NIOSH ERC Pilot Projects Research Training Application

Proposal Format Instructions and Guidelines for Submission

Page 1: Cover Sheet

Please use (this form) and submit with your proposal.

Page 2: Table of Contents

Page 3: Abstract (one page)

- Provide a summary of the objectives, aims, hypotheses, significance, research plan and expected results.
- Begin this section by stating to which NIOSH Sector or Cross-Sector Programs and specific Strategic Goal your application contributes (see http://www.cdc.gov/niosh/programs). Use the following format: This application contributes to the Service Sector Program Agenda and the Strategic Goal 4: Reduce the incidence and severity of work-related stress disorders in services sector workers.
- Include a brief statement summarizing how the award will enhance the research career of the principal investigator, and a description of how the work to be funded by this award will contribute to the development of a research career or a new research focus.

Page 4: Biographical Sketch of Principal Investigator (two pages)

- Please provide a NIOSH PH-398 biosketch of the principal investigator (download biosketch).
- This biosketch has a Personal Statement incorporated as Part A.
- Applicants should limit the list of selected peer-reviewed publications to no more than 15. These 15 publications should be chosen on the basis of recency, importance to the field, and relevance to the proposed research.
- DO NOT EXCEED TWO PAGES ALTHOUGH THE FORM INSTRUCTS A MAXIMUM OF FOUR.

Page 6: Budget Form (please follow the budget table below)

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Consultant Costs</th>
<th>Equipment Costs</th>
<th>Travel Costs</th>
<th>Supply Costs</th>
<th>Other Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL DIRECT COSTS (TDC)</td>
<td>MODIFIED TOTAL DIRECT COST (MTDC)**</td>
<td>INDIRECT COSTS (IDC) (%)</td>
<td>TOTAL COSTS (TDC + IDC)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TDC minus equipment costs, tuition, & fees (if applicable)

All applicants are encouraged to request that their institutions waive indirect cost requirements. Should indirect cost requirements not be waived, the program will only support up to 8% of the direct cost exclusive of equipment and tuition/fees. Proof of IDC Waiver application to the applicant organization must be submitted with the proposal packet. Whether IDC is waived or not by the applicant’s organization, a letter from the applicant organization stating such must also be submitted.

Page 7: Budget Justification (two pages)

Provide a concise description of budgetary items and a justification of the proposed research needs. The proposed budget should be inclusive of all expenses anticipated including travel and indirect costs, if any. All applicants are encouraged to request that their institutions waive indirect cost requirements. Should indirect cost requirements not be waived, the program will only support up to 8%
of the direct cost exclusive of equipment and tuition/fees. Proof of IDC Waiver application to the applicant organization must be submitted with the proposal packet. Whether IDC is waived or not by the applicant organization, a letter from the applicant organization stating such must also be submitted. This section should be no longer than one page.

**Page 9: Proposal Format Instructions (six pages)**

Include the following sections as part of the Research Strategy, following the NIH Restructured Research Plan format:

1. Specific Aims
2. Research Strategy
   - Significance
   - Investigator(s)
   - Innovation
   - Approach
   - Environment
3. Expected Results
4. Plan for Dissemination of Results and Future Applications for Extramural Support

**Separate from these pages:**

- Briefly provide a justification of your eligibility for the category of award you are applying (i.e., New Investigator Award, Research Trainee Awards and Transitional Investigator Awards). Use maximum half a page.
- For applicants applying under the **Research Trainee Award**, please include a Mentoring Plan section. Mentoring is a critical component of the development of the next generation of occupational health and safety researchers. Research trainees should receive the adequate support to facilitate their transition from the mentored to the independent stages of their careers in occupational health and safety research. The purpose of the mentoring plan is to demonstrate that research trainees have the appropriate advising and mentoring support at their institution to carry out the research including the publication of their study findings. A mentoring plan outline with items that should be addressed is available [here](#). Use a maximum 2 pages.
- Provide a statement and references as to how human subjects and/or vertebrate animal issues will be addressed and any literature cited. Attach appropriate institutional review and approval forms.
- If applicable, include a section of Preliminary Studies/Data as part of the Research Strategy. Use maximum 1 page.
- If needed, include additional information instrumental to the review of the proposal as Appendices. For instance, if the proposed project involves organizations or persons other than those affiliated with the applicant institution, letters of support must be included as Appendices.

Use the following format to submit your proposal:

- Page: 8.5 x 11 inches
- Margins: 1 inch margins
- Font: Times New Roman
- Font size: 11 point
- Line spacing: single-spaced pages

Please also obtain the following signatures:

- Signature of Principal Investigator
- Signature of Academic/Thesis Advisor (graduate students only)
- Signature of Department Chair (all applicants)
Please use (this form) and submit with your proposal.

Send an electronic version of your completed application to:

Joy De Los Reyes, MPH
Program Coordinator
NIOSH Pilot Projects Research Training Program
The University of Texas School of Public Health
E-mail: PilotProjects@uth.tmc.edu