I. ANNOUNCEMENT OF THE PROGRAM

The Foundation's annual grants program runs from July 1 through June 30. Each year, the Foundation announces its program for the next fiscal year to all full-time faculty, departmental offices, and key administrators of the University.

II. THE GRANT REQUEST

A. Categories. The Foundation invites grant applications in the following categories:

   Full-time faculty members who meet the eligibility requirements (see Section II.C. below) may request funds to initiate a research project with the objective of securing external funds to continue the research. This is not meant to be used as part of new faculty recruitment packages. Latitude within this category can be achieved through consultation with the appropriate Associate Dean for Research.

   1. Bridging Grant

      For extramural competitive renewal grant applications that were reviewed and received a score, but were not funded.

   2. Research Grants

      a) Seed Grants

      b) Collaborative “High Impact” (High-impact collaborative proposal from two or more RWJMS faculty)

B. Amount of Awards

   The Foundation will normally consider grant applications up to $40,000. Awards in excess of this amount will be considered only with full justification and individual support by the appropriate Associate Dean for Research or Vice President.

   **Bridging Grants** are funded up to $40,000

   **Seed Grants** are funded up to $30,000

   **Collaborative “High Impact” Grants** are funded up to $40,000

C. Eligibility and Requirements

   Please note the following eligibility requirements:
1. Bridging Grant (please reference the appropriate instructions for the page limits, etc.)
   a) Full-time faculty appointment. Part-time and Adjunct faculty are not eligible.
   b) If applying for a bridging grant after having received a previous bridging grant from the UMDNJ Foundation, applicants must have successful external funding of the research during the intervening period since the previous bridging grant.
   c) The application must be accompanied by a copy of the extramural competitive renewal grant application (e.g. to NIH, NSF, etc) to be bridged, a copy of the summary statement indicating the score received, and must address how the bridging funds will be used to specifically address concerns raised by previous review panels and to improve the likelihood of a successful resubmission. The ultimate objective is to re-submit these proposals.

2. Research Grants (please reference the appropriate instructions for the page limits, etc.)
   a) Seed Grant
      i) Full-time faculty appointment (includes instructors). Part-time and Adjunct faculty are not eligible.
      ii) Assistant Professor, Associate Professor or Instructor rank only.
      iii) Tenure track, clinical-educator track and tenured.
      iv) No more than four years from date of initial faculty appointment or from date of completion of terminal degree to the date applications are due in research office.
      v) Current total annual extramural support as principal investigator no greater than $100,000 in direct costs at the time of application.
      vi) If applying for a second seed grant after having received a previous seed grant, applicants must provide evidence of submission of at least one proposal to an external funding agency between the first Foundation grant and second application to the Foundation.
      vii) If applying for a renewal seed grant, it must include a narrative progress report. Also, it must include a justification for continuing support; what other funding sources have been approached the status of those requests; and plans for future funding.
   b) Collaborative "High Impact" Grant (please reference the appropriate instructions for the page limits, etc.)
      i) High-impact collaborative proposal from two or more RWJMS faculty with full-time appointments (includes instructors). Part-time and Adjunct faculty are not eligible.
      ii) Collaborations between RWJMS Basic Scientists and Clinical Scientists are encouraged, as are collaborations across departments and disciplines.
      iii) The likelihood that the collaborative project could develop into a multi-investigator grant application will be considered in the review.
D. Application Review Procedures

All applications submitted to the will be critically reviewed by them in accordance with the policies and procedures of each school or patient care or administrative unit. Deficient applications or those of insufficient merit or quality will be returned to the authors and not sent forward. The Deans will decide which proposals to send forward to the Foundation's Program Committee. Research proposals will be submitted to a school-based Peer Review Committee (PRC) composed of individuals appointed by the respective Deans knowledgeable and experienced in basic and clinical biomedical and behavioral sciences research who will review and score each proposal at a scheduled meeting. After the full review, those recommended proposals in all categories are forwarded by the appropriate office to the Program Committee of the Foundation for final review and decision concerning funding.

III. NOTICE OF AWARD

The Foundation will announce its decisions to the President of the University and to the applicants.

IV. GRANT PERIOD

The funding period of each grant is one year.

V. GRANT PAYMENTS

Foundation grant awards are made to the University of Medicine and Dentistry of New Jersey for use as outlined in the grant request, and not directly to the applicant.

VI. PUBLICITY

The Foundation reserves the right to publicize its grant awards in cooperation with the University.

VII. ACKNOWLEDGEMENT OF SUPPORT

All print, video, and audio materials related to the grant project or program must identify and credit the Foundation for its support. Copies or descriptions of all materials arising from Foundation grants must be supplied to the Foundation by the grantee in accordance with the University's internal procedures.

VIII. GRANT ADMINISTRATION

The responsibility for the financial administration of grants is delegated to the school or unit of the University.
IX. EXPENDITURES

A. Salary.

Salary may not be requested for the principal investigator or other full-time UMDNJ faculty members and administrative personnel. Salary may be requested for research associates, or post docs, or graduate students, or lab technicians.

B. Budget Categories

Emphasis should be given to items that specifically support project goals (as opposed to general items such as furniture, office supplies, personal computers, etc.). Travel fund requests will not be considered except in unusual circumstances in which case a specific request and justification must be made.

C. Adherence to Budget

Expenditures of grant funds must adhere to the specific categories and items in the approved grant budget. See requirement for budget changes in Section X.A. below.

D. Equipment

Equipment provided through Foundation funding, although designated for primary use by the grantee, must be made available to faculty and students throughout the University. All equipment purchased through Foundation grants becomes the property of the University.

X. GRANT CHANGES

A. Budget Changes

Funds may be re-budgeted with the approval of the appropriate official identified in Section II.D. above and the Manager, Grants and Contracts. Such requests do not have to be submitted to the Foundation for approval. A copy of the approved budget change must be submitted to the Foundation.

B. Changes in Grant Period

1. Effective Date

The start date of a grant may not be changed without written consent of the Foundation. Requests must have the approval of the official identified in Section II.D. and must provide an explanation for the delay of the start of the project.

2. Expiration Date

If additional time is required beyond the established expiration date to assure completion of a project, such a request for an extension must be submitted at least 30 days prior to the expiration date to and approved by the official identified in Section II.D. A copy must be submitted to the Foundation. Such requests must include a progress report, an explanation for the delay of the completion of the project, plans to complete the project,
and an interim financial report. The number of grant extensions a principal investigator or author may request is limited to two (2) one-year extensions.

C. Changes in Senior Personnel

Changes in principal or co-principal investigators or authors identified in the original grant request may not be made without the prior written approval of the appropriate official identified in Section II.D.

XI. RECEIPT OF ADDITIONAL FUNDING FROM OTHER SOURCES

The principal investigator or author must immediately notify the Foundation when funding from another source is received, which provides support for the project or for any budget item funded by the Foundation. The Foundation reserves the right to reduce the amount of the Foundation award by the amount duplicated by outside funding.

XII. REPAYMENT OF UNUSED FUNDS

Any portion of grant funds unexpended and not committed at the completion of the project or at the end of the grant period, including any authorized extension thereof, must be returned to the Foundation immediately upon preparation of the final financial report. Funds awarded on a last dollar basis must be returned as soon as it is determined that all or any portion of the funds will not be needed.

XIII. GRANT CLOSEOUT

Within 120 days following the expiration date of each Foundation grant, the following items must be furnished to the Foundation by the grantee:

A. Final Narrative Report.

The written report will give details of activities, conclusions drawn, estimation of the degree to which project goals were achieved, and a statement as to whether the project has helped in securing additional support funds. A copy of any publication resulting from the Foundation grant should be submitted with the final narrative report or when available. The report must have the approval of the official identified in Section II.D. A mid-year report describing activities to date is also required.


This report must be submitted over the signature of the Controller or his/her designee. It is understood that grant reports are made available to the Foundation’s staff, Board of Trustees, and auditor. All other interested persons requesting such reports will need permission from the grantee and the Foundation.

XIV. PATENT POLICY

All research funded by the Foundation must be conducted in full compliance with the policy of the University regarding patents, copyrights and materials transfer. Therefore, any research grant is made on the conditions that:
• The grant will only be used for performing original research as long as the grantee remains an employee or appointee of the University; and
• Such grantee agrees to comply fully with all the policies of the University and with the conditions of his/her employment or appointment at the University, which are in force at the time the grant is made.