ELIGIBILITY: Specific eligibility criteria for each internal grant opportunity on the Sponsored Programs Administration website at: http://www.creighton.edu/researchservices/grants/internalgrantopportunities/.

DEADLINE AND APPLICATION FORMAT: An electronic pdf copy of each internal application including the Proposal Routing Form must be submitted to bherr@creighton.edu by 4:30 p.m., Friday, April 7, 2017. Please submit one pdf document for each application.

SIGNATURES: Internal grant applicants must follow established University approval procedures. The Principal Investigator must complete a Creighton University Proposal Routing Form and obtain the department chairperson’s signature before submission to the Sponsored Programs Administration Office. In addition, the Principal Investigator must obtain the signatures of any co-investigators and their department chair. Sponsored Programs Administration will obtain the signature of the Dean and Vice Provost for Research and Scholarship.

PREPARATION OF APPLICATIONS: Total application must include the Creighton University Proposal Routing Form, face page, budget, budget justification, literature cited, a Biographical Sketch for each investigator and no more than 6 pages for the research plan section. Use Arial typeface, a font size of 11 points or larger, and no less than one-half inch margins (top, bottom, left, and right).

FACE PAGE: Use the partially prefilled PHS 398 form located on the Sponsored Programs Administration website at: http://www.creighton.edu/researchservices/grants/internalgrantopportunities/. Complete a separate face page for each application submitted.

BUDGET PAGES - PHS 398 FORM PAGE 4 and FORM PAGE 5 (Rev 08/2012): Specific budget restrictions for each internal grant opportunity can be located on the Sponsored Programs Administration website at: http://www.creighton.edu/researchservices/grants/internalgrantopportunities/. See the e-mail instructions for budget restrictions of each internal seed grant program. Complete the PHS398 form page 4 budget page. (Do not indicate person months for faculty on the budget).

BUDGET JUSTIFICATION: Describe the specific functions of all personnel. (Do not indicate person months for faculty on the budget justification). Provide a complete justification for all non-personnel items requested. No specific form page is required for the budget justification.

PHS 398 BIOGRAPHICAL SKETCH (Rev 10/2015): Provide a biographical sketch for all investigators involved in the proposed project. Use the current PHS398 Biographical Sketch form. A sample Biographical Sketch can be found at: http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx.

RESEARCH PLAN: (No more than 6 pages for the following sections of the Research Plan)
Please follow the outline below for the narrative of the proposal. This section should include sufficient information needed for evaluation of the project, independent of any other document. Be specific and informative, and avoid redundancies. Discussion of the inclusion of human subjects or animals must be included within the 6 pages of the Research Plan. No abstract is required. There are no specific form pages for the research plan, but use the following format:

1. **Specific Aims:** State concisely the goals of the proposed research and summarize the expected outcomes(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
2. **Research Strategy**: Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading—Significance, Innovation, Approach.

a. **Significance**:
   - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
   - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
   - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

b. **Innovation**:
   - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
   - Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
   - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

c. **Approach**:
   - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
   - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
   - If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
   - Discuss your plans for potential sources of future support for continuing the research program initiated by this application. Extramural funding agencies to be approached should be specified. In addition, if this research is included in any currently pending external proposal, that proposal should be identified.

**LITERATURE CITED**: (Not included in 6 page limitation)
List all references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. Be concise and select only those literature references pertinent to the proposed research.

**PROJECT START DATE**: Grants will be awarded with an approximate start date of July 1, 2017.

**CERTIFICATIONS**: University procedures for projects involving human subjects, vertebrate animals or biohazardous materials must be observed. Approval must be received prior to the release of funds.

**QUESTIONS**: If you have any questions, please contact Beth Herr at 402-280-5769 or Barb Bittner at 402-280-3209 in Sponsored Programs Administration.