

The Prevention Research Center of Oakland University

<http://www.oakland.edu/shs/preventionresearch/>

Application Preparation for Prevention Research Center Awards

Application Process

Applicants must be members of the PRC (see web site for membership requirements.)

Application submission requires the inclusion of each of the components listed below. All application components must be combined in a single pdf file and submitted electronically to the PRC Awards Committee Chairperson. Incomplete applications will not be reviewed.

Committee members who are submitting an application will be excused from the vote due to a conflict of interest. The committee will forward their recommendations for funding to the dean who will make the final decision.

- **Title Page:** The page should include the project title, applicant name(s), affiliation, and a project abstract of 250 words or less.
- **Proposal:** The proposal must include the following components: introduction of the research topic, significance and/or goals of the project, research methodology, anticipated outcomes, and timetable for project completion. Avoid excessive use of technical jargon. The proposal is limited to the equivalent of two pages (minimum) and 5 pages (maximum) 8.5" x 11" pages with one-inch margins on all sides, double spaced, and Arial 11 point font or larger. Proposals that exceed this limit will not be considered for funding.
- **Bibliography:** One page limit
- **Budget and Budget Justification for the proposed project:** Include a breakdown of proposed expenditures, which may include student stipend/tuition, supplies, equipment, and travel, for example. Please note that the proposed budget and budget justifications will be reviewed by the entire PRC for final approval. Any changes in the approved budget will require a resubmission of the entire application for review by the PRC again. Please be reminded that the PRC will not be responsible for any delay caused by the resubmission of the application.
- **Curriculum Vita (CV):** Faculty applicants must include a current abbreviated CV of no more than two pages. At a minimum, the CV should list the applicant's education, professional appointments, 5-10 most recent or relevant publications, and any other information that would indicate that the applicant is able, and qualified to perform the proposed research.

- **List of Current and Pending Grants:** List all current and pending grants. For each grant, please provide the grant proposal title, name(s) of principal and co-principal investigator(s), funding agency, duration, dollar amount requested or granted and portion of budget allocated to faculty salary. Please also include university-provided start-up funds received within the last 2 years.
- **Regulatory Compliance:** If the proposed project involves the use of human subjects, animals, or hazardous/materials, approval from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and/or Radiation Safety Committee (RSC) must be obtained or else the applicant must clearly state why this approval is not required. The Principal Investigator (PI) is allowed to submit the compliance approval after the application is submitted to the PRC. The PI must state the plans for compliance approval in the application. Confirmation of compliance approval is required before funding is received. The PI is solely responsible for submitting the compliance approval to the Chair of the PRC Awards Committee before starting the project.
- **Final Report from most recent PRC grant:** Faculty applicants who have received prior fellowship or research grants from the PRC should include a copy of the most recent final report that was filed with the PRC. Please note that each award recipient will be expected to file a final report with the PRC indicating the status of publications, specific presentations (completed and/or accepted for conferences), and other accomplishments that were achieved as a result of the grant. This report is due within 12 months after the conclusion of the grant-funded activity.