

# **Commonwealth Health Research Board [CHRB] Grant Guidelines and Application Instructions for the**

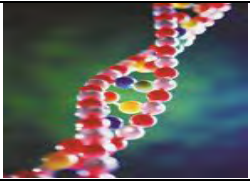
## **FY 2024/2025 Grant Process**

Effective July 1, 2023  
for Grants to be awarded July 1, 2024

These *Grant Guidelines and Application Instructions* are designed to help individuals determine their eligibility for CHRB grant support. They explain how and when to apply for a grant. An electronic version of these guidelines, including the cover sheet and all required attachments is available at [www.chrb.org](http://www.chrb.org). In addition to these *Grant Guidelines and Application Instructions*, applicants are responsible for knowing, and must comply with, the CHRB's *Policies and Procedures* available on the CHRB website at [www.chrb.org](http://www.chrb.org). The CHRB *Grant Guidelines and Application Instructions* and *Policies and Procedures* may be updated at the discretion of the CHRB each year.

### **CHRB Contact Information**

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Commonwealth Health Research Board  
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**Commonwealth Health Research Board  
2024/2025 Grant Guidelines and Application Instructions  
Effective July 1, 2023 for Grants to be awarded July 1, 2024**

**Introduction**

The Commonwealth Health Research Board (CHRB or Board) was created by *Virginia Code* §32.1-162.23 to provide financial support—in the form of grants, donations, or other assistance—for research efforts having the potential of maximizing human health benefits for the citizens of the Commonwealth. Research efforts eligible for support by the Board shall include traditional medical and biomedical research relating to the causes and cures of diseases, as well as research related to health services and the delivery of health care. Since its inception, the CHRB has made **291** grant awards totaling almost **\$25.2** million in grant funding to institutions of higher education and other Virginia nonprofit organizations that conduct health, or health-related research in Virginia. When the required 33% matching funds are added to the CHRB funded amount, the cumulative funding for research supported by the Commonwealth Health Research Board totals **\$36.4** million for health research in Virginia. For a description of past CHRB grant awards and abstracts, visit our website at [www.chrb.org](http://www.chrb.org).

In accordance with *Virginia Code* §32.1-162.24, the Board encourages collaborative research efforts among two or more institutions or organizations, gives priority to those research efforts where Board support can be leveraged to foster contributions from federal agencies or other entities, and supports both new research efforts and the expansion or continuation of existing research efforts. CHRB grant recipients — for grant awards life-to-date — have leveraged over **\$38.2** million in additional private and federal grant funds to further their research studies. Additionally, numerous publications in peer-reviewed scientific journals and periodicals as well as presentations of the data at regional and national scientific meetings have resulted from CHRB grant funded research projects.

**Entities Eligible for CHRB Grant Funding**

*Virginia Code* §32.1-162.26 provides that the following entities may apply for a CHRB Grant:

<b>Public institutions of higher education in Virginia</b>	<b>Agencies of the Commonwealth of Virginia</b>	<b>Nonprofit Organizations exempt from income taxation pursuant to § 501 c (3) of the Internal Revenue Code located in the Commonwealth of Virginia.</b>
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**Grant Funding**

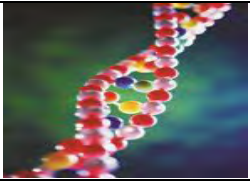
For the FY 2024/2025 CHRB competition, applicants may request funding to support projects over either a one-year or a two-year period. The maximum amount of a one-year award is \$100,000. The maximum amount for a two-year award is \$200,000. However, no more than \$100,000 is provided in either the first or the second year. The number of one-year and two-year awards the CHRB anticipates funding is dependent upon the funds available and the number and merit of proposals received and reviewed.

**The CHRB encourages research projects and investigators that involve factors, including but not limited to the following:**

Research that maximizes human health benefits for the citizens of the Commonwealth of Virginia
Innovative Projects
Support a Principal Investigator in leveraging additional funding support from federal or nonprofit organizations for a major research project
Principal Investigators who are submitting applications to the CHRB for the first time or are Junior faculty investigators
Collaboration among two or more Virginia institutions or organizations
Projects that include Undergraduate Student involvement

**Key Dates and Deadlines**

<b>KEY DATES</b>	<b>DUE DATES</b>
<b>Grant Announcement Date</b>	<b>May 15, 2023</b>
<b>Concept Paper Submissions</b>	<b>September 21, 2023</b>
<b>Full Proposal Submissions</b>	<b>February 8, 2024</b>
<b>Presentations to CHRB</b>	<b>May 2, 2024</b>
<b>Grant Awards</b>	<b>July 1, 2024</b>

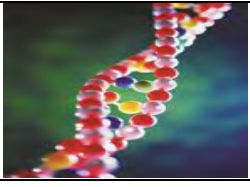


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**Grant Application Instructions and Grant Application Review Process**

There are three steps in the Commonwealth Health Research Board's (CHRB's) grant application review process:

<p><b>Step One:</b></p> <p><b>Concept Paper Submission</b> Thursday,  <b>September 21, 2023</b></p>	<p>The Concept Paper is Step One in the CHRB grant review cycle. All applicants seeking CHRB funding must submit a Concept Paper. Concept Papers are submitted through the applicant institution's Office of Sponsored Programs or Office of Grants Research. (See CHRB Policies and Procedures for additional information.) Applicant institutions are limited to a submission of 12 Concept Papers in each cycle.</p> <p>The Concept Paper should fully explain the research project. It should identify the problem to be addressed and why there is a need for the proposed research. The hypothesis and specific aims should be clearly stated, and the research approach should be described. The qualifications of the applicant principal investigator and the research team should be described, as well as the availability of key resources for the successful completion of the project. Preliminary data to support the research plan should be described, if available.</p>
<p><b>Step Two:</b></p> <p><b>Full Proposal Submission</b> Thursday,  <b>February 8, 2024</b></p>	<p>A Full Proposal is Step Two in the CHRB grant review cycle. Applicants whose Concept Paper submissions merit further consideration are asked to submit a Full Proposal. The Full Proposal should expand on the scientific plan with a clear description of the Hypothesis and Specific Aims, details for the Study Design and Methodology, including critical experimental details, appropriate controls and statistical analysis, a description of potential pitfalls and limitations, and a timetable for accomplishing project goals. The Full Proposal should be able to stand on its own without reference to the previously submitted Concept Paper. Letters of support are required at this Step to include: a letter of support by the institution's authorized official indicating support for the proposal, agreement to provide matching funds and comply with the conditions for grant acceptance; and, letters of support from all Key project team members.</p> <p>Only invited applicants may submit a Full Proposal. An invitation to submit a Full Proposal does not guarantee grant funding.</p>
<p><b>Step Three:</b></p> <p><b>Full Proposal Presentation to the CHRB</b> Thursday,  <b>May 2, 2024</b></p>	<p>The Board invites finalists from among those who submitted a Full Proposal, and whose proposal merits further consideration, to make a presentation to the Board.</p> <p>Presentations, including time for questions from Board members and responses, are restricted to 15 minutes. The presentation should elaborate on information contained in the Full Proposal, specifically focusing on the scientific merit of the proposal and how the research plan will be accomplished. The Principal Investigator should briefly discuss past research or preliminary data relevant to the pending proposal, and indicate briefly how the successful completion of the project may improve the health of citizens of the Commonwealth of Virginia.</p> <p>The Principal Investigator submitting the proposal must make the oral presentation to the Board, and respond to questions on the date set forth by the CHRB. No alternate dates or substitute presenters are permitted. Co-Investigators are not allowed to make the presentation in place of the Principal Investigator, but may accompany the Principal Investigator to the presentation and respond to questions from the Board.</p> <p>The presenter should leave time for questions from the Board, with a recommended presentation of 10 minutes and 5 minutes for discussion and questions. The CHRB does not provide questions in advance of the oral presentation. The value of the oral presentation is to assess the scientific merit of the proposal and the ability of the Principal Investigator and research team to successfully complete the project.</p> <p>The CHRB makes final determinations concerning which of the presenters will receive a CHRB award after the application, review, and presentation processes are completed.</p>



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**Concept Paper Due Date: September 21, 2023 by 4:00 pm**  
Via secured website [https://chrh.doa.virginia.gov/CHRB\\_Login.cfm](https://chrh.doa.virginia.gov/CHRB_Login.cfm)

The CHRHB and its staff will review Concept Paper submissions. The CHRHB may also employ advisory committees, scientific consultants, and other experts to assist in reviewing the grant applications. No scientific guidance is provided to applicants by the CHRHB or its staff. Applicants should seek assistance in preparing and submitting the Concept Paper from their Institution's or Organization's Office of Sponsored Programs, department officials, or senior investigators.

### Concept Paper Instructions

An electronic PDF copy of each original Concept Paper, utilizing DocuSign Digital Signatures, must be submitted via the CHRHB's Automated Grant Application System. The Concept Paper should be double-spaced. Use Times New Roman 12 point font style, letter-sized paper (8 ½ x 11 inches), and one-inch margins. Charts, tables, or figures supporting, explaining, or illustrating the narrative count as part of the five pages. Relevant bibliography references are to be included in the Narrative and may be single-spaced.

### Cover Page, Scientific Project Summary, and Research Plan (Five pages double-spaced)

#### Scientific Project Summary (250 words or less)

Provide a brief non-technical summary of the study including study purpose, methods, populations(s), and expected outcomes. The Scientific Project Summary should stand on its own, not refer to information elsewhere in the proposal, and should be comprehensible to a lay audience.

#### Background, Significance, and Innovation

Summarize background information about the research proposed. Explain the importance of the problem or critical barrier to progress that the proposed research addresses, and how this project will contribute to the field of study and human health including the health of Virginia citizens.

#### Objectives/Specific Aims

State concisely the research hypothesis or the questions the proposed research will answer. List the specific research objectives and expected outcomes. A primary outcome or objective must be identified, and secondary objectives may be listed, not to exceed three. Objectives should be simple and specific.

#### Study Design and Methodology (Approach)

Describe the overall strategy, methodology, and analyses that will accomplish the specific aims of the project. Provide information on the feasibility of the project, including a description of preliminary data if available. Describe the experimental design and methods proposed and how they will achieve robust results, and include how the data will be collected, analyzed, and interpreted. Describe the appropriate use of controls, placebo treatment, and randomization, and how your methods and sample size and statistical handling of the data are appropriate for the project. Indicate the availability of key resources for the project and the capability of the Principal Investigator and research team to successfully complete the work proposed.

#### Research Dissemination

Describe the expected outcomes of the research and how the findings will be used to inform future work. Indicate the expected ways study findings will be disseminated (publications, presentations, patents, etc.) Provide specific directions that would be followed to achieve support for additional work once the proposed project is completed.

### Budget Rationale (Attachment 2) (One page)

Provide a high level justification for the requested budget, including key project team members/personnel, equipment, supplies, and travel or publication expenses. If a subcontract with another institution is planned, describe it here. Provide information on other in-kind contributions of personnel effort, direct research support, and how institutional matching funds will be utilized. Key Project Team Members include: Principal Investigator, Co-Investigators/Collaborators, and may include Consultants, Advisors/Mentors, and Postdoctoral Participants.

### Current and Pending Funding (Attachment 3) for Key Project Team Members

### Biographical Sketches (Attachment 4) for Key Project Team Members

Biosketches for Key Project Team Members, relevant to the proposed research project, to include a PubMed link. Please use the NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>) for key project team members (no more than five pages each). No biosketch is required for students and support staff.

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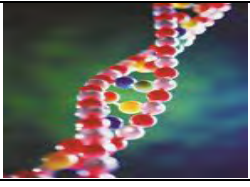
**Concept Paper Attachments:**

Please reference the chart below regarding the Submission format for the Cover Page and Scientific Project Summary, Concept Paper Research Plan, and Attachments.

Attachment	Description	Concept Paper Document Title and File Extension (example)
	Cover Page and Scientific Project Summary and Research Plan (5 double-spaced pages)	PDF format 300-01-24 Smith StateU CP A0.pdf 0 = zero
2	Budget Rationale (one page)	Word or PDF format 300-01-24 Smith StateU CP A2.pdf or 300-01-24 SmithU CP A2.docx
3	Current and Pending Grant Funding	Excel format 300-01-24 Smith StateU CP A3.xlsx
4	Include Biosketches for Key Project Team Members, relevant to the proposed research project, to include a PubMed link. Please use the NIH format ( <a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a> ) for key project team members (no more than five pages each). No biosketch is required for students and support staff.	Word or PDF format 300-01-24 Smith StateU CPA4.pdf or 300-01-24 SmithU CP A4.docx

**Concept Paper Attachments Detail:**

<p><b>Attachment 2</b> <b>Budget Rationale:</b></p> <p><b>Word or PDF format.</b></p>	<p><b>Total Personnel Costs:</b></p> <p>Key Project Team Members include the following: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.</p> <p>For each Key Project Team Member, provide the following:</p> <ul style="list-style-type: none"> <li>✓ Percentage of effort devoted to the project</li> <li>✓ Funding request for Salary/fringes</li> </ul> <p><b>Total Nonpersonnel Costs:</b> Provide the anticipated cost of the following items:</p> <ul style="list-style-type: none"> <li>✓ Supplies</li> <li>✓ Animal Purchase/Maintenance</li> <li>✓ Services</li> <li>✓ Equipment</li> </ul>
<p><b>Attachment 3</b> <b>Current and Pending Grant Funding:</b></p> <p><b>Excel format</b></p>	<p><b>Column 1:</b> List all CHRB Key Project Team Members, including the following: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.</p> <p>All current and pending grant applications of Key Project Team Members must be reflected on Attachment 3 even if they have no current or pending grant funding. Grant/Contract funding, dollars and time commitments on research contracts could be important information.</p> <p><b>Column 2:</b> For <b>Current Funding</b>, list amounts for other grant awards. If none, list "No Current Support". For <b>Pending Funding</b>, list any grant application that has been submitted to a potential sponsor. If none, reflect "No Pending Support".</p> <p><b>Please note:</b> It is the responsibility of the Principal Investigator and the Applicant Institution or Organization to <u>notify the CHRB of any changes in the status of a pending grant especially if an award has been made and it conflicts with the CHRB research proposal.</u></p> <p><b>Column 3:</b> List Title of Grant Award.</p> <p><b>Column 4:</b> List Source of Grant Award.</p> <p><b>Column 5:</b> List the beginning date of the grant award including month and year.</p> <p><b>Column 6:</b> List the ending date of the grant award including month and year.</p> <p><b>Column 7:</b> Provide the percentage of effort to be devoted to the project.</p> <p><b>Column 8:</b> Please indicate if there is any overlap, whether fiscal or programmatic, with the proposed CHRB project. If the pending grant is funded, and it overlaps with the proposed CHRB project, provide a statement as to which grant award will be accepted.</p>
<p><b>Attachment 4</b> <b>CV's for all Key Project Team Members</b></p> <p><b>Word or PDF format.</b></p>	<p>Include Biosketches for Key Project Team Members, relevant to the proposed research project, to include a PubMed link. Please use the NIH format (<a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a>) for key project team members (no more than five pages each). No biosketch is required for students and support staff.</p> <p>Key Project Team Members include the following: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.</p>



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**Full Proposal Due Date: February 8, 2024 by 4:00 pm**  
Via secured website [https://chrh.doa.virginia.gov/CHRB\\_Login.cfm](https://chrh.doa.virginia.gov/CHRB_Login.cfm)

The CHRHB and its staff will review Full Proposal submissions. The CHRHB may also employ advisory committees, scientific consultants, and other experts to assist in reviewing the grant applications. No scientific guidance is provided to applicants by the CHRHB or its staff. Applicants should seek assistance in preparing and submitting the Full Proposal from their Institution's or Organization's Office of Sponsored Programs, department officials, or senior investigators.

**Full Proposal Instructions**

An electronic PDF copy of each original Full Proposal (cover page and Scientific Project Summary), utilizing DocuSign Digital Signatures, must be submitted via the CHRHB's Automated Grant Application System. The Full Proposal should be double-spaced. (ACP) Use Times New Roman 12 point font style, letter-sized paper (8 1/2 x 11 inches), and one-inch margins. Charts, tables, or figures supporting, explaining, or illustrating the narrative count as part of the five pages. Relevant bibliography references are to be included in the Narrative and may be single-spaced.

**Cover Page, Scientific Project Summary, and Research Plan (12 pages double-spaced)**

**Scientific Project Summary (250 words or less)**

Provide a brief non-technical summary of the study including study purpose, methods, populations(s), and expected outcomes. The Scientific Project Summary should stand on its own, not refer to information elsewhere in the proposal, and should be comprehensible to a lay audience. The Full Proposal Scientific Project Summary will be reflected on the CHRHB's website at [www.chrb.org](http://www.chrb.org) if a grant award is funded.

**Background, Significance, and Innovation**

Summarize background information about the research proposed. Explain the importance of the problem or critical barrier to progress that the proposed research addresses, and how this project will contribute to the field of study and human health including the health of Virginia citizens. Expand as necessary on the project rationale and the problem to be addressed. *If appropriate, describe the strengths and weaknesses of prior research in the field and explain how the current proposed project may have an advantage over other approaches.*

**Objectives/Specific Aims**

State concisely the research hypothesis or the questions the proposed research will answer. List the specific research objectives and expected outcomes. A primary outcome or objective must be identified, and secondary objectives may be listed, not to exceed three. Objectives should be simple and specific.

**Study Design and Methodology (Approach)**

Describe the overall strategy, methodology, and analyses that will accomplish the specific aims of the project. Provide information on the feasibility of the project, including a description of preliminary data if available. Describe the experimental design and methods proposed and how they will achieve robust results, and include how the data will be collected, analyzed, and interpreted. Describe the appropriate use of controls, placebo treatment, and randomization, and how your methods and sample size and statistical handling of the data are appropriate for the project. Indicate the availability of key resources for the project and the capability of the Principal Investigator and research team to successfully complete the work proposed. *With the expanded page limit for the Full Proposal, provide appropriate additional details for the procedures to be followed, including the number of animals, human subjects, or tissue samples to be utilized, justify sample sizes and describe the statistical handling of the data to be obtained. If appropriate, describe how the experimental approach may be more successful than others. Provide any additional preliminary or pilot data that may establish the feasibility of the project and the capability of the research team. Describe potential pitfalls and limitations that may occur and how these will be addressed. Provide a timeline for accomplishing the elements of the project, and if funding for two years is requested, explain why two years are needed to complete the project.*

**Research Dissemination**

Describe the expected outcomes of the research and how the findings will be used to inform future work. Indicate the expected ways study findings will be disseminated (publications, presentations, patents, etc.) Provide specific directions that would be followed to achieve support for additional work once the proposed project is completed.

**Experience and Qualifications of the Research Team**

Describe the qualifications, experience, training, roles and responsibilities of the Principal Investigator and all key project team members. All Key project team members must be named in the Full Proposal.

**Unique Virginia Considerations and Collaborations**

Describe the potential for maximizing human health benefits for Virginia citizens. Describe any collaborative research efforts, particularly with other Virginia institutions. Note any planned involvement of graduate or undergraduate students.

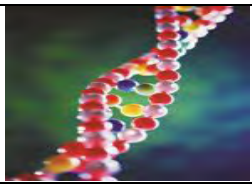
**Budget Forms (Attachment 1) and Budget Rationale (Attachment 2)**

**Attachment 1: Budget Forms (See Full Proposal Attachment Detail on pages 9 and 10 for specific information required.)**

Provide detailed information for the requested budget, including personnel, equipment, supplies, and travel or publication expenses. Reflect any personnel that will be utilized via a subcontract with another institution. Key Project Team Members include the Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.

**Attachment 2: Budget Rationale (See Full Proposal Attachment Detail on pages 9 and 10 for specific information required.)**

Provide detailed information on personnel responsibilities and percentage of effort, proposed subcontracts, and nonpersonnel items such as supplies, animal purchase/maintenance, services, and equipment.



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**Current and Pending Funding (Attachment 3)**

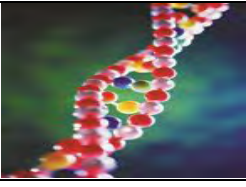
**Biographical Sketches (Attachment 4) for Key Project Team Members**

Biosketches for Key Project Team Members, relevant to the proposed research project, to include a PubMed link. Please use the NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>) for key project team members (no more than five pages each). No biosketch is required for students and support staff.

**Full Proposal Attachments**

Please reference the chart below regarding the Submission format for the Cover Page and Scientific Project Summary, Full Proposal Research Plan, and Attachments.

Attachment	Description	Full Proposal Document Title and File Extension [example]
	Cover Page and Scientific Project Summary and Research Plan (12 double-spaced pages)	PDF format 300-01-24 Smith StateU FP A0.pdf 0 = zero
<b>1</b>	Budget Forms [CHRB and Matching Funds forms]	Excel format 300-01-24 Smith StateU FP A1.xlsx
<b>2</b>	Budget Rationale	Word or PDF format 300-01-24 Smith StateU FP A2.pdf or 300-01-24 SmithU FP A2.docx
<b>3</b>	Current and Pending Grant Funding (two pages)	Excel format 300-01-24 Smith StateU FP A3.xlsx
<b>4</b>	Include Biosketches for Key Project Team Members, relevant to the proposed research project, to include a PubMed link. Please use the NIH format <a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a> for key project team members (no more than five pages each). No biosketch is required for students and support staff.	Word or PDF format 300-01-24 Smith StateU FP A4.pdf or 300-01-24 SmithU FP A4.docx
<b>7</b>	Required Letters of Support	PDF format 300-01-24 Smith StateU FP A7.pdf
<b>8</b>	Evidence of assurance of IRB or IACUC approval or of pending approval	PDF format 300-01-24 Smith StateU FP A8.pdf
<b>9</b>	Subcontract, Memorandum of Understanding or Affiliation Agreement or Letter of Intent	PDF format 300-01-24 Smith StateU FP A9.pdf



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**Full Proposal Attachments Detail**

**Attachment 1  
 Budget Forms  
 [CHRB and  
 Matching  
 Funds  
 form and  
 Matching Funds  
 Sourceform]**

**Excel format**

**CHRB and Matching Funds - Personnel**

**Columns 1 and 2:** List all CHRB project participants, including the Principal Investigator, Co-Investigators, Collaborators, Consultants, Advisors/Mentors, Research Assistants [including Lab Specialists and technical support personnel], Research Associates, Postdoctoral Participants, Undergraduate Students, Graduate Students enrolled in a Master or Doctoral Program, and Subcontractors, by name and position e.g. John Smith, Ph.D., Principal Investigator [PI].

**Column 3:** List the institution or organization for each project participant.

**Columns 4 and 5:** For both Academic Year and Summer months, list the percentage effort for each project participant in Column 1 regardless of whether they are to receive salary support from the CHRB grant or from matching funds or other sources. The CHRB needs information as to the extent of each individual's participation in the research project for each year of the Grant Period. The PI must propose devoting sufficient effort to the project to ensure that the project can be carried out as described in the application. The CHRB will not consider PI effort of less than 10% each year for both Academic and Summer periods to be sufficient to carry out the project. A participant must indicate greater than 0% effort even if no funds are requested.

**Columns 6, 7, and 8:** Enter Salary, Fringe Benefits, and Total Salary and Fringe Benefits.

**Column 9:** Enter CHRB Funds requested.

**Column 10:** Enter Matching Funds, if applicable.

**Column 11:** Enter Total CHRB Funds plus Matching Funds.

**Nonpersonnel/  
 Other Project  
 Costs**

Nonpersonnel or Other Project costs may include the following: equipment, animal purchase/ maintenance, supplies and services.

**Equipment:**

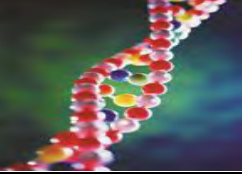
- ✓ Funding for equipment may be requested depending on whether the equipment is specifically needed for the proposed project and will not be for general use. CHRB funds cannot be used to support the acquisition of shared institutional equipment.
- ✓ Justification for the equipment must be provided and the request for funds may not comprise a major portion of the total funds requested. For major equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.

**Travel:**

- ✓ Travel for Co-Investigators, Collaborators and Consultants to participate with the PI at the Grantee Institution is an allowable cost if required for the project and justified to the satisfaction of the CHRB.
- ✓ Patient travel is an allowable cost.
- ✓ Travel to professional conferences, to present the results of the CHRB research, is allowable up to \$2,000 per each year of the grant award. Travel must occur during the grant period.



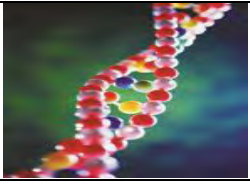
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	<p style="text-align: center;"><b>Commonwealth Health Research Board</b>  <b>2024/2025 Grant Guidelines and Application Instructions</b>  <b>Effective July 1, 2023 for Grants to be awarded July 1, 2024</b></p>
<p><b>Attachment 1</b>  <b>Budget Forms:</b>  <b>Matching Fund</b>  <b>Source form.</b></p> <p><b>Excel format</b></p>	<p><b>Column 1:</b> The Applicant Institution or Organization is responsible for providing the 33% institutional or organizational matching funds for <u>each year</u> that CHRBR funds are being requested. (There is only one Applicant Institution or Organization).</p> <p>List the Matching Fund Source.</p> <ul style="list-style-type: none"> <li>✓ Departmental funds</li> <li>✓ All indirect costs or facilities and administrative (F&amp;A) costs based upon an approved federally negotiated rate (FNR) agreement</li> <li>✓ A combination of cash and FNR agreement</li> <li>✓ Flat rate of 20% of the requested CHRBR amount allowed for indirect or F&amp;A costs if no FNR agreement is in place</li> </ul> <p>The CHRBR does not award funds to cover institutional indirect costs or other costs that cover general support of educational or other organizations, including ongoing general operating expenses or existing deficits of a program.</p> <p><b>Column 2:</b> Provide a description of the Matching Fund Source. Budget forms and budget rationale must identify the internal source from which the Applicant Institution or Organization will satisfy the CHRBR matching funds requirement (33% of the amount of CHRBR funds requested.)</p> <p><b>Column 3:</b> An institution or an organization can use indirect costs as part of, or all of, their matching funds.</p> <p><b>Column 4:</b> If the institution or organization does not have a federally negotiated rate agreement, the CHRBR allows a flat rate of 20% of the requested CHRBR amount for indirect costs. For example, an Applicant Institution requests \$100,000 in CHRBR funding. The required minimum match totals \$33,000. The CHRBR allows a flat rate of 20% of the requested amount to be used as part of the match. The 20% allowable amount for F&amp;A costs is \$20,000. The remaining 13% may come from any other source which is an acceptable source for matching funds.</p> <p><b>Column 5:</b> Provide the dollar amount of Matching Funds.  Matching funds may not include teaching services or paid contributions which an Applicant Institution or Organization is obligated to provide to another entity as a requirement of an existing Subcontract, Memorandum of Understanding, or affiliation agreement.</p> <p><b>Column 6:</b> Date of Expected Receipt</p>
<p><b>Attachment 2</b>  <b>Budget</b>  <b>Rationale:</b></p> <p><b>Word or PDF</b>  <b>format.</b></p>	<p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>• This description should include contributions, responsibilities of each Key Project Team Member, and the percentage of effort of all research team members, and</li> <li>• Anticipated budget information regarding any proposed subcontracts, memorandum of understanding, or affiliation agreements.</li> </ul> <p>Key Project Team Members include the following: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.</p> <p><b>Nonpersonnel:</b></p> <ul style="list-style-type: none"> <li>✓ Supplies</li> <li>✓ Animal Purchase/Maintenance</li> <li>✓ Services</li> <li>✓ Funding for equipment may be requested depending on whether the equipment is specifically needed for the proposed project and will not be for general use. Justification for the equipment must be provided and the request for funds may not comprise a major portion of the total funds requested. For major equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.</li> </ul>
<p><b>Attachment 3</b>  <b>Current and</b>  <b>Pending Grant</b>  <b>Funding:</b></p> <p><b>Excel format</b></p>	<p><b>Column 1:</b> List all CHRBR Key Project Team Members, including the following: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.</p> <p>All current and pending grant applications of Key Project Team Members must be reflected on Attachment 3 even if they have no current or pending grant funding. Grant/Contract funding, dollars and time commitments on research contracts could be important information.</p> <p><b>Column 2:</b> For <b>Current Funding</b>, list amounts for other grant awards. If none, list “No Current Support”. For <b>Pending Funding</b>, list any grant application that has been submitted to a potential sponsor. If none, reflect “No Pending Support”.</p> <p><b>Please note:</b> <u>It is the responsibility of the Principal Investigator and the Applicant Institution or Organization to notify the CHRBR of any changes in the status of a pending grant especially if an award has been made and it conflicts with the CHRBR research proposal.</u></p> <p><b>Column 3:</b> List Title of Grant Award.</p> <p><b>Column 4:</b> List Source of Grant Award.</p> <p><b>Column 5:</b> List the beginning date of the grant award including month and year.</p> <p><b>Column 6:</b> List the ending date of the grant award including month and year.</p> <p><b>Column 7:</b> Provide the percentage of effort to be devoted to the project.</p> <p><b>Column 8:</b> Please indicate if there is any overlap, whether fiscal or programmatic, with the proposed CHRBR project. If the pending grant is funded, and it overlaps with the proposed CHRBR project, provide a statement as to which grant award will be accepted.</p> <p><b>Column 9:</b> A status must be provided for all “Pending” grant funding that was originally listed in the Concept Paper: 1. Funded (should be listed on the “Current Funding” spreadsheet), 2. Not-funded, 3. Still pending, or 4. New pending grant funding applied for after the Concept Paper submission. If Funded, what is the impact on the pending CHRBR Grant Award?</p>



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<p><b>Attachment 4</b>  <b>CV's for all</b>  <b>Key Project</b>  <b>Team</b>  <b>Members</b></p> <p><b>Word or PDF</b>  <b>format.</b></p>	<p>Include Biosketches for Key Project Team Members, relevant to the proposed research project, to include a PubMed link. Please use the NIH format (<a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a>) for key project team members (no more than five pages each). No biosketch is required for students and support staff.</p> <p>Key Project Team Members include the following: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project.</p> <ul style="list-style-type: none"> <li>✓ A discussion of the role(s) in the project should be reflected in Attachment 2: Budget Rationale.</li> <li>✓ If a Key Project Team Member has had previous research grants or contract awards, which were successful and relate to the topic of the proposal, this information should be included in that individual's Biosketch.</li> </ul>
<p><b>Attachment 7</b>  <b>Required Letters:</b></p> <p><b>Word or PDF</b>  <b>format.</b></p>	<p>[1] Letter signed by the institution's/organization's authorized official indicating the institution's/organization's approval and support of the proposal, agreement to provide matching funds, and agreement to comply with the conditions for grant acceptance.</p> <p>[2] Letters of support from all Key project team members include: Principal Investigator and Co-Investigators/Collaborators and may include Consultants, Advisors/Mentors, and Postdoctoral Participants that are directly involved in the project, regardless of the percentage of effort they are to devote to the project. These should be brief —not to exceed one page — but must clearly indicate the role the Key project team member will play in the research project.</p>
<p><b>Attachment 8</b>  <b>Evidence of</b>  <b>assurance of IRB</b>  <b>or IACUC approval</b>  <b>or of pending</b>  <b>approval:</b></p> <p><b>Word or PDF</b>  <b>format.</b></p>	<p>Documented evidence of institutional approval of the project where the involvement of human subjects or vertebrate animals is planned.</p> <p>If the required Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) approval has not yet been obtained by the time of the Full Proposal submission, there must be a letter of assurance from the IRB or IACUC Committee that a decision will be made by the beginning date of the award of the first year of the Grant Period. No award will be issued by CHRB for projects involving human subjects or vertebrate animals without the required institutional approvals. If an award is made, updated IRB or IACUC approvals and updates must be submitted to the CHRB.</p> <p>If a grant award is made, it is the responsibility of the Principal Investigator and grantee institution or organization to provide updated protocols as they are approved by the grantee institution or organization.</p>
<p><b>Attachment 9</b>  <b>Subcontract,</b>  <b>Memorandum of</b>  <b>Understanding or</b>  <b>Affiliation</b>  <b>Agreement or</b>  <b>Letter of Intent:</b></p> <p><b>Word or PDF</b>  <b>format.</b></p>	<p>The Full Proposal must include a copy of each subcontract, memorandum of understanding, or affiliation agreement and of any documentation supporting the Grantee Institution's, or Organization's, determination, regarding the collaborating Co-Investigator's institution or organization's ability to meet the eligibility requirements established by the CHRB's Guidelines and Application Instructions, as Attachment 9.</p> <p>If the collaborating Co-Investigator's institution or organization will not issue a subcontract, memorandum of understanding, or affiliation agreement until a grant award is made, a letter of intent will suffice as long as the Principal Investigator understands that the subcontract, memorandum of understanding, or affiliation agreement would have to be in place and a copy of it would need to be provided to the CHRB before any payment is made.</p> <p>If said subcontract, memorandum of understanding or affiliation agreement has not been executed before the first payment is to be made under the Grant Award, the CHRB will cancel the grant award and no funds will be disbursed.</p>



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**Scientific Review Criteria Considered in Reviewing Grant Applications**

**Grant Applications are reviewed in accordance with the following review criteria:**

(The five Review Criteria taken together are intended to reflect the impact of the proposed project on the field.)

<b>Significance</b>	<ul style="list-style-type: none"> <li>✓ Does the research address an important problem?</li> <li>✓ If the aims of the application are achieved, how will scientific or other knowledge be advanced?</li> <li>✓ If the aims of the research are achieved, what will be the impact of this research on the concepts, methods, or practices in the related field?</li> </ul>
<b>Approach:</b>	<ul style="list-style-type: none"> <li>✓ Are the conceptual framework, hypotheses, design, methods and analyses adequately developed, well integrated, feasible, and appropriate to the aims of the project?</li> <li>✓ Are appropriate controls, potential pitfalls, and alternative approaches considered in the Full Proposal?</li> </ul>
<b>Innovation:</b>	<ul style="list-style-type: none"> <li>✓ Does the project employ novel concepts, approaches or methods?</li> <li>✓ Are the aims original and innovative?</li> <li>✓ Does the project challenge existing paradigms or develop new methodologies or technologies?</li> <li>✓ Why would this approach be more successful than others would?</li> </ul>
<b>Experience and Qualifications of Research Team</b>	<ul style="list-style-type: none"> <li>✓ Does the Principal Investigator have the proper training, experience and appropriate percentage of time designated to direct and manage the project?</li> <li>✓ Has the Principal Investigator conducted research related to this project or shown preliminary data indicating expertise?</li> <li>✓ What will each project participant contribute to the project?</li> <li>✓ Is the research team qualified through training and experience to conduct this research?</li> <li>✓ Has the Principal Investigator published peer-reviewed research papers in the area of this proposal?</li> </ul>
<b>Unique Virginia Considerations, Collaborations and Leverage:</b>	<ul style="list-style-type: none"> <li>✓ What is the potential of maximizing human health benefits for Virginia Citizens?</li> <li>✓ Are there unique Virginia research resources or facilities to be utilized?</li> <li>✓ Will the initiative employ useful collaborative arrangements among two or more institutions of higher education or other research organizations?</li> <li>✓ How will funding provided by the CHRB be used to leverage additional support from other federal or private organizations? [The Board gives priority to those research efforts for which CHRB support can be leveraged to foster contributions from federal agencies or other entities.]</li> <li>✓ Will there be opportunities for graduate or undergraduate students to participate in the research?</li> </ul>



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**Feedback from Review of Concept Paper, Full Proposal, or Presentation of the Full Proposal to the Board**

The CHRB will provide scientific review feedback to the Principal Investigator.

When providing feedback to Principal Investigators per the approved policy reflected in the CHRB's *Policies and Procedures*, the response will not make suggestions or recommendations to the Principal Investigator regarding other funding opportunities except in general terms e.g. *There are other Virginia funding opportunities in which product commercialization and private sector collaboration are measures used in considering grant awards.*

**Substantive and Nonsubstantive Changes between the Concept Paper and Full Proposal Submissions:**

The Full Proposal is expected to be scientifically based on the Concept Paper; and to provide a more detailed description of the goals, outcomes, methods and procedures. Any substantive changes from the Concept Paper to the Full Proposal will result in a CHRB decision not to review the Full Proposal. The CHRB determines whether the explanations and/or justifications for proposed changes are satisfactory and whether a proposed change constitutes an unallowable substantive change. The CHRB provides its definitions of substantive and nonsubstantive changes below.

<b>Substantive Changes:</b>	<b>Nonsubstantive Changes:</b>
<p><b>Unallowable</b> substantive changes between the Concept Paper and Full Proposal submission are as follows. No Changes may be made between the Concept Paper and Full Proposal regarding the:</p>	<p><b>Allowable</b> nonsubstantive changes between the Concept Paper and Full Proposal which may be permitted, provided an explanation and justification are provided to the satisfaction of the CHRB:</p>
<ul style="list-style-type: none"> <li>• Principal Objectives and scope of the proposed project.</li> <li>• Anticipated outcomes identified in the Concept Paper.</li> <li>• The Principal Investigator's identity or any decrease in percentage of effort from that stated in the Concept Paper.</li> <li>• Major budgetary changes including major equipment purchase not identified in the Concept Paper.</li> <li>• Requests for two years of funding in the Full Proposal if the Concept Paper only requested one year of funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor changes to the procedures or methods described in the Concept Paper.</li> <li>• Citation of new publications in the literature concerning methodology since the submission of the Concept Paper.</li> <li>• Minor budgetary changes, such as the cost of animals, equipment, and supplies if no programmatic changes will result.</li> <li>• Percentage of effort and salary requests for Key Project Team Participants if the change is for no more than 5%. The resulting salary increase may not cause the revised budget to exceed the amount approved by the CHRB.</li> <li>• Substitution of comparably qualified persons at comparable percentage of effort and duties is acceptable if justified to the satisfaction of the CHRB.</li> </ul>



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**Allowable/Unallowable Costs and Restrictions:**

Allowable/unallowable costs and restrictions for CHRB funding, as well as matching funds, are reflected in the chart below. Any expenses or costs paid in violation of the policies explained below may result in the CHRB's decision to require the Grantee Institution or Organization and/or Principal Investigator to return, or repay, to the CHRB all or any portion of the CHRB Grant Award funds and/or may result in the CHRB's decision to prohibit the noncompliant Grantee Institution or Organization and/or Principal Investigator from applying for CHRB funding in any number of grant application review cycles following the date of discovery of the violation that the CHRB determines to be reasonable.

Costs	CHRB Funding	Institution Matching Funds
<b>Indirect costs /Facilities and Administrative (F&amp;A) Costs</b>	<b>No.</b> The CHRB does not award funds to cover institutional indirect costs or other costs that cover general support of educational or other organizations, including ongoing general operating expenses or existing deficits of a program.	<b>Yes.</b> An institution or an organization can use indirect costs as part of, or all of, its matching funds. The institution or organization must provide the most-recent, federally negotiated rate agreement which documents this amount. If the institution or organization does not have a federally negotiated rate agreement, the CHRB allows a flat rate of 20% of the requested CHRB amount for indirect costs.  For example, if an Applicant Institution requests \$100,000 in CHRB funding, the required minimum match totals \$33,000. The CHRB allows a flat rate of 20% of the requested amount to be used as part of the match. In this example, the 20% allowable amount for indirect costs equals \$20,000. The remaining 13% may come from any other source which is an acceptable source for matching funds.
<b>Salary for research performed during the school term</b>	<b>Yes,</b> CHRB funds may be used to pay for services of a Principal Investigator or Co-Investigator in proportion to the percentage of effort devoted to the project. Consultants may also be paid with CHRB funds.	<b>Yes,</b> that percentage of the salary corresponding to a Principal Investigator's, or Co-Investigator's, percentage of effort on the project may be used as part of the match to the extent that percentage of the salary does not constitute payment for services required to be provided to any entity other than the employer pursuant to a subcontract, memorandum of understanding, or affiliation agreement. The match must come from otherwise uncommitted funds. Course releases for adjunct professors may not be used for the match.
<b>Student Summer Housing Costs</b>	<b>No,</b> students must be paid only a salary and receive fringe benefits as set forth in the CHRB's <i>Policies and Procedures</i> effective July 1, 2023.	<b>No,</b> subsidies for student housing may not be used as part of the required match.
<b>Tuition</b>	<b>No</b>	<b>No</b>
<b>Health Insurance for graduate students</b>	<b>Yes</b>	<b>Yes</b>
<b>Office Supplies</b>	<b>No</b>	<b>Yes, the institution should pay for Office supplies.</b>
<b>Use of equipment directly related to the approved research</b>	<b>Yes,</b> depending on whether the equipment is specifically needed for the proposed project and will not be for general use. Justification for the equipment must be provided and the request for funds may not comprise a major portion of the total funds requested.  For significant equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.	<b>Yes,</b> depending on whether the equipment is specifically needed for the proposed project and will not be for general use. Justification for the equipment must be provided and the request for funds may not comprise a major portion of the total funds requested.  For significant equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.
<b>Training</b>	<b>No,</b> CHRB grants are not training grants. All proposed projects, including behavioral or nonbiomedical projects, must have a health-related research component.	<b>No,</b> CHRB grants are not training grants. All proposed projects, including behavioral or nonbiomedical projects, must have a health-related research component.
<b>Thesis or Dissertation</b>	<b>Yes,</b> with approval from the graduate program, at no greater than 20% effort during the academic year and summer. Effort of 20% is defined as 20% of a full-time equivalent.  The CHRB project, including findings and data from it, may be used in the student's thesis or dissertation research with the approval of the graduate program.  A Medical Student is considered to be a Graduate Student and participation in the CHRB funded project requires approval from the graduate program.	<b>Yes,</b> with approval from the graduate program, at no greater than 20% effort during the academic year and summer. Effort of 20% is defined as 20% of a full-time equivalent.  The CHRB project, including findings and data from it, may be used in the student's thesis or dissertation research with the approval of the graduate program.  A Medical Student is considered to be a Graduate Student and participation in the CHRB funded project requires approval from the graduate program.
<b>Lawsuits or contributions to an endowment fund or permanent fund on which an organization earns interest</b>	<b>No</b>	<b>No</b>



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Costs	CHRB Funding	Institution Matching Funds
<b>Teaching services or paid Contributions the Applicant Institution or Organization is obligated to provide to another entity as a requirement of a Subcontract, Memorandum of Understanding, or affiliation agreement.</b>	<b>NA</b>	<b>No</b> , an Applicant Institution or Organization may not use teaching services or paid contributions it is already obligated to provide to another entity as a requirement of an existing Subcontract, Memorandum of Understanding, or affiliation agreement, as any part of its required CHRB match. In order to confirm that this policy has not been violated, the Applicant Institution or Organization must provide the CHRB with a copy of any Subcontract, Memorandum of Understanding, or affiliation agreement, with the Full Proposal.
<b>Capital improvements or renovations</b>	<b>No</b>	<b>No</b>
<b>Lobbying, political or fraternal activities or legal fees.</b>	<b>No</b>	<b>No</b>
<b>Provision of direct services (except those provided as part of the structured research program)</b>	<b>No</b>	<b>No</b>
<b>Travel to professional conferences, to present the results of the CHRB research</b>	<b>Yes</b> , up to \$2,000 per each year of the grant award. Travel must occur during the grant period.	<b>Yes</b> , Institutional Matching Funds can support travel as provided by institutional policy.
<b>Travel for the Principal Investigator or Key Personnel to receive training relevant to the project.</b>	<b>Yes</b> , if required for the project and justified to the satisfaction of the CHRB.	<b>Yes</b> , if required for the project and justified to the satisfaction of the CHRB.
<b>Patient travel</b>	<b>Yes</b>	<b>Yes</b>
<b>Publication Costs</b>	<b>Yes</b> , if these costs occur during the Grant Period and are included in the grant budget submitted to, and subsequently approved, by the CHRB as part of the grant award.	<b>Yes</b> , if these costs occur during the Grant Period. The Grantee Institution or Organization, however, is solely responsible for publication costs incurred after the Grant Period has ended.
<b>Software licenses</b>	<b>No</b>	<b>No</b>
<b>Controlled Substance License and Registration</b>	<b>No</b>	<b>No</b>
<b>IRB/IACUC related costs or fees</b>	<b>No</b> , Costs associated with IACUC review of animal research protocols or IRB review of human research protocols are not allowable costs under the CHRB.	<b>Yes</b> , if allowable by institutional policy.
<b>Cost of reference books</b>	<b>No</b>	<b>No</b>



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**Instructions/Rules for the Principal Investigator:**

**How many Principal Investigators can there be on a project:**

There can be only **one** Principal Investigator on a project. The Principal Investigator has total responsibility for the project. The CHRB will not consider PI effort of less than 10% each year for both Academic and Summer periods to be sufficient to carry out the project. There may be several Co- Investigators, Collaborators, and Consultants on a project.

**When calculating the 33% matching funds, do you calculate 33% of the CHRB requested funds or 33% of the total project funds?**

Calculate 33% of the CHRB requested funds.

**Jargon and Acronyms**

Avoid overuse of jargon and acronyms that may not be understood beyond those working in your field of research.

**How do I report institutional support during the academic year and CHRB support during the Summer?**

This information should be reflected on Attachment 1, Budget Forms which provide separate lines for % effort during the Academic Year and % effort during the Summer for each project participant.

**I am currently preparing my CHRB Full Proposal and would like to budget funds for publication of the results of my work in a peer-reviewed scientific journal.**

Yes, publication costs are a legitimate cost of doing research and the CHRB allows these costs if the publication occurs during the Grant Period. The PI and Applicant Institution or Organization should not expect to save CHRB funds for publication costs after the end of the Grant Period. The Grantee Institution or Organization must agree to pay those costs after the Grant Period has ended.

**Can I revise my CHRB funding request?**

Yes, the amount of CHRB funds requested in the Concept Paper and related to the amounts allocated among the proposed expense categories can be revised in a Full Proposal if no programmatic changes will result, no additional funds for increased effort by the PI are requested, the change is justified, and is subject to review by the CHRB. The applicant must identify and explain such revisions in the Full Proposal. However, the requested funds cannot exceed the \$100,000-per year limit, the Applicant Institution or Organization is responsible for providing the 33% match to the requested CHRB funds for each year for which funds were requested, and a Concept Paper that requests a one-year grant cannot be changed into a Full Proposal that requests a two-year grant. The maximum amount of a one-year award is \$100,000. The maximum amount for a two-year award is \$200,000.

**May a former PI who has completed a CHRB grant serve as a PI on a new grant proposal?**

Yes, a former PI may apply for CHRB grant funding. The CHRB requires, however, that the prior CHRB research project be completed and the grant award be closed out before a new proposal is submitted. Note that CHRB funding is intended to support the ability of the Principal Investigator to apply for other external funding. CHRB funding is not intended to be an ongoing source of funding for projects or investigators.

**May I include equipment in my budget? [It will cost \$40,000 and I can justify why it is required for my study.]**

The CHRB Grant Guidelines and Application Instructions provide that use of equipment directly related to the approved research is an allowable cost depending on whether the equipment is specifically needed for the proposed project and will not be for general use. Justification for the equipment must be provided and may not comprise a major portion of the total funds requested. The CHRB does not fund equipment grants.

**CHRB awards often appear to be awarded to junior faculty. As a senior faculty member, is it possible for me to obtain a CHRB grant award?**

The CHRB does not exclude applications from senior investigators; however, it does consider the justification for requesting CHRB funding if an applicant has, or has had, considerable federal, or other, support. The CHRB does not fund applications making requests to supplement ongoing, funded research. Proposals from a senior investigator who appears to need funding in order to obtain preliminary data, which may be used to obtain funding from other sources, will be considered.

**Is salary from my university, for research performed during the school term, an allowable match?**

If 100% of your salary is paid from institution funds and the institution agrees that you may spend a certain amount of effort on the research project, then you may identify that % of effort as part of the required salary match. The exception, however, is that if any part of your salary constitutes payment for services which must be provided to an entity other than your employer due to the requirements of an existing Subcontract, Memorandum of Understanding, or affiliation agreement, between your employer and that other entity, you may not use the portion of your salary which constitutes payment for those services as any part of the required match for CHRB funding.

**Subcontracts for entities outside of the Commonwealth of Virginia**

Subcontracts for services may involve entities outside of the Commonwealth of Virginia, serving as Consultants (Not Principal Investigators, Co-Investigators, or Collaborators). Payments to out of state entities may not be equal to, or greater than, 50% of the amount of the CHRB Grant Award.



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**Instructions/Rules for the Office of Sponsored Programs:**

**Matching Funds Requirement:**

The Applicant Institution or Organization must provide a minimum of 33% institutional or organizational matching funds for each year that CHRB funds are being requested. (There is only one Applicant Institution or Organization). If the Applicant Institution or Organization does not have a federally negotiated rate agreement, the CHRB allows a flat rate of 20% of the requested CHRB amount for indirect costs. For example, an Applicant Institution requests \$100,000 in CHRB funding. The required minimum match totals \$33,000. The CHRB allows a flat rate of 20% of the requested amount to be used as part of the match. In this example, the 20% allowable amount for facilities and administrative (F&A) costs is \$20,000 because the institution does not have a federally negotiated rate agreement.

**Timeliness of Submissions:**

The CHRB does not accept and review applications received by the CHRB Administrator after the application deadline. It is the responsibility of the applicant investigator and institution to ensure that the CHRB receives the Concept Papers on time.

**How many applications can be submitted?**

The CHRB accepts no more than 12 Concept Papers from a single agency, non-profit organization, or institution of higher education per funding cycle. It is the responsibility of the Applicant Institution or Organization to decide which of the 12 or fewer Concept Papers are submitted. A Principal Investigator applying for funding may submit no more than one Concept Paper per funding cycle.

**How to Submit a Concept Paper or Full Proposal Application:**

A single Unique Login ID and a password is required to upload up to 12 Concept Papers, by the Applicant's Institution or Organization's designated coordinator for CHRB Grant submissions, via the CHRB's Automated Grants Application and Management System dashboard.

1. The Applicant's Institution or Organization's designated coordinator for CHRB Grant submissions will contact the CHRB Administrator to request their Unique Login ID and password.
2. The Applicant's Institution or Organization's designated coordinator for CHRB Grant submissions logs into the CHRB's Automated Grants Application and Management System dashboard for the first time using their single Unique Login ID and the default password provided by the CHRB Administrator. They will be automatically redirected to change their default password immediately. The designated coordinator for CHRB Grant submissions must retain the single Unique Login ID for future uploads.
3. For Password Reset/Forgot Password, emails will be sent to the Applicant's Institution or Organization's designated coordinator for CHRB Grant submissions.

**Confirmation of Submission:**

Once the Concept Paper or Full Proposal has been submitted, via the CHRB's Automated Grant Application System, the Authorized representative will receive an email confirming receipt of the submission with a submission date. Emails with a list of documents will be sent when a document is uploaded successfully. Submission status **Complete** or **Incomplete** will be displayed on the file upload page.

**Meeting federal, state, and local regulations:**

Grantee Institutions or Organizations are responsible for meeting federal, state, and local health and safety standards and for establishing and implementing necessary measures to minimize their employees' risk of injury or illness in activities related to CHRB grants. Grantee Institutions or Organizations must meet all applicable federal, state, and local regulations, requirements, and standards related to the involvement of human subjects and vertebrate animals. Grantee Institutions or Organizations are responsible for compliance with laws and regulations as required by the Virginia Board of Pharmacy.

**Compliance with the National Institutes of Health (NIH):**

Applicants are responsible for complying with all terms, conditions, and definitions as established by the CHRB. Applicants should note that compliance with policies and/or definitions utilized by the National Institutes of Health (NIH) or other Federal or non-Federal funding entities may not constitute compliance with CHRB's policies, procedures, guidelines, or definitions if they are different. For example, applicants must understand that CHRB's definition of "non-substantive changes" is not identical to NIH's definition of "allowable changes." Applicants are responsible for knowing and complying with the CHRB's definitions. CHRB does not use the NIH definition of "other significant contributors"; CHRB requires greater than 0% effort for all contributors.

**Legal Document establishing identity:**

Before submission, any entity requesting to have Concept Papers submitted on its behalf must provide the CHRB with a copy of the legal document establishing that entity as a separate or distinct legal entity. The CHRB shall make the decision regarding whether an entity may have Concept Papers submitted on its behalf.

**Clarification on the number of submissions from the Applicant Institution or Organization:**

The limitation on the number of Concept Papers submitted by an Applicant Institution or Organization is determined by that entity's legal status e.g. if an entity is merely a center of an institution of higher education, no Principal Investigator [PI] may submit any Concept Paper on behalf of that center. For example, if a Principal Investigator is a participant in an institution's or organization's Cancer Center, the PI must submit a Concept Paper on behalf of his or her institution of higher education or organization, not on behalf of the Cancer Center.

**Collaboration with other eligible Virginia institutions of higher education and other eligible organizations is encouraged. Co-Investigators must meet the same eligibility requirements as the Grantee Institution or Organization.**

Only one Grantee Institution or Organization is recognized by the CHRB as the award recipient. As such, all matching funds must be contributed by the Grantee Institution or Organization — not by the Collaborating Institution. Grant payments are made only to the Grantee Institution or Organization identified as the award recipient. All award recipients must meet the eligibility requirements on page 3 of these CHRB Grant Guidelines and Application Instructions.