

**NJMS DEAN'S BIOMEDICAL RESEARCH SUPPORT
NJMS CORE FACILITIES MATCHING FUNDS SMALL GRANTS PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS**

- A. Mission:** To provide funds for NJMS Faculty to support the use of the NJMS Research Core Facilities in generating new data to strengthen extramural grant applications. This program is intended to initiate new projects or new applications, not continue ongoing projects for which extramural funding has already been secured.
- B. Deadline: Friday, May 13, 2016 by 5pm.**
- C. Award Amount:** Up to \$3,000 may be requested with the requirement that awardees provide "matching" funds on a 1:1 basis. Matching funds must be deposited by the PI into the award index at the time of the award.
- D. Funding Period:** The funding period is one year and unused award funds must be relinquished at the end of the funding period. One year no cost extension requests may be submitted to the Office of Research 30 days before the end of the budget period to be reviewed and considered.
- NOTE: If using NIH funds for award match, please advise us 3 months in advance if fund is closing and be prepared to provide alternate match.**
- E. Eligibility:** All NJMS faculty may apply. More than one application may be submitted per PI in response to this opportunity, as long as each application requests funds to support use of a different core facility. Each request must be submitted as a separate application. **We strongly advise you to discuss your application with the relevant core facility director before applying as each facility may have restrictions in addition to those outlined in this announcement.**
- F. Application Instructions:** Font 11 point (Arial) or 12 point (Palatino, Times New Roman or Garamond) with margins of 0.5 inches.

Each of the following, in the order listed, must be submitted with the application:

- I. Endorsement Form for Grants and Contracts (Only the Principal Investigator and Chair's Signature are required for submission)
- II. Face Sheet-Use the fillable form provided
- III. Budget-Provide a budget and/or quote obtained from the relevant core facility director outlining the fee for service.
- IV. Biosketch-Please provide a maximum four page NIH style biosketch for the principal investigator.
- V. Proposal Narrative: Briefly describe the proposed project and the need for the core facility service to obtain data to fuel future grant application submissions related to that project. One page maximum.

Submission of Application: Please submit one copy of your application by e-mail as a single pdf file to giovanna.comer@njms.rutgers.edu and bring two hard copies of the entire application to Ms. Giovanna Comer, Program Coordinator, Office of Research, MSB, C690 on or before **Friday, May 13, 2016 by 5pm.**

Inquiries may be addressed to:

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or
Ms. Giovanna Comer
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