

## Guidelines to Apply for C/NN Seed Project Funding

- A draft application must be reviewed and approved by the appropriate Focus Area Leader prior to submission of a C/NN Seed Project Application.
  - Limit: \$40,000 recommended (exceptions considered on case-by-case basis)
  - Suggested length: 4 pages
  - Duration: 1 year (must be used within 12 months of award). Extensions beyond 12 months must be re-considered by the committee.
  - Scoring: 1-5, 1 is best
1. Cover Page(s) – Must be completed using attached form. This Cover Page must be signed by the Focus Area Leader. If the project crosses Focus Areas, both Focus Area leaders should approve and sign the Cover Page.
    - a. Project Title
    - b. Research group
      - PIs (affiliations, VA appointment; **[PI must have VA appointment]**)
      - Focus Area(s)
      - Location of work (partial off-site waiver requirements, if needed)
    - c. Brief Description of Project
    - d. Relevant Reviews Required (check all that apply)
      - Note: All approvals required before study can begin
    - e. Equipment/space
    - f. Off-Site Waiver (check all that apply)
  2. Project Description (3 pages)
    - a. Major Research Question Addressed (one sentence)
    - b. Specific Aims
    - c. Background (one paragraph; specify if this request is supplementing other funds and include funding agency and project name)
    - d. Methods Summary (bullet points or single paragraph explaining what you intend to do)
    - e. Outcomes (one paragraph explaining what you expect to accomplish by the end of the funding period)
    - f. Relevance to RR&D and C/NN missions, and to Veterans Health
    - g. Answer these two questions:
      - If results from this Seed Project are promising, what is the **next step** in expanding the research (brief project description and funding mechanism - e.g., CDA, SPiRE, Merit, DoD funding, etc.). State the funding application deadline.
      - If the long-range goal of your proposed research is achieved, what will be the final step of translating this research to improving Veterans Health?
  3. Project Plan and Budget (1 page)
    - a. Project Timeline (use VA Fiscal Year - October 1 to September 30)
    - b. Path to CDA, SPiRE, Merit Award or Other External Funding
    - c. If supplementing other funding, describe how/why existing/prior funds are insufficient (this may also be added as an appendix).

- d. Budget: Please use a List or Table format and include a written justification for each item.
- Allowable:
    - Personnel
    - Supplies (e.g. animal care, human subjects, etc.),
    - Travel (Non-VA Personnel Travel is not allowed)
  - Not Allowable:
    - Graduate Stipends
    - Tuition
    - Publication Costs (use priorities funding request)
    - Major Equipment (use priorities funding request)
    - Indirect Costs

## Review Process

Applications will be presented to the Executive Council (EC) by the associated Focus Area or Core leader for consideration. The submitting PI may also attend the meeting to present the proposal. The EC members, with the exception of the submitting PIs (if applicable) will score each submission.

Applications may be Approved, Conditionally Approved, or Rejected (with or without recommendations). Rejected proposals may be modified and resubmitted at a later date.

\*\* Progress Reports **must** be completed at 6 months and 1 year  
\*\* \*\* All work shall be opened at VA \*\*

**CENTER FOR NEURORESTORATION AND NEUROTECHNOLOGY**

Application Number  
(Staff Use Only)

**SEED PROJECT FUNDING APPLICATION COVER PAGE**

1.a. PROJECT TITLE

1.b. RESEARCH GROUP

i. PI (Name, CfNN Focus Area(s), Title, Affiliations, VA Appointment) – PI must have VA Appointment

ii. Partnering Institutions (specific to requested/future project funding)

iii. Location of work (partial off-site waiver requirements, if needed)

2.c. BRIEF DESCRIPTION OF PROJECT: A few sentences which summarize the Specific Aims.

1.d. RELEVANT REVIEWS TO BE REQUIRED IRB/SRS/IACUC) **\*NOTE all studies must have R&D approval before being initiated**

Check all that apply:

- Human Subjects       Safety
- Vertebrate Animals       R&D

1.e. Additional Space Required

- All Equipment and Space is currently available for this project
- Additional Space Required \_\_\_\_\_
- Additional Equipment Required \_\_\_\_\_

1.f. OFF-SITE WAIVER

- Required?                       Already approved?                      N/A

1.g. SIGNATURES

Investigator (PI) Signature	Print Name	Date
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Focus Area/Core Leader Signature	Print Name	Date
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*If crossing multiple Focus Areas:*

Focus Area/Core Leader Signature	Print Name	Date
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Focus Area/Core Leader Signature	Print Name	Date
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**CENTER FOR NEURORESTORATION AND NEUROTECHNOLOGY  
REVIEW COMMITTEE  
SEED PROJECT CRITIQUE**

REVIEW CRITERIA	Select One
<b>1.</b> Project has perceived significance, originality and innovation. If yes, A) Supports present C/NN Mission/goals B) Supports a future C/NN Mission/goal	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>2.</b> The problem the project addresses is important and would be impactful to VA.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>3.</b> Seed project shows potential to develop a larger project of value to C/NN and/or VA.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>4.</b> Methods are appropriate to the stated pilot objective(s).	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>5.</b> Project organization and management allows for execution of the stated objective(s).	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>6.</b> Investigative team has the necessary skills and competencies to conduct the study.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>7.</b> Human Subjects/Animal Subjects/Safety plan(s) are appropriately addressed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>8.</b> Inclusion of women and minorities is appropriately indicated.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>9.</b> Facilities and resources are adequate to conduct project.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>10.</b> Budget is justified and adequate to conduct the project.	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Reviewer's General Comments:**

See attached

**Overall Score (based on criteria on following page): \_\_\_\_\_**

<b>1.0– 1.5 EXCELLENT</b>	Proposed research addresses important scientific area that currently lacks needed knowledge base. Hypothesis(es) is clearly stated and research design/methodology is appropriate. Research is innovative, representing state-of-the-art science. Strong potential to develop a full scale research project that addresses the health and healthcare of Veterans. Resources listed suggest a very high probability of the project's completion.
<b>1.6– 2.2 VERY GOOD</b>	Proposed research addresses important scientific area. Hypothesis(es) is clearly stated and the research design/methodology is appropriate with a few minor exceptions. Potential to develop a full scale research project that addresses the health and healthcare of Veterans. Resources listed suggest a high probability of the project's completion.
<b>2.3 – 2.8 GOOD</b>	Proposed research addresses a valid area of investigation. Hypothesis(es) is clearly stated, but research design/methodology contains key flaws that should be corrected. May have potential to develop a full scale research project that addresses the health and healthcare of Veterans. Resources listed suggest the project could be completed.
<b>2.9 – 3.4 FAIR</b>	Hypothesis(es) is not clear and/or research design/methods contain significant flaws. It is not clear how potential findings would contribute to development of a full scale project that addresses the health and healthcare of Veterans. It is unclear whether the resources listed are sufficient to ensure project completion.
<b>3.5 – 5.0 POOR</b>	Proposed research does not appear to address an important scientific question/area. Hypothesis(es) is not clearly stated and/or research design/methodology is inappropriate or contains uncorrectable flaws. Design/methodological limitations hinder the development of a full scale project that addresses the health and healthcare of Veterans. Resources listed do not suggest that the project will be completed.
<b>UN STREAMLINED</b>	Proposed research has significant flaws as determined by the assigned reviewers (preliminary scores are 2.9 or worse) AND was not discussed by the panel.

**Additional considerations when assigning a score value to the proposal include:**

- A. Relevance to C/NN Mission and Veterans Health.
- B. The project is sufficiently developed to begin its research within 2-3 months, including evidence that the relevant Focus Area leaders have already helped to shape and optimize the proposed research.
- C. Consider whether the proposed Seed Project benefits more than one Focus Area expertise, as this is encouraged.
- D. Consider whether this Seed Project has preliminary data/additional utility as a training project that will provide a trainee with additional experience in support of that trainee's potential to submit a VA Career Development Application.