

SPECIAL FUNDING
COVID-19 Research Fund
FY21

Title:	COVID-19 Research Fund
Award Period:	June 1, 2020 – June 30, 2021
Purpose:	To provide seed funding to GW faculty for their COVID-19 related research and scholarly activity
Deadlines:	Rolling submission through June 1, 2020
Amounts:	Funding range: \$5,000-\$25,000
Administrative Contact:	intramurals@gwu.edu
Website:	https://research.gwu.edu/covid-19-research-fund

Program Purpose

The goal of the COVID-19 Research Fund is to support new research projects and scholarly activities in the exploration and understanding of COVID-19 through the use of GW shared facilities and resources. Priority will be given to projects that result in applications to externally funded opportunities or bring external recognition to the PI and university. Funding will be focused on:

- pilot projects that generate rapid preliminary data;
- projects that engage multiple investigators who bring diverse expertise and resources;
- projects that address aspects of telehealth;
- projects that propose studies on the repurposing of existing drugs/therapies; and
- projects that emphasize the use of GW's core facilities and services.

Eligibility Criteria

To be eligible, faculty **must** be:

1. Regular full-time university faculty who are continuing in service at the university the following academic year.
2. Proposers from SMHS and GWSPH should have school-contributions to match or augment the requested funding.

Each application must have only one principal investigator (PI) listed who will be the sole contact for the application and/or award. A faculty member may submit only one proposal as the PI and may not designate another faculty member to serve as PI.

Patents and inventions may arise from work performed and must be disclosed to the university. For more information, consult the [Technology Commercialization Office](#).

Proposal Components/Compliances: Rolling submissions will be accepted until Monday, June 1, 2020

PIs are required to submit their COVID-19 Research Fund applications through [OVPR's InfoReady Portal](#). Please select the "Login for George Washington University Users" and login with your George Washington

University user name and password. Paper and emailed copies of proposal components **will not** be accepted; complete proposals must be submitted via [OVPR's InfoReady Portal](#). **Non-compliant proposals will be returned and not reviewed.**

The application will consist of the following components to be uploaded into [OVPR's InfoReady Portal](#) (please note page limits):

Abstract/Summary – 1/2 Page Limit

- A concise overview of important aspects of your proposal and its conceptual framework that describes:
 - the main goal of the project and how to accomplish, manage, and evaluate it; and
 - project objectives.

Narrative – 3 Page Limit (including the following components)

Research – Narrative Components
1. Objectives/Specific Aims
<ul style="list-style-type: none"> • What COVID-19 specific research questions or problem will be addressed? • What is to be accomplished during the project period that furthers COVID-19 prevention, diagnosis or management? • What tasks will be involved and how will they be accomplished?
2. Background/Significance
<ul style="list-style-type: none"> • What important problem around COVID-19 or critical barrier to COVID-19 diagnosis or management does the proposal address? • What will be the effect of this study on the concepts or methods that drive COVID-19 study? • Why the personnel involved are the best people to accomplish this?
3. Research Plan/Methods
<ul style="list-style-type: none"> • What is the big research question(s) and/or problem(s) being addressed for COVID-19? • What is the COVID-19 specific purpose of this project? Examples include but aren't limited to: to test a hypothesis, to address a critical need, to construct a specific model. • What method(s) will be used to accomplish the goals stated? • What are potential pitfalls to this plan and how will they be addressed?
4. Results/Outcomes
<ul style="list-style-type: none"> • How will the findings of the proposed project relate to the overall goal of addressing COVID-19? • What are the immediate next steps for this proposed project once these goals are achieved?
5. Likelihood of Obtaining Extramural Funding
<ul style="list-style-type: none"> • How will the findings of the proposed project be used to submit external grant proposals? • What is the likelihood of obtaining external funding based on these results? Give specific RFAs/RFPs specific to COVID-19 that will be used.
6. Regulatory Requirements
<ul style="list-style-type: none"> • Identification of any regulatory requirements such as human subjects, biological agents, data management and transfer, export control or animal use. • Awards will be dependent on the demonstration that all protocols are submitted and will be followed. Funding will not be disbursed until proof of approved protocols is provided. • The GW IRB/IBC/IUCAC have "rapid response" mechanisms for COVID-19 proposals and need to be used.

Budget Form – 1 Page Limit

The budget template can be found on the right side of [OVPR-InfoReady COVID-19 Research Fund](#) page and the [OVPR-COVID-19 Research Fund webpage](#).

The funding range is \$5,000-\$25,000. **Budget should not exceed program funding limitation.** SMHS and GWSPH contributions must be documented. Allowable costs include:

- **Service costs** may be requested so long as they're essential to the project. Priority should be given to GW facilities particularly those for data analysis and storage, biorepository needs and imaging.
- **Salary support** is available to faculty based on the monthly rate of the PI, appropriate fringe benefits, and actual effort on the project. Salary may not exceed 25% of a faculty member's total effort on internal and/or external grants. Salary support for 9-month faculty should be directed to summer months.
- **Student support** can be requested for graduate students through the [Graduate Research Assistant/Fellowship program](#) or for undergraduate students paid hourly. Proposals that request funds for student support must explain the student's role in the overall research plan. Students may work throughout the project year, not only during the summer months.
- **Research and lab supplies** may be requested for essential materials. Provide cost justification.
- **COVID-19 Research Fund will not support:**
 - Already established programs on campus
 - Development projects centered on the development of courses, textbooks or course materials
 - Requests for matching funds or cost sharing for external proposals
 - Requests for publication fees
 - Tuition for students
 - General equipment such as computers
- If awarded at an amount lower than the one proposed in the budget, the PI may be required to submit a revised budget within two (2) weeks of award notification.

Budget Justification – 1 Page Limit

- Narrative summary of all project expenses. (This is in addition to the line-item budget found on the right side of the [OVPR-InfoReady COVID-19 Research Fund](#) page and the [OVPR-COVID-19 Research Fund webpage](#).)
- Allows for the PI to explain why particular funds and their amounts were requested in the budget.
- To elaborate on the reasons why specific funds were requested, why they are necessary to the proposed project, and why they are reasonable.
- Presented in the same sequence of categories as listed in the line-item budget page.

Biosketch – 1 Page Limit

- A biosketch written in a format mandated by a federal agency, such as [NIH](#) or [NSE](#), may be used.
- In the absence of a federal format biosketch, a CV that includes the following information is required:
 1. Education/Training – (Degree/Year/Field of Study/Institution/Location)
 2. Research & Professional Experience – (Dates/Institution or Employer Name/Position)
 3. Funding History – (List Proposals submitted/awards received during the past 3 years)
 4. Publications – (up to ten)
- The PI is the only person on a proposal who should submit a biosketch.

Department Chair or Dean Support Form – 1 Page Limit

Each proposal is to have **one** support form filled out and signed by the PI's department chair. Download from the [OVPR-InfoReady COVID-19 Research Fund](#) page and the [OVPR- COVID-19 Research Fund webpage](#).

- PI's must submit the form with their proposal in [OVPR's InfoReady Portal](#).

- Proposals without this form will not be accepted - it is the PI's responsibility to plan accordingly.
- If a department chair applies for COVID-19 Research Fund, the research dean or a senior faculty should complete this form.
- Letters of support are not required from co-investigators.
- It is the PI's responsibility to obtain the Department Chair Support Form in advance of the application deadline.

Formatting Guidelines

- **Margins:** Set at 0.5" or greater
- **Font:** Arial or similar font
- **Font Size:** 11 or larger (A smaller font size may be used for figures, graphs, diagrams, charts, tables, figure legends and footnotes but it must be readily legible.)
- **Headers/Footers:** No information should appear in the side margins or in the header. The footer should read PI LAST NAME, FIRST NAME, Page #.
- **Spacing:** The application must be single-spaced
- **Page Limits:** Full proposals are not to exceed 8 pages (not including the *optional* support information)

Proposal Component	Maximum Page Allowance
Abstract/Summary	1/2
Narrative (with 6 components)	3
Budget	1
Budget Justification	1
Biosketch (with 4 sections)	1
Department Chair Support Form	1
Support Information (Optional)	1 (Optional)

- **Reference Pages:** Supporting information may be provided with a maximum of **one (1)** page; however, this optional information may or may not be taken into consideration by reviewers evaluating your application. This page **will not** be included in the 8-page limit.
- Proposals must contain all of the components outlined in this document and be submitted via [OVPR's InfoReady Portal](#).
- Proposals that do not follow these guidelines may be returned for completion or declined without review.

Review Process

Awards will be based on the merits and design of the project and on the *clarity of the written proposal*. Proposers should address each item in the **Proposal Components/Compliances (starting on page 1)**.

Reviewers are active GW researchers who are specifically assigned to proposals based on their expertise. Proposals from GWSPH, SON, and SMHS will be reviewed by expert peers from those schools and evaluated for alignment with school priorities.

If the application is missing major components by the proposal deadline, the proposal will not be reviewed. The Office of the Vice President for Research will finalize awardees and notification of winning proposals will be sent to PIs.

Review Criteria

Proposals will be judged by experts based on: the quality of science, the novelty of the study for COVID-19, the ability to get future extra-mural funding (important), potential for completion in the time frame, and the likelihood of enhancing our future understanding of COVID-19 and/or its societal implications.

Award Administration

Funds will be transferred to the PI's department. All award expenses, including salaries, should be charged to the PI's department. The PI is expected to expend the award funds in a manner consistent with the approved budget and in keeping with the university's policies. Any requests for budget reallocation should be directed to the PI's departmental administration. At the conclusion of the award, the PI will submit a status report detailing the outcomes of the study and how the award funds were spent.

FUNDED PROPOSALS INVOLVING HUMAN RESEARCH PARTICIPANTS, USE OF ANIMALS, HAZARDOUS MATERIALS, AND RADIATION SOURCES must be approved through the Office of Human Research, Compliance, and/or Technology Transfer before the actual research begins. For more information, consult these pages:

- [Office of Human Research](#)
- [Office of Animal Research](#)
- [Office of Laboratory Safety](#)

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PROGRESS REPORT - Recipients are required to submit a brief grant report no later than 30 days after the end of the award that includes identified products (manuscripts, creations, etc.) and if a research project, specific plans/activities for submission for external funding. Progress Reports will be submitted through [OVPR's InfoReady Portal](#). Awardees will receive 2 e-mail reminders from OVPR's InfoReady Portal to submit their Progress Reports.