

**Creighton University**  
**Health Science Strategic Investment Faculty**  
**Development Grants Application Guidelines**  
***Application Deadline: 4:30 p.m., Monday, April 21, 2025***

**INTRODUCTION:** Health Science Strategic Investment Fund Faculty Development Grants are seed grants for faculty members developing new biomedical research projects. Grants are for \$50,000 over a two-year project period.

**ELIGIBILITY:** The following eligibility requirements apply to the Health Science Strategic Investment Faculty Development Grant program:

- Tenured or tenure-track faculty members (health science and non-health science schools/colleges) or resident assistant professors/research assistant professors conducting biomedical research are eligible for funding. Faculty who hold contributed service, special rank, or visiting designations, are not eligible for this program.
- Recipients of a Health Science Strategic Investment Fund Faculty Development grant in the past two years are not eligible to apply this cycle.
- Principal Investigators on a Health Science Strategic Investment Faculty Development grant may not be funded by another internal Creighton University grant mechanism at the time of award.
- Investigators should not submit more than one grant proposal to be considered.
- The two-year award is not allowed an extension or renewal.

**DEADLINE AND APPLICATION FORMAT:** Proposals must be uploaded and routing started in the InfoEd submission system no later than 4:30 PM, Monday, April 21, 2025. Please see the non-system to system instructions for using InfoEd, located on the Sponsored Programs Administration website at <https://www.creighton.edu/researchservices/grants/infoed/>.

Please create **one PDF** with all documents in the following order:

- Research Plan
- Literature Cited
- Budget Justification
- Biographical Sketches

You may include up to two 1-page letters of support.

***Upload the single PDF to the Attachments tab in InfoEd.***

**APPROVALS:** Applicants must follow established University approval procedures. The Principal Investigator must submit the application to routing via the InfoEd system before 4:30 p.m. on the deadline day.

**PREPARATION OF APPLICATIONS:** The full application must include the budget, budget justification, a biographical sketch for each investigator, no more than 6 single-spaced pages for the research plan section, and literature cited. Use Arial font, size 11 points or larger, and no less than one-half inch margins (top, bottom, left, and right). URLs and hyperlinks are not permitted in any application document.

**BUDGET:** Use the InfoEd budget form for all budget information. All full-time Creighton personnel added to the budget will receive a salary release email. As faculty salary is not an allowable expense, they should disregard the email. Their name will be listed on the budget. Do not indicate person-months or salary for the participating faculty on the budget form as this will auto-calculate a salary expense. Sponsored Programs Administration will enter the effort as cost share during routing.

The following are not allowable expenses:

- Faculty salaries
- Space
- Travel to conferences or scientific meetings
- Repairs

- Renovations
- Alcohol
- Computer equipment
- U.S. visa fees
- Indirect costs

**BUDGET JUSTIFICATION:** *Describe the specific functions and person-months for all participating personnel including faculty positions that are not allowed salary.* Provide a complete justification for all non-personnel items requested. No specific form page is required for the budget justification.

**PHS 398 BIOGRAPHICAL SKETCH:** Provide a biographical sketch for all investigators involved in the proposed project. Use the current PHS 398 Biographical Sketch form. The Biographical Sketch form and a sample can be found at: <https://grants.nih.gov/grants/forms/biosketch.htm>.

**RESEARCH PLAN:** *(No more than 6 pages for the following sections of the Research Plan)*

Please follow the outline below for the proposal narrative. 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:** Concisely state the goals of the proposed research and summarize the expected outcomes(s), including the impact that the results of the proposed research will have 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 preventive 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. Specify extramural funding agencies to be approached. In addition, if this research is included in any currently pending external proposal, identify that proposal.

**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 a start date of July 1, 2025.

**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 Sponsored Programs Administration: Beth Herr at 402-280-5769 or [bherr@creighton.edu](mailto:bherr@creighton.edu) or [spa@creighton.edu](mailto:spa@creighton.edu).