

**University of Tennessee Health Science Center  
Office of Research  
New Grant Support Guidelines**

**Purpose**

New Grant Support (NGS) is an internal, competition-based program providing interim funding of up to \$30K total, (depending on submitted grant type), to be used for up to 2 years, to UTHSC investigators who have submitted a new grant that was scored but not funded. This funding mechanism allows investigators to continue their research activities so they can address reviewers' concerns, gather additional data, and strengthen their unfunded grant, for a subsequent submission.

**Eligibility**

1. To be eligible for NGS, the submitted external grant application:
  - a. Must have a PI who is a UTHSC faculty member. Adjunct faculty are not eligible.
  - b. Must be a **new** R01, R15, R21, R24, R41, R43, U01, or equivalent.
    - A0 and A1 grants **are** eligible
    - NSF CAREER grants **are** eligible
    - STTR (R41) and SBIR (R43) eligibility is as follows: (1) PI must be UTHSC faculty; and (2) UTHSC must be on the grant as a sub-awardee
    - VA Merit Awards **are not** eligible
    - "One-off" grants/RFAs **are not** eligible
    - Non-renewable grants (R03, NIDCD Early Career Research R21) grants **are not** eligible*\*\*If you are unsure if your unfunded grant is eligible for NGS, please contact the Office of Research Development. (See contact information located after the application format section.)*
  - c. Must have been submitted with UTHSC as the applicant institution.
  - d. Was not funded by the funding agency but received a priority score (applications from funders without a triage mechanism and those that do not provide priority scores will be evaluated by the Vice Chancellor for Research to determine the payline). Unscored grants **are not** eligible.
  - e. Must have a critique no more than 6 months old (Summary Statement Release Date). If a PI's first NGS application is not funded, the PI is eligible to re-apply in the **subsequent** NGS cycle, as long as it is still within six to eight (6-8) months from the Summary Statement Release Date **and** the grant has not been resubmitted to the funding agency. NGS funds are meant to assist investigators in preparing their grant for resubmission. Therefore, the investigator's resubmission date should be far enough in the future to be able to put NGS funds to their intended use.
2. Grants resubmitted in response to the most recent Summary Statement are **not eligible**.
3. If a PI currently holds NGS or Bridge Funding (BF), the PI **is eligible** to apply for NGS for a **different** grant.

**Amount and Period of Support**

1. Funding is available in the amount of up to \$20,000 total for R15s, R21s, R41s, and R43s (or equivalent) and up to \$30,000 total for R01s, R24s, U01s (or equivalent). Funding requests are based on Total Direct Costs of the submitted grant. If you have a grant mechanism that is not listed above, contact the Office of Research Development for guidance on NGS funding request cap.
2. NGS funds will be awarded for a two (2) year period of support.
3. NGS funds **can** be used for:
  - salary and fringe benefits for non-tenure track staff members (including post-doctoral fellows, limited term or part-time faculty members, graduate students not supported by the graduate college)
  - exempt and non-exempt staff
  - research supplies
  - equipment costs, such as service contracts and maintenance (large equipment purchases are **not allowed**)
  - publication costs

4. NGS funding **cannot** be used for:
  - regular faculty salaries
  - graduate student stipends (if supported by the graduate college)
  - travel
  - large equipment purchases
5. Willful misrepresentation of the budget, misuse of funds, or not notifying the Office of Research of new extramural funding will result in loss of current and/or future eligibility.

### **Application Evaluation Process**

1. Each NGS application will be assessed by a minimum of three (3) members of an institutional, cross-college reviewer pool, made up of faculty members at the Associate or Full Professor level, who have received some form of extramural grant funding in the last five (5) years.
2. Evaluation Process:
  - Applications meeting eligibility requirements will be reviewed using the following criteria: (1) granting agency critique of the unfunded grant; (2) the PI's proposed response to the critique; (3) probability of future funding of the grant; (4) current and past productivity; (5) budgetary request. *\*The highest priority will be given to those requests that are deemed most promising to receive extramural funding.*
  - Since the evaluation of applications is based upon the criteria noted above, in-depth comments relative to the application's science will not be provided. However, reviewers may provide brief comments that can be forwarded to the PI.
  - Funding decisions will be made by the Vice Chancellor for Research based on combined reviewer assessments. In cases where the application may represent a conflict of interest or present some problem in its evaluation, the Vice Chancellor for Research will ask the reviewers for further assessment or approval.
3. Evaluation is expected to be completed within a month of the application submission deadline.

### **Expectations of New Grant Support Recipients**

1. PI agrees to resubmit the new grant within one year.
2. If the new extramural grant is funded during the NGS award period, the PI **is required** to notify the Office of Research and return the unexpended amount upon receipt of the new grant funding.
3. The PI must submit a one-page progress report on the status of the NGS funding to the VC for Research at the end of each twelve-month period.

### **Submission Deadlines**

Every year on January 31, April 30, August 31

### **Application Format for New Grant Support**

All interested PIs meeting the above criteria should submit an NGS application to the Office of Research.

**\*\*Applications are accepted via the UTHSC InfoReady Review portal at <https://uthsc.infoready4.com/> and must include the following:**

- A signed letter (on UTHSC letterhead) addressed to Steven R. Goodman, Ph.D., Vice Chancellor for Research, requesting NGS funding (one pdf)
- Specific Aims of submitted grant (one pdf)
- Summary Statement of submitted grant with reviewer critiques and score (one pdf)
- PI's proposed response to the Summary Statement critique (2 pp. limit, 11 pt. font min., one pdf)
- Budget - must be entered on the template provided (*IRR budget page template.xls*). **Save and submit completed Excel budget page as a pdf**
- Budget Justification - If personnel are included in budget, confirm their salary is not UTHSC-supported. Salary for UTHSC-supported personnel is not an allowable expense. (1-page limit, one pdf)
- PI's NIH Biosketch (5-page limit)
- Letter from PI's Chair confirming information provided is correct, to the best of his/her knowledge, and outlining their opinion of possibility of future funding on this project

**If you have any questions regarding New Grant Support or InfoReady Review, please contact:**

Jamie Whartenby, MPA  
Director of Research Development  
Office of Research  
University of Tennessee Health Science Center  
910 Madison, Suite 608  
Memphis, TN 38163  
Tel: 901-448-1277  
Fax: 901-448-7133  
Email: [jwharten@uthsc.edu](mailto:jwharten@uthsc.edu)  
<https://www.uthsc.edu/research/development/index.php>

**To Apply for New Grant Support via InfoReady Review (IRR)**

1. Review guidelines and required application materials above. Guidelines & required materials are also found at <http://uthsc.edu/research/development/intramural-funding/documents/new-grant-support-guidelines.pdf>
2. Submit your application with all required material *via* the UTHSC InfoReady Review (IRR) portal at <https://uthsc.infoready4.com/>. **Please read all of the directions below regarding login, choosing a primary organization, and applying before clicking on the InfoReady Review link.**

**IRR Log-In information**

1. Click [HERE](#) to access the UTHSC IRR homepage.
2. Click **"Log In"** in the upper right corner of the screen (in the green area).
3. On the next screen, click the blue box labeled **"University of Tennessee Health Science Center Login"**.
4. Log in using your UTHSC Net ID and Password.
5. **First time IRR users must next select their primary department.** **Returning users who have already chosen their Primary Department can proceed to "6" below.**
  - i. After logging in, click on your name (upper right corner). You'll be re-directed to your *User Profile*.
  - ii. Scroll down to *Department Levels*, and click **"Add Primary Department"**.
  - iii. Choose your affiliation from the drop-down menu. (The menu drills down to departmental level.)
  - iv. Click **"Save and Close"**.
  - v. Click **"Save Changes"** at the bottom of User Profile page.
  - vi. Click **"Home"** (in the upper left under the green bar in orange writing) to return to the home page.
6. Once on the homepage, click competition title you want to apply to at the bottom of the page.
7. Click **"Apply"** in right column.
8. Enter all required information in fields that are marked with an asterisk (\*). **You will not be able to submit your application without filling out all asterisk-marked fields.** If a required field(\*) does not apply to you, please enter "n/a" in the field.
9. Once you have filled in all required fields and uploaded your application materials, be sure to click **"Submit Application"**.
10. Upon submission of your application, you will receive an immediate, automated email confirmation. If you do not receive this confirmation, please contact Jamie Whartenby at [jwharten@uthsc.edu](mailto:jwharten@uthsc.edu).