

## **Pilot Projects Research Training Program Proposal Format Instructions and Guidelines for Submission**

### **Page 1: Cover Sheet and Signature Page**

Please complete the cover sheet and signature page and submit with your proposal. The form is available [Cover Sheet](#)

### **Page 3: Table of Contents**

### **Page 4: Abstract (one page)**

- Provide a summary of the objectives, aims, hypotheses, significance, research plan and expected results.
- 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.
- Limit length to 30 lines or less of text.
- Write in plain language, so even a non-scientist can understand the importance of the project.
- Keep in mind that your Project Summary/Abstract will be viewable to the public if your application is funded.

### **Page 5: Biographical Sketch of Principal Investigator (five pages)**

- Please provide a Biographical Sketch of the principal investigator following the new NIH format ([Download biosketch](#))
- DO NOT EXCEED the MAXIMUM page limit.

### **Page 10: Budget Form**

Please complete the [Budget form](#)

Budgets must be inclusive of direct and indirect costs and must reflect allowance for expenses related to travel to Houston to present the findings of the research. 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 11: Budget Justification (two pages)**

Provide a concise description of budgetary items and a justification of the proposed research needs. This section should be no longer than two pages.

### **Page 13: 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
  - Preliminary Studies/Data, if applicable
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., Junior Investigator Award, Research Trainee Awards and New Investigator Awards). Use maximum half a page.
- For applicants applying under the **Research Trainee Award**, include a Mentoring Plan. 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 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. Do not use the Appendix to circumvent page limits.
- Use the following format to submit your proposal:
  - Page: 8.5 x 11 inches Margins: 1 inch margins
  - Font: Times New Roman or Arial Font size: 11 point
  - Line spacing: single-spaced pages

Send an electronic version of your completed application to:  
Peggy Weinshilboum, MBA Program  
Coordinator  
NIOSH Pilot Projects Research Training Program  
UTHealth School of Public Health  
E-mail: [PilotProjects@uth.tmc.edu](mailto:PilotProjects@uth.tmc.edu)