

**Pilot Grant Application Instructions**

***OPEN ACCEPTANCE OF PROPOSALS***

Proposals for Functional MRI Laboratory pilot grants are openly accepted throughout the year.

Applications must be complete and must be submitted via e-mail attachment to [fmri.laboratory@umich.edu](mailto:fmri.laboratory@umich.edu).

**APPLICATION –** The proposal form and requirements are included in the pages that follow.

**ELIGIBILITY –** UM Principal Investigator eligible faculty, as defined by the U-M Office of Research and Sponsored Projects are permitted to apply for pilot funds. The definition of a UM Principal Investigator is available at: <http://orsp.umich.edu/proposals/principal_investigator.html>. Post-Doctoral Fellows or Graduate students may serve as Co-Investigators, but must be sponsored by a PI eligible faculty member.

**REVIEW –** Proposals will be reviewed at by a Review Committee. Each proposal will be evaluated on the basis of scientific merit, demonstration of need, and potential for successful extramural research support.

**AWARD –**

* Awards are for 1 year
* Awarded funds may be used ONLY for FMRI scan hours
* An account will be created at the Functional MRI Laboratory for the purpose of the FMRI scan hours
* Awarded funds will be transferred to this newly created PG/Shortcode
* Awarded funds will be equal to the number of hours awarded, multiplied by the current, hourly scan rate
* Should the FMRI Laboratory hourly rate increase during the life of this award, additional funds will be transferred to the PG/Shortcode equal to the number of hours remaining on the date that the rate increase took effect
* New users should read the “Users” section of the FMRI Laboratory website: <http://fmri.research.umich.edu/users/>
* Recipients may request a one year no-cost extension, provided at the discretion of the FMRI Laboratory Directors

**REPORTING –** Following award, investigators will be asked to provide the information included in the “reporting” section of this application. Current and historical recipients of pilot grants will be contacted each year to update their reported data.

**QUESTIONS –** All questions regarding the pilot grant application process, award process, review criteria, or reporting requirements may be directed to FMRI Management at [fmri.laboratory@umich.edu](mailto:fmri.laboratory@umich.edu) or 936-0558.



**Pilot Grant Application Form**

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**Date:**

**Section 1: Contact Information**

**Principal Investigator Name:** **PI Title:**

**Department:       School/College:**

**Phone:       Email:**

**Co-Investigator(s):**

**Research Assistant/Coordinator:**

**Phone:       Email:**

**Grant Administrator/Billing Contact:**

**Phone:       Email:**

***\*All email addresses, except for grant administrator, will be added to fmri.users email group unless otherwise requested.***

**Section 2: Project Information**

**IRB Approval No:       IRB Approval Date:       IRB Expiration Date:**

**IRB Approved Title:**

**Expected Number of Scans Requested:       Length of Time for Each Scan:**

**Are you a first time user of our facility?**  **Is this a children’s study?**

**What and how many peripherals will be required for your study? (i.e. goggles, pain devices, claw, etc.)**

**Is physio collection required?       Is DTI collection required?**

**Do you have any other special requirements (i.e. special population needs, scheduling requirements, etc.)?**

**Section 3: Application Information**

**Describe other resources to be provided by the Functional MRI Laboratory** (i.e.: computing, RF coils, special pulse sequences, statistical consultation, etc.) **or other special requirements** (scheduling issues, etc.):

**Describe source of funds for incidental expenses** (e.g. subject payments, costs of radiological interpretation, etc.):

**Are there funds available for purchase of scanner time?** Please explain:

Pilot scanner time can be supplied for projects that will lead to extramurally funded research projects. **Please describe plans for securing extramural funding:**

**Section 4: Proposal (limit 5 pages)**

Attach a brief (5 pages or less) protocol describing the proposed research project. This protocol should describe the specific aims, background and significance, and methodology for the project. This protocol should have enough detail to allow a scientific review of the project. Often, the protocol supplied to the IRB will suffice.

**Section 5: References/Literature Cited (limit 1 page)**

Attach references cited in the proposal (1 page or less).

**Section 6: NIH-Style 2 page Biosketch (limit 2 pages per investigator in “Section 1”)**

Attach a 2 page NIH-Style biosketch for each investigator cited in “Section”.

**Section 7: IRB Approval & Consent Form**

Studies involving human subjects must include their IRB approval letter and consent form.

**Section 8: Reporting (following award)**

***Investigators will be asked to report on whether the data gathered from awarded pilot hours resulted in any of the following:*** 1) any publication, including journal, date, and title; 2) any submitted internal or external grant, including sponsor and date of submission; 3) any awarded internal or external grant, including sponsor, PI, and date of award.

Current and historical recipients of pilot grants will be contacted each year to update their reported data.

**Section 9: Nickname *FMRI TECHNOLOGIST USE ONLY***

**Protocol Nickname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Billing/Scheduling Nickname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**