

**University of Florida Southeast Center for Integrated Metabolomics
Pilot and Feasibility Projects**

**2018 SECIM Pilot & Feasibility Project
Application INSTRUCTIONS**

Formatting Your Application

Applications must be formatted in NIH PHS-398 form as follows:

- Number all pages
- Use Arial font, size 11, single space
- Use ½” margins and standard 8.5x11 paper
- Instructions for how to properly complete PHS-398 forms can be found at:
<http://grants.nih.gov/grants/funding/phs398/phs398.html>

Submitting Your Application

All PHS-398 files required for submission can be found at <http://secim.ufl.edu/pilot-funding/>. Email your complete NIH-formatted application as a single PDF, along with the provided 2-page signed Cover Sheet to amitch@ufl.edu by **5:00p.m. EST on Friday, March 16, 2018**. Applications that do not follow the instructions or are submitted after the deadline will not be reviewed. Please email amitch@ufl.edu with any questions.

Applications must include the following elements:

1. **Abstract:** Summarize the proposed work in a **half page or less**.
2. **Budget and Justification:** Submit a detailed budget and justification of expenses for one year using the NIH’s standard “[Detailed Budget for Initial Budget Period](#)” forms page 4 and 5. Requests for salary for the Principal Investigator, laboratory or extramural services outside of SECIM are not permissible. Please work with the appropriate SECIM Core Leaders for details concerning allowable costs and constructing a budget for use of SECIM services (secim-admin-l@lists.ufl.edu). The NIH “Detailed Budget for Initial Budget Period” form can be downloaded from the [PHS-398](#).
3. **NIH Biographical Sketches:** NIH-formatted biosketches for PI, and investigator(s). The [NIH biosketch form](#) can be downloaded from the [PHS-398](#). Additional instructions for biosketches:
 - a. Each biosketch is limited to five pages.
 - b. All biosketches should include eRA Commons User Names:
<http://commons.era.nih.gov/commons/index.jsp>.
4. **Eligibility Statement:** Describe in a **half page or less** the PI’s eligibility for the Pilot Project award.
5. **Research Strategy:** Describe the proposed project and research plan in **five pages or less** and include the following sections:
 - Specific Aims
 - Background
 - Significance and Rationale for the use of metabolomics
 - Impact
 - Preliminary Results (if any)
 - Experimental Approach
6. **Plans for Future Funding:** Describe in a **half page or less** how the proposed project will support future funding.
7. **References:** NIH-formatted list of references
8. **Protection of Human and/or Animal Subjects:** Describe in a **half page or less** how the proposed project will conduct research on human and/or animal subjects.