

**DAN L. DUNCAN CANCER CENTER
BAYLOR COLLEGE OF MEDICINE
2007 PROPOSAL GUIDELINES**

Instructions: This application is a modified version of the PHS 398 application. Please read and follow the instructions carefully. The application must be single-sided and single-spaced, staying within the margin limitations (at least 1/2"). The font must be Arial typeface and a font size of 11 points or larger.

Please submit the application in the following order:

1. SUMMARY SHEET

2. RESEARCH PLAN (maximum 6 pages)

The research plan should include sufficient information needed for evaluation of the project, independent of any other document. Be specific and informative, and avoid redundancies.

All applications must include an Introduction.

Organize Items a-d, to answer these questions:

- (1) What do you intend to do?
 - (2) Why is the work important?
 - (3) What has already been done?
 - (4) How are you going to do the work?
- a. **Specific Aims** - List the broad, long-term objectives and what the specific research proposed in this application is intended to accomplish. State the hypotheses to be tested, create a novel design, solve.
 - b. **Background and Significance** - Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives.
 - c. **Preliminary Studies/Progress Report** - Provide an account of the principal investigator's preliminary studies pertinent to the application information that will help to establish the experience and competence of the investigator to pursue the proposed project.
 - d. **Research Design and Methods** - Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.
 - e. **Literature Cited** - Include complete citations. (not included in six page limit)

3. BUDGET

Provide a detailed budget with complete justification for each major item. Please refer to the pilot project descriptions for allowable and unallowable expenses.

4. BIOGRAPHICAL SKETCH (maximum four pages)

Provide a biographical sketch of the principal investigator, including the following information:

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- A. **Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committees.
- B. **Selected Peer-Reviewed Publications** or manuscripts in press (in chronological order). Do not include manuscripts submitted or in preparation.
- C. **Other Support.** List the sources and amounts of funds being used to support this and related research as well as pending applications for support. If these include monies controlled by a senior investigator, explain how the proposal represents a novel and independent endeavor.

5. **LETTERS OF SUPPORT**

Include a letter from the chair/head describing (1) the commitment of the academic unit to the development of the researcher's career as a productive, independent investigator, and (2) the researcher's long-term goals and aspirations. Also include letters from other individuals involved in the project (e.g. collaborators) confirming their roles.

6. **LAY SUMMARY**

Explain the rationale and objectives of the proposal in lay terms. The language and syntax of the summary should be directed to a reader at the 8th grade level. Scientific or medical terminology should be defined within the document itself, or avoided when possible.

7. **ASSURANCES AND COMPLIANCE**

Neither pending nor approved protocols are required with this application. However, if funded, researchers must obtain institutional approval for proposals involving human subjects, animals, radioisotopes, or biohazardous materials.

<p>Please submit proposal via email to cancercenter@bcm.edu by Monday, August 13, 2007</p>
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