

Department of Radiology Seed Funding Requests Guidelines

Purpose: The DUMC Department of Radiology has funds available to fund small or pilot research projects. The intent of this funding is to:

- 1) Allow **Radiology faculty**:
 - To collect preliminary data that would be used for developing and submitting a larger grant application for external funding, or
 - To pursue clinically relevant research that advances the practice of radiology;
- 2) Enable **Residents and Fellows** to perform meritorious research projects that enhance their training or facilitate faculty efforts toward external funding.

A. Allowable Costs: The department funding is to cover expenses associated with the research project as described below. Costs need to be divided into two categories:

- 1) **Costs of general department resources** that are limited and must be rationed. The **maximum** requested amount of **Direct Costs** for this category should not exceed **\$5,000 for faculty** or **\$2,500 for trainees**. Total funds available in this category will depend on availability of department resources.
Presently such allowed costs include the following:
 - CRC time
- 2) **Costs of purchased goods or services.** These resources represent an additional or independent expense to the department. The **maximum** requested amount of **Direct Costs** for this category should not exceed **\$10,000 for faculty** or **\$5,000 for trainees**.

Total funds for this category will be **determined** for **each fiscal** year by the **department Chair**. A **percentage** of the total funds for this category will be set aside for the applications from **3/2 residents** that will be reviewed in **April**.

Allowed costs may include the following:

- Supplies (including animals)
- Hospital technologist time
- Multi-D Lab services (e.g., de-identification)
- Other Radiology Lab services (e.g., CIVM)
- Vivarium charges
- Other Medical Center services
- Software
- Electronic devices (will be left at Duke after 3/2 Residents leave).
- Equipment
- Approved publication costs
- Patient compensation, parking passes, etc.

- Support personnel, e.g., research assistant/technician, programmer, and work-study students. An explicit budget justification must be provided to demonstrate how these personnel fulfill a new role pertinent to this proposal, rather than just a continuation of their existing work duties.

B. Excluded Costs: Salaries for faculty or doctorate-level trainees (postdocs, fellows, residents), and travel are not allowed. Indirect costs will be included in the maximum allowable requests (15%).

C. Maximum Costs: The **maximum** requested amount of Direct Costs per project is specified above. Smaller budgets may receive higher funding priority. In exceptional circumstances the department Chair could allow a request for a budget that exceeds the specified maximum values.

D. Due Dates: **General deadlines are Sept 1, November 1, February 1, and May 1.**

There are two exceptions to these deadlines:

- 1) **Expedited Review of Smaller Clinical Projects.** Projects may be eligible for expedited review if they fulfill both of the following conditions:
 - Less than \$5,000 is requested from the first category of general department resources, and
 - No costs are requested from the second category of purchased goods or services. Expedited reviews will occur on a rolling, monthly basis.
- 2) **Single Deadline for 3/2 Projects.** Residents are required to submit all proposals by the single **deadline** of **April 1**, **unless** the requested **amount** is **\$1000 or less**.

E. Resubmissions and Limits on Applications: If a project is not approved, it may be resubmitted with a one-page cover letter that describes the revisions (if any). At any one time, each Faculty or Resident/Fellow is limited to only a single seed grant that includes costs from the category of purchased goods or services. However, there is no limit to the number of simultaneous seed grants approved under expedited review.

F. Expectations/Deliverables: The maximum duration of each project should not exceed 12 months. Within 1 month of project completion, a report on findings, conclusions and future plans must be submitted to **Barbara Croft**, barbara.corft@duke.edu. The description of future plans should address planned publications from the internally-funded work and, if applicable, plans for soliciting extramural funds for continuing the work.

G. Application Process:

Fill out the Seed Fund Research Description Request Form.

- 1) For all clinical research projects, enter the project into the **eIRB system**, and then send the **budget request spreadsheet** to **Wendy Freeland** wendy.pate@dm.duke.edu, in the Radiology Business Office
- 2) For projects that **do not need IRB approval**, submit the application to **Barbara Croft**, barbara.corft@duke.edu, Director of Radiology Research Support.

H. Review:

- 1) **Completed applications** will be reviewed by **at least 3 reviewers**, and **presented** for approval by the entire radiology **CRU committee**. **Expedited applications** (e.g., exempt studies) will be **reviewed** by a **minimum of 2 reviewers**.
- 2) Review will be conducted using the NIH criteria of:
 - Significance, Innovation, and Approach,
 - NIH scoring system of 1 through 9 for each criterion.
 - For these internal seed grants, the other NIH criteria of Investigator(s) and Environment will not be considered.

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
1	Exceptional	Exceptionally strong with essentially no weaknesses
2	Outstanding	Extremely strong with negligible weaknesses
3	Excellent	Very strong with only some minor weaknesses
4	Very Good	Strong but with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
6	Satisfactory	Some strengths but also some moderate weaknesses
7	Fair	Some strengths but with at least one major weakness
8	Marginal	A few strengths and a few major weaknesses
9	Poor	Very few strengths and numerous major weaknesses

Definitions:

Minor Weakness: An easily addressable weakness that does not substantially lessen impact

Moderate Weakness: A weakness that lessens impact

Major Weakness: A weakness that severely limits impact

Areas of Priority/Emphasis:

The following factors will be considered as part of the NIH criteria of Significance, Innovation, and Approach specified above:

- Likelihood of securing additional funding
- Prospects of the idea to have significant scientific or clinical impact for the practice of radiology
- Collaboration of clinical and basic science faculty
- Relevance to the department missions (e.g., faculty advancement, resident training, balance of disciplines)
- Early career