



Scholarly Activity and Research Program Foster School of Medicine



Applying for SARP Mini-Grant Academic Year 2023 - 2024

Purpose: This document includes guidelines for the SARP Mini-Grant application AY2023-2024.

Creation Date: 04.18.2024

Who this document is for:

- PLFSOM SARP Faculty Mentors

GOAL

The PLFSOM Scholarly Activity and Research Program (SARP) is a component of the MD program whereby all medical students are required to engage in scholarly activity under the direction of a faculty mentor. This competitive annual funding mechanism provides financial support for SARP projects undertaken by students mentored by PLFSOM faculty. These awards are for one year, with a possibility of extension if the student continues to work on the project.

ELIGIBILITY

To be eligible to receive a SARP Mini-Grant:

- The applicant must be a faculty member of the PLFSOM.
- Faculty members must be mentoring a medical student for a SARP project. Student mentees must have identified the Mini-Grant applicant as their SARP faculty mentor (as indicated on the student's submitted SARP Project Plan).

FUNDING INFORMATION

Maximum grant request: up to \$8,500 per grant; the amount awarded may be less than the amount requested based on the reviewers' recommendations.

Allowable expenditures include:

- i. Materials and supplies directly related to the project
- ii. Fee-related research support
- iii. Participant incentives (e.g., gift cards)
- iv. Other services required to perform the research (Please Specify)

Prohibited expenditures include:

- v. Travel
- vi. Stipends or supplemental income for faculty, staff, or student
- vii. Presentation materials (e.g., posters)
- viii. Publication Fees

APPLICATION

- ***The SARP Mini-Grant deadline is May 10, 2024, 11:59 p.m. MST***
- Please fill out all indicated fields, paying particular attention to a concise overview of the project for which you are requesting funds, an itemization of all costs, and a justification for each budget line item. All required sections and fields must be completed. Incomplete or incorrectly completed applications will be administratively rejected.
- The faculty mentor is responsible for submitting the *SARP Mini-Grant Application*.

- Mentors may submit up to two Mini-Grant applications per funding cycle.
- Any necessary Institutional approvals (IRB, IBC, and/or IACUC) must be approved and on record before funding is awarded.

SUBMISSION METHOD

The *SARP Mini-Grant Application* will be submitted on REDCap link: [Application](#)

REVIEW PROCESS

- Applications received by the deadline that meet the eligibility criteria will be reviewed by a committee of 5 faculty members drawn from a minimum of three separate PLFSOM Departments.
- The SARP Faculty Co-Directors will facilitate the review but will not vote on the ranking of applications.
- Mini-grant applications submitted by SARP Faculty Co-Directors will undergo evaluation by a special committee comprised of three faculty members. The SARP Administrative Director will facilitate the review.

REPORTING

Research Performance Progress Reports are due annually. The reporting period is mid-January. Information on the content of the Report and instructions on how to submit it will be sent to PIs two months before the January deadline.

A Final Performance Progress Report is required for the grant. The report will be due in June at the completion of the project or at the end of the funding period. Information on the content of the Report and instructions on how to submit it will be sent to PIs two months before the June deadline.

ADDITIONAL QUESTIONS

Please email additional questions to SARP-ELP@ttuhsc.edu

See next pages for the Application Form

SARP MINI-GRANT APPLICATION 2024

Application Deadline: May 10, 2024, 11:59 pm MST

SECTION I: BACKGROUND INFORMATION

A. PLFSOM Faculty Name:	<input type="text"/>
B. PLFSOM Department:	<input type="text"/>
C. Contact Information:	Email: <input type="text"/>
	Phone: <input type="text"/>

D. Title of SARP Project:	<input type="text"/>								
E. Does this project require IRB//IBC/IACUC approval?	<input type="radio"/> Yes, IRB <input type="radio"/> Yes, IACUC <input type="radio"/> Yes, IBC <input type="radio"/> No								
F. If yes, provide date and number of IRB/IBC/IACUC submission:	<input type="text"/>								
G. Name(s) of Student Trainee(s):	<table border="1"><tr><td>1.</td><td><input type="text"/></td></tr><tr><td>2.</td><td><input type="text"/></td></tr><tr><td>3.</td><td><input type="text"/></td></tr><tr><td>4.</td><td><input type="text"/></td></tr></table>	1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>
1.	<input type="text"/>								
2.	<input type="text"/>								
3.	<input type="text"/>								
4.	<input type="text"/>								
H. Amount of funding request (Maximum \$8,500):	<input type="text"/>								

SECTION II: PROJECT INFORMATION

Provide an overview of the SARP project for which you are requesting funds. This section should be formatted similarly to an NIH specific aims page. Describe the plan and timeline for implementing the project (1000 words or less, excluding references).

SECTION III: STUDENT CONTRIBUTION

Provide an overview of the work that your student mentee will perform on the project. Describe the specific plan and timeline for student’s engagement on this project (500 words or less).

SECTION IV: PROJECT BUDGET (up to \$8,500 maximum)

Itemize all costs of the project. (Add more lines as needed)

Provide justification for each budget line item.

	Line-Item Name	Line-Item Justification	Quantity	Unit Price	Total Cost
			Total		

SECTION V: FUNDING SOURCES

Provide a list of all current funding sources.

Grant Title	Project Title	Funding Dates (From – To)	Funding Agency	Funded Amount

Please indicate all previous SARP Mini-Grant Funding.

SARP Mini Grant Title	Funding Year	Project Status (Choose 1)	Mentee Name(s)	Funded Amount	Outcomes (Meeting, Conferences, Publications)
		On-going Complete			
		On-going Complete			
		On-going Complete			
		On-going Complete			
		On-going Complete			
		On-going Complete			