

After populating the necessary fields you must choose the file you wish to upload and click on “Submit Paper”
to submit your application. Use “Attachment” to upload your certification forms.

Upload Paper
The submission should be in one of the following formats:
1. PDF (file extension .pdf).

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Ready?
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

There is a limit of about 20MB on the upload file size in EasyChair for authors if your submission exceeds 20MB you will be notified to contact the chair.

**AWARDS**
The Associate Vice President for Research, based on the recommendations of the Biomedical Research Advisory Committee, will make decisions regarding the allocation of funds by July 2016. Applicants will receive notification shortly thereafter and awards will be effective August 1, 2016.

**FURTHER INFORMATION**
Questions should be directed to:

Dr. Patrick J. Sinko (sinko@rutgers.edu)
Amy Grabowski (avpradmn@rci.rutgers.edu) 848-445-6407