PROGRAM DESCRIPTION

The Brain Health Consortium (BHC) **Collaborative Seed Grant (CSG)** program, sponsored by the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise (REDKE) at The University of Texas at San Antonio (UTSA), is offering seed grants to support transdisciplinary research in areas that advance our fundamental understanding of the brain in health and disease, advance understanding of social determinants of brain health (e.g., healthcare equity, educational equity, etc.), lead to development of interventions to advance brain health (e.g., interventions for mental and behavioral health, interventions to increase brain health literacy in underserved populations, etc.), or advance research to increase inclusion of diverse populations in brain health research, especially from underrepresented communities. *CSG funding* through this program is an opportunity for UTSA faculty to begin innovative transdisciplinary research that will open new areas of research strength and become competitive for long-term extramural funding.

Pre-submission inquiries are strongly encouraged. Prospective applicants may send a brief abstract to jenny.hsieh@utsa.edu.

Preference will be given to proposals that:
- Involve research performed across two or more BHC-affiliated colleges (COS, CEID, COLFA, COEHD, and HCAP).
- Use innovative approaches that falls within one of the four BHC research pillars: stem cells/precision medicine, neuroscience, biomedical engineering, psychology/learning. Additional weight will be given to proposals spanning two or more of the BHC research pillars.
- PIs/Co-PIs that are members of the Brain Health Consortium.

Successful applicants must submit a new proposal for extramural funding (routed through the BHC) as a final reporting requirement (within 1 year of completion of the CSG award).

ELIGIBLITY
- Both single PI and multi-PI or other collaborative team projects are allowed.
- PIs must be full-time, tenure track or tenured faculty at UTSA in residence at the time of application. *Other personnel or students, including individuals outside UTSA, can be incorporated into a project team, however, only those who are UTSA employees or UTSA students can be funded through the CSG program.*
- A faculty member may be designated as PI (primary applicant) on one proposal each application cycle. However, an individual may serve in a Co-PI or other collaborative role on more than one application each cycle.
- It is the PI's responsibility to ensure all team members are eligible and not exceeding application limitations.
- Applicants should not have received BHC funding for FY23 (Perf. Period: 10/1/22 - 7/31/23) or have any outstanding reports under previously funded BHC/REDKE awards.

- Projects should be unique in scope, not substantially overlapping previous or existing UTSA or external funded projects.

AWARD INFORMATION
- **Estimated Number of Awards:** 2*, subject to availability of funds
- **Maximum Total Funding Per Project:** $30,000
- **Performance Period:** October 2, 2023 – July 31, 2024**

* See Peer Review section for further detail regarding award distribution.
**Funding not spent by July 1, 2024 will automatically revert back to VPREDKE. This excludes salaries and wages, which can continue to be expensed through July 31, 2024. No project extensions will be allowed.

PROGRAM TIMELINE

January 17, 2022	Request for Proposals (RFP) released
February 15, 2023	Notice of Intent due to seedgrants@utsa.edu (by 5:00pm CST)
March 8, 2023	Applications due in InfoReady (by 5:00pm CST)
June 2, 2023	Awards announced
October 2, 2023	Grant performance period begins (funds available)
March 1-15, 2023	Project Update Meeting requested by REDKE
July 1, 2024	All funds must be spent _(see Award Information section above)_
July 31, 2024	Grant performance period ends _(unspent funds will be swept August 2)_
August 31, 2024	Final project report due
August 31, 2025	Extramural grant submission report due

REDKE NOTICE OF INTENT (NOI) INSTRUCTIONS

Applicants should submit a notice of intent, so that the REDKE Seed Grants office can prepare for review. This includes a tentative description of the project, but information provided in NOIs will not be considered final and can be revised for full application submission.

Note – This is a notification process that is separate and distinct from a notification to the RSC for application development and approval prior to submission (described below).

Email the following to seedgrants@utsa.edu by **5pm CST on February 15, 2023**:

- Email subject line: **NOI – BHC CSG Program**
  Include in email body:
    - PI (primary applicant) name, email, college, and department
    - UTSA Co-PIs (co-applicants) name, college, and department
    - Proposed project title
    - 3-5 sentence project overview

Brain Health Consortium Collaborative Seed Grant Program

PROPOSAL ROUTING & SUBMISSION INSTRUCTIONS

1. Route application through a Research Service Center (RSC), utilizing the standard process. Contact your respective Research Service Centers (RSC) to complete a Notice to the RSC (first page of Routing Form) at least 15 business days prior to proposal deadline.
2. Submit application through REDKE's InfoReady site by **5pm CST on March 8, 2023**. *InfoReady applicant guide with video available here.*

Regulatory Compliance:

Projects are subject to Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), export control, conflict of interest, and campus safety regulations and approvals. The PI (primary applicant) is expected to have thoroughly investigated all regulatory components of the intended research and to have discussed relevant components in the proposal. Prior to making an award, required protocols must be in place.

APPLICATION COMPONENTS

Application components required at the time of submission are listed below. Successful review requires all components be complete and properly formatted.

Formatting requirements for items with an asterisk (*) below: single-spaced, 12pt Times New Roman font, 1" margins all around.	
Component	**Maximum Length**
1. Abstract	250 words *(enter in InfoReady)*
2. Project Description*	5 pages
3. Key References*	1 page
4. Plan for Extramural Support*	2 pages
5. Budget	*Use seed grant template*
6. Budget Justification*	1 page
7. Biographical Sketch from PI/Co-PIs	3-5 pages, as limited by the format selected
8. Current, Pending, and Recent Support **(at award)**	No limit *(use seed grant template)*
9. Signed Grant Agreement **(at award)**	*See end of this document*

1. ABSTRACT (250 WORD LIMIT)

InfoReady will prompt you to include a clear executive summary (or abstract) that summarizes the essential content of the proposed research effort, including the objectives, benefits, and significance.

2. PROJECT DESCRIPTION (5 PAGE LIMIT, INCLUDING FIGURES)

The project description attachment must include, in this order:

- General background
- Significance: Address how this project is a new direction or a different perspective from

the PI's (or team's) existing research efforts
- Impact of this research on society and areas where this research can or will be applied
- Specific goals, objectives, and anticipated results
- Description of methods, including anticipated barriers/technical difficulties and how these will be addressed
- Description of resources needed for this project (equipment, materials, etc.), with indication about their availability

NOTICE REGARDING CONFIDENTIALITY: It is important that you consult the Office of Commercialization and Innovation before disclosing details of any research that may be patentable. Any confidential information in this proposal must be clearly identified by marking "Confidential" at the top and bottom of each page where the confidential information appears.

3. KEY REFERENCES (1 PAGE LIMIT)
Attach a list of references relevant to the project.

4. PLAN FOR EXTRAMURAL SUPPORT (2 PAGE LIMIT)
Attach a specific plan for pursuit of extramural funding after completion of this project. Submission of at least one extramural proposal is required as part of the grant award terms and must be completed within one year of the completion of the award term. The extramural proposal is highly encouraged to be routed through the BHC. Your plan for extramural support must include the following:
- *Sponsor/Program:* What extramural funding program(s) do you plan to pursue? List specific program(s), deadlines you will target, and how you will leverage results of this seed grant for external support.
- *Objectives:* What will the extramural proposal seek to accomplish and how is it specifically supported by this seed funding? Describe how this work represents a new area for you and what the potential societal impact is.
- *Team:* Who are your team members from UTSA and other partnering organizations? Briefly describe their skills related to the project. More people can be involved in your extramural funding proposal team than are budgeted in this seed grant.
- *Pre-review:* Who will read and comment on your extramural proposal before it is submitted? Having a colleague review your application prior to submission significantly increases the likelihood of being funded.

5. BUDGET (UTILIZING UTSA TEMPLATE)
Budgets must be submitted solely on the UTSA approved budget template (Internal Seed Grant Budget Template). Contact your respective Research Service Center (RSC) for assistance with completing the budget template.

6. BUDGET JUSTIFICATION (2 PAGE LIMIT)
Details for all proposed expenditures must be described in a budget justification attachment.This document must convey an integrated understanding of the types of resources (labor, materials,

other) necessary to complete the proposed research project. For each line item, provide detailed calculations at how you arrived at totals/estimates, and note whether funds will be expensed during the academic year (October – May), summer (June – July) or both

Budget Considerations

Funds **can** be used for the following:

- Salaries and/or wages for faculty, postdoctoral fellows, graduate, and undergraduate students. *Faculty are not required to request funding for their effort, however, if a faculty member does request funded effort, each faculty member is limited to no more than 1 summer month of effort.* For most T/TT faculty, 1 summer month is the equivalent of 1/9th of your base annual academic salary contract amount. *Fringe benefits are paid centrally and should be excluded from the budget worksheet.*
- Materials and supplies *(any item with a cost of less than $5,000/unit)* needed for project success.
- Expenses for field work, data collection, archival research, training, educational purposes and/or presentations on research, creative or scholarly activities directly related to the proposed project
- Consultant fees
- Contracts for activities outside of UTSA *(must be clearly described as necessary for successful execution of the proposed project)*
- Domestic travel (data collection, conference presentation, meeting with a collaborator). *Travel must adhere to UTSA Financial Management Operational Guidelines and GSA per diem rates.*

Funds **cannot** be used for the following:

- Fringe benefits
- Equipment *(unit cost of $5,000 and useable life of greater than one year)*
- Office equipment, including computers or laptops.
- International travel
- Non-UTSA employee travel
- Stipends, scholarships, and/or tuition
- Indirect costs (F&A) costs
- Payment of salaries to non-UTSA personnel
- Refreshments. (*Includes food/refreshments for participants, business meals. Excludes*
- *meals while on travel).*
- Hosting conferences, workshops, or seminars
- Travel to visit program officers

If additional resources are available to support this project through other sources, the budget justification should include a list of these resources, noting when the resource will be available and who it will be provided by. ***Examples include*** lab or studio time, equipment, computer

resources, and research assistantships made available through a department, as well as support obtained from external sources. Note: While additional resources can be listed, no formal cost-sharing is allowed.

NOTE- *It is important to make an accurate and realistic budget. If awarded, applicants are unable to reallocate funds without prior approval from REDKE. When budgeting for participant support, estimate with most accuracy as possible. Reallocation to and from this spending category is not permissible.*

7. BIOGRAPHICAL SKETCH (3-5 PAGES, AS LIMITED BY THE FORMAT SELECTED)

Biographic sketch attachments must be included for PI (primary applicant) and any Co-PIs (co-applicants). NIH or NSF format must be used.

PEER REVIEW

Applications will be reviewed by an internal CSG Review Committee established annually by the BHC. This committee is appointed by BHC staff and will have a peer-review panel comprised of faculty members from colleges affiliated with the BHC: COS, CEID, COLFA, COEHD, and/or HCAP.

- Peer-reviewers will be from a variety of academic backgrounds. As such, *proposals should be clearly written in a way that the goals, rationale and methods of the proposed work can be understood by <u>all</u> reviewers.* Avoid discipline-specific terminology/jargon as much as possible.
- The CSG Review Committee will review proposals and make recommendations to the BHC director.
- **Proposals will be evaluated based on the weighted criteria below.** The PI (primary applicant) is expected to include all required proposal components and to fully and clearly address each criteria.

Review Criteria	Max Point Allocation
Did the proposal involve research performed across two or more BHC affiliated colleges (COS, CEID, COLFA, COEHD, and HCAP)?	**10**
Use innovative approaches that fall within one of the four BHC research pillars: stem cells/precision medicine, neuroscience, biomedical engineering, psychology/learning (8 pts). Additional weight will be given to proposals spanning two or more of the four BHC research pillars (2 pts).	**10**
Are the PIs/Co-PIs members of the Brain Health Consortium?	**10**
Is the project described in sufficient detail and does the proposal provide strong justification for the scientific merit and significance of this research?	**10**
Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the project objectives?	**10**

Did the proposal address whether the project is a new direction from the applicant's (or team's) existing research efforts and the potential impact of this new direction? Does research overlap with currently funded projects?	**10**
Are the goals, objectives and anticipated results stated clearly? And, are they reasonable, given the funds, and time provided?	**10**
Did the proposal address a feasible plan to obtain extramural funding to support the project in future years?	**5**
Did proposal describe the broader impact to the field and to society?	**5**
Are potential difficulties, alternative strategies, and benchmarks for success presented?	**5**
Did the proposal specify the resources needed for this project (labor, equipment, materials, etc.) and indicate their availability?	**5**
Did the proposal outline a spending plan and thoroughly address each proposed costs with a clear justification and calculations? Do proposed costs align with proposed scope of work?	**5**
Did the applicant (or team) convey through their biographical sketches that they have appropriate experience and training? And, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)?	**5**
Total Points Possible	**100**

AT AWARD:

CURRENT, PENDING, AND OTHER RECENT SUPPORT (NO LIMIT, USE SEED GRANT TEMPLATE)

Current, Pending, and other Recent Support attachments must be included for PI (primary applicant) and any Co-PIs (co-applicants). Details for all current, pending, and other recently funded (within last 3 years, if already complete) projects must be described in an attachment, including this project. The following must be included for each project at the time of award:

- Label of Pending, Current, or Other Recently Funded
- Project Proposal Title
- Source of Support (i.e., sponsor name)
- Total Award Amount
- Total Award Period Covered (e.g., 9/1/20 – 8/31/21)
- Person Months Per Year Committed to Project (i.e., academic and/or summer months)

GRANT ADMINISTRATION

The PI (primary applicant) is responsible for the administration of grant funds. All grant expenditures must conform to state and university regulations and approvals. In particular, the PI must be certain that over-expenditures do not occur, and that all funds are fully expended according to programmatic deadlines. All work must be completed within the performance period.

GRANT AGREEMENT (SEE END OF THIS DOCUMENT)

Each UTSA PI (primary applicant) and UTSA Co-PI (co-applicant) must have this document signed by their direct supervisor (i.e., Department Chair or School Director), acknowledging that they have also read all responsibilities and obligations of the applicant and their department or school.

INTERIM AND FINAL REPORTING REQUIREMENTS

A Project Update Meeting/Report will be requested by REDKE staff in March 2024. Applicants awarded funding under this opportunity will be required to submit their final report to REDKE using the UTSA Seed Grant Reporting Form, capturing both quantitative and qualitative output. Awardees will be provided final reporting instructions prior to the end of their project. The PI (primary applicant) is responsible for submitting a Final Grant Report no later than **August 31, 2024**.

A final report must be filed with REDKE in order for members of the project team to be considered for future REDKE Seed Grant funding.

Extramural Grant Submission Required

Awardees must produce a new proposal for extramural funding as part of the final report within one year of completion of this project. In exceptional cases, where seed funding may prove the project non-competitive, a waiver of the extramural application requirement can be requested from REDKE. If neither an extramural proposal nor waiver is submitted, no new REDKE research funds will be made available to the PI (primary applicant) or Co-PIs (co-applicants) until an extramural proposal or waiver is submitted. **The applicants must submit a report to the REDKE describing the extramural grant submission details by August 31, 2024.**

CONTACT INFORMATION

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