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**College of Graduate and Professional Studies**

**Graduate Programs in Public Health (GPPH)**

**MINI-GRANT PROGRAM**

**APPLICATION FOR RESEARCH SUPPORT**

**A. Overview**

The Graduate Programs in Public Health (GPPH) is pleased to announce the availability of funds to support research activities among primary and adjunct faculty, staff, and public health students. There are two main types of funding available:

1. To defray the costs of conference attendance\* (Maximum award amount = $1000)

\*preference is given to those with a poster or oral presentations

1. To employ current UNE Master of Public Health (MPH) students as graduate research assistants or to cover data analysis costs. (Maximum award amount = $2500)

Please note: Faculty or students with projects may also request consultants in specific area (e.g., biostatistician). UNE/GPPH will match them with a faculty with appropriate expertise.

The mini-grants may not be used for faculty salary. A list of approved activities can be found below in Section B.

A committee of experienced researchers who are primary and adjunct faculty of the College will conduct the review of the applications. The mini-grant program administrator, GPPH’s Research and Service Coordinator, leads this committee. Recommendations for funding will be made to the Research and Service Coordinator who will finalize the award decisions. The greatest number of highly ranked applications will be funded within the available budget.

**Eligibility**:

* All applicants must be a current GPPH student or faculty in good standing.
* Projects and conferences must be clearly related to public health.
* All presentations and publications must reference or acknowledge UNE and GPPH.

**IMPORTANT**: Projects that involve human subjects research must submit a copy of the current Institutional Review Board (IRB) approval.

Funded activities are expected to be presented to the College; *see page 3 for suggested formats*. In addition to this presentation, it is expected that your funded work be presented through venues such as conference presentations and publication of peer reviewed articles within two years of completion of the funded work. All presentations and publications must reference UNE and GPPH. GPPH will assist in identifying venues for dissemination.

If you have any questions on the application or the review process after reading this announcement in full, please contact the Research and Service Coordinator, Dr. Carol Ewan Whyte at [cewanwhyte@une.edu](mailto:cewanwhyte@une.edu) or 207-221-4128.

**B. Application Submission Process**

**Funding Guidelines**

Funds may be requested for the following:

* Books and reference material
* Graduate student assistants (stipend, housing costs or training)
* Gift cards for participants (please note IRS regulations related to maximum amount of payment allowed)
* Consulting services, for example assistance with data analysis or graphic design of health promotion material
* **Travel\*\***
* Equipment; HOWEVER, any equipment costing over $300 becomes the property of CGPS and will be on loan to the researcher for the duration of the project

Funding may not be used as faculty salary. Additional activities may be allowed. Please contact the Research and Service Coordinator for approval.

**\*\*Students applying for travel funds are only required to complete the Student Request for Travel Funds document. Follow all instructions on that form carefully.**

**Submission Process and Page Format**

Proposals must be submitted electronically as a **single PDF** to Carol Ewan Whyte ([cewanwhyte@une.edu](mailto:cewanwhyte@une.edu)) in the Graduate Programs in Public Health within the College for Graduate and Professional Studies.

Proposals should be single-spaced in 12-point font with 1-inch margins.

**RESEARCH SUPPORT APPLICATION FORMAT**: Applicants must write a formal application using the following format:

1. **Face Page** – **Use FACE PAGE form on page 5.**

The title page must include name/s of the applicant.

1. **Narrative – should not exceed three (3) pages.**

Please provide a narrative that addresses the following:

* 1. Brief description of your current project including methodology. Students should describe course work to date.
  2. Reason for requesting the funds.
  3. Timeline. Provide a detailed timeline that shows how you plan to complete the work with the requested funds. Dissemination Plan

1. Provide information on how you plan to diffuse the result of your funded work. It is strongly encouraged that mini-grant recipients work with the Research and Service Coordinator to determine the best venues for dissemination of results.
2. Provide information on how you plan to disseminate the results of your work to public health constituents. If you plan to submit an article to a journal for publication, include the name of the journal and submission and publication deadlines. If you plan to submit your article for a conference presentation, include the conference title, location, conference dates, and submission deadlines.

3. **Budget – see page 6 for the BUDGET FORM**.

1. Itemize ALL costs that you are requesting to be covered by the mini-grant.
2. Matching or other funding sources, if applicable. Matching funds, though not required, will strengthen the applications. These funds can be in-kind, cash, or a combination of the two. Include total on the bottom line, column 3.
3. A separate page (maximum of 2 pages) should be attached to justify ALL itemized costs and provide additional information as noted in the instructions (*page 6*).

4. **Institutional Review Board (IRB) Review/Approval Plan** – Please include a copy of your IRB approval to conduct the work for which additional funds are requested.

5. **ABBREVIATED Curriculum Vitae**. Provide an abbreviated CV for each professional who is significantly involved in the project (e.g. PI, co-PI, student RA). *Each CV should be limited to 2 pages*.

**C. Final Report and Presentation**

A final report must be submitted to GPPH at the end of the project period or travel. This report should include:

1. **Overview**. A description of the work completed.
2. **Budget**. A detailed listing of how the funds were spent. Include supporting documents (receipts, plane tickets, etc.)
3. **Goal Attainment**. An assessment of whether the project outcomes were reached (if not, why not), lessons learned, and plans for further research or for students, next steps.

Awardees are required to present the result of their work or travel to the GPPH/UNE community. This may be in the form of a webinar or an in-house presentation. This presentation should be completed within 3 months of submitting the final report.

Additionally, grant recipients are expected to participate in scholarly activities that result in the dissemination of the findings of the funded work, adhering at all times to the requirements to reference UNE and GPPH.

**D. Application Checklist**

Please complete all of the following in the order listed below. Create **one single PDF document** with all of these components:

* Face Page (*use form on page 5*). Complete relevant sections.
* Narrative (Section 2, cannot exceed 3 pages)
* Letters of Support, if applicable. Students should supply communications from organization confirming acceptance into program or conference.
* Budget (*use form on page 6*) with Justification (cannot exceed 2 pages)
* Abbreviated Curriculum Vitae (limited to 2 pages for each professional involved in the project)

**E. GPPH Application Review Scoring Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Exemplary**  **(5 points)** | **Adequate**  **(3 points)** | **Needs Improvement**  **(1 point)** | **Missing1**  **(0 points)** |
| **Financial Need** | Clearly shows need for additional funds (gaps in current funding) and how proposed work will advance field or professional development. | Shows need for funds with adequate explanation and supporting documentation. | Explanation lacks supporting documentation or evidence of how work will help professional development. | Explanation is not clear or there is no supporting document to warrant application being funded. |
| **Timeline2** | Includes all important times for each stage with activities clearly noted and connected to the overall timeline. Timeline supports proposed research activities. | Adequate timeline including all important stages of the project with one or two minor details omitted. | Timeline is given but shows gaps, is disorganized, or lack proper formatting. | Timeline is not provided. |
| **Budget with Justification** | Budget items are reasonable and appropriate and clearly supports the research question or proposed activity. | Budget items are generally reasonable and appropriate but could be more clearly stated. | Budget items vaguely support activities but are somewhat reasonable and appropriate. | Budget items not connected to activities and/or are not appropriate. |

1 A zero score on any criterion will result in the request not being approved.

2 Timeline stages should include final report to GPPH.

**F. Forms Needed – Face Page and Budget**

**FACE PAGE – GPPH Mini-Grant Program**

**Title of Project**:

|  |  |
| --- | --- |
| **Principal Investigator/Student Information** | **Co-Investigator(s) Information** |
| **Name:** | **Name of First Co-Investigator:** |
| **Title:** | **Title:** |
| **Organization:** | **Organization/Email/Telephone:** |
| **Email:** | **Name of Second Co-Investigator:** |
| **Telephone:** | **Title:** |
|  | **Organization/Email/Telephone:** |

**Project Information:**

**Human Subject Research**

* **Yes € No Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit the completed application electronically in one PDF file to Carol Ewan Whyte at** [**cewanwhyte@une.edu**](mailto:cewanwhyte@une.edu)

**BUDGET FORM – GPPH Mini-Grant Program**

**Title of Project:**

**Principal Investigator/Student:**

|  |  |  |
| --- | --- | --- |
|  | **Mini-Grant Request** | **Matching or Other Source** |
| **Personnel** |  |  |
| **Student Assistant/s** |  |  |
| **Name:** |  |  |
| **Name:** |  |  |
|  |  |  |
| **Consultants** |  |  |
| **Name:** |  |  |
| **Name:** |  |  |
|  |  |  |
| **Supplies (list each on a separate line. Note that equipment costing more than $300 is on loan to the researcher for the duration of the project period)** |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Travel** |  |  |
| **Mileage** |  |  |
| **Flights** |  |  |
| **Hotel, food, etc.** |  |  |
| **Conference/registration fees** |  |  |
|  |  |  |
| **Publication fees** |  |  |
|  |  |  |
| **TOTAL** | **$** | **$** |

**Instructions:** Put the dollar amount requested under the “Mini-Grant Request” column. Other monies you have secured (either already or will be receiving) should be identified under the “Matching or Other Source” column. For consultants and contractual costs, please identify the name of the person and organization. For supplies, be specific with what is requested, like listing the title of books, not just listing “books”. Add rows as needed.

On a *separate* sheet, justify **all** costs included on the budget form. Include details about the number of hours/days and pay rate for student assistants. With travel, include details of where, purpose of travel, duration of stay, and how this travel advances the research. With “matching or other source” amounts indicate what restrictions may be on these monies.