**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:

* + 1. Materials and supplies directly related to the project
    2. Fee-related research support
    3. Participant incentives (e.g., gift cards)
    4. Other services required to perform the research (Please Specify)

Prohibited expenditures include:

* + 1. Travel
    2. Stipends or supplemental income for faculty, staff, or student
    3. Presentation materials (e.g., posters)
    4. Publication Fees

# **APPLICATION**

* ***The SARP Mini-Grant deadline is May 9, 2025, 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](https://redcap.elpaso.ttuhsc.edu/redcap/surveys/?s=HF3RPJHTPMLTCTDK)

# **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.

# **RECIPIENT COMMITMENT**

# **SUPPORTING FUTURE SARP REVIEWS**

By accepting the SARP Mini-Grant award, you agree to participate in the review process for future student submissions, including Project Plans, Final Reports, Poster Presentations, and application reviews. Your involvement helps maintain the program's quality and integrity while supporting the next cohort of students in their research endeavors.

**GRANT ACKNOWLEDGMENT IN PUBLICATIONS AND PRESENTATIONS**

If you choose to accept the SARP Mini-Grant, you are required to acknowledge it as a source of research support in all related publications and presentations. Proper acknowledgment helps recognize the program’s contribution and ensures continued support for future research endeavors.

Please include the following statement in your publications and presentations:

*"This research was supported in part by the Texas Tech University Health Sciences Center El Paso Scholarly Activity and Research Program Mini-Grant."*

# **ADDITIONAL QUESTIONS**

Please email additional questions to [SARP-ELP@ttuhsc.edu](mailto:SARP-ELP@ttuhsc.edu)

**See next pages for the Application Form**

**SARP MINI-GRANT APPLICATION 2025**

**Application Deadline: May 9, 2025, 11:59 pm MST**

**SECTION I: BACKGROUND INFORMATION**

|  |
| --- |
|  |

**A. PLFSOM Faculty Name:**

|  |
| --- |
|  |

**B. PLFSOM Department:**

|  |
| --- |
| **Email:** |
| **Phone:** |

**C. Contact Information:**

|  |
| --- |
|  |

**D. Title of SARP Project:**

|  |  |  |
| --- | --- | --- |
| Ο **Yes, IRB**  Ο **Yes, IBC** | Ο **Yes, IACUC**  Ο **No** |  |

**E. Does this project require IRB//IBC/IACUC approval?**

**F. If yes, provide date and number of IRB/IBC/IACUC submission:**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

**G. Name(s) of Student Trainee(s):**

|  |
| --- |
|  |

**H. Amount of funding request (Maximum $8,500):**

**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 |  |  |  |