

**DAN L. DUNCAN CANCER CENTER
BAYLOR COLLEGE OF MEDICINE
2019 PROPOSAL GUIDELINES**

Instructions: *This application is a modified version of the PHS 398 application. Please read and follow the instructions carefully. The application must be single-sided and single-spaced, staying within the margin limitations (at least 1/2"). The font must be Arial typeface and a font size of 11 points or larger.*

Please submit the application in the following order:

1. **SUMMARY SHEET**

2. **RESEARCH PLAN (maximum 6 pages)**

The research plan should include sufficient information needed for evaluation of the project, independent of any other document. Be specific and informative, and avoid redundancies.

All applications must include an Introduction.

Organize Items a-d, to answer these questions:

- (1) What do you intend to do?
 - (2) Why is the work important?
 - (3) What has already been done?
 - (4) How are you going to do the work?
- a. **Specific Aims** - State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
 - b. **Significance** - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
 - c. **Innovation** - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.
 - d. **Approach** - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in Item 5.5.15, include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

- e. ***Bibliography and References Cited*** - Provide a bibliography of any references cited in the Research Plan. Each reference must include names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application.

The references should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research. **(References are not included in six page limit)**

3. BUDGET

Provide a detailed budget with complete justification for each item. Funds are to be used primarily for supplies and technical support. P.I. salary and major equipment are not allowed. Proposals cannot exceed **\$50,000 in total costs**. No indirect costs will be required.

4. BIOGRAPHICAL SKETCH (NIH format)

Provide a biographical sketch of the principal investigator and key personnel using NIH format.

5. ASSURANCES AND COMPLIANCE

Neither pending nor approved protocols are required with this application. However, if funded, researchers must obtain institutional approval for proposals involving human subjects, animals, radioisotopes, or biohazardous materials.

Scientific Questions may be directed to Dr. Osborne at kosborne@bcm.edu 713-798-1641 and administrative questions to Danielle Gilmore at danielle@bcm.edu / 713.798.2087.