COLLABORATIVE FACULTY RESEARCH INVESTMENT PROGRAM (CFRIP)
GUIDELINES
Application Deadline: January 28, 2019

In partnership with:

CFRIP is sponsored jointly by Baylor University (Waco, TX) and Baylor College of Medicine (Houston, TX). The program provides seed funding for inter-institutional and interdisciplinary research project teams to prepare them to compete successfully for external grants. Click here to review or search for previously funded CFRIP abstracts.

Funds will be awarded primarily to support inter-institutional and interdisciplinary research to:
(1) Test novel interdisciplinary approaches to significant biomedical and/or health care issues, (2) Develop innovative therapeutic or diagnostic tools, and (3) Conduct exploratory work in its early stages where experimental data are not yet available.

ELIGIBILITY

Project research teams require one investigator per institution; each investigator must meet PI eligibility criteria for his/her own institution. Investigators must receive approval from their home institution prior to submitting an application. These approvals must be attached in the appropriate section of the application. See “Submission and Review” below for details.

BUDGETARY CONSIDERATIONS

Project budgets may not exceed $25,000 per collaborating institution, for a total project budget of $50,000. Indirect costs are not applicable for these awards. Projects will not involve subcontracts or budget transfers between institutions; awarded funds will be administered by each awarding institution. An overall project budget detailing expenses and activities to be conducted at each institution is required. To remain in compliance with research finance policies, investigators should work with their home institution for budget development.

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<tr>
<th>Allowable Expenses</th>
<th>Non-permitted Expenses</th>
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<tr>
<td>Research supplies and animal maintenance</td>
<td>Consultation fees</td>
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<tr>
<td>Salary for Clinical Research Coordinator or Research assistant</td>
<td>Secretarial/administrative personnel</td>
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<td>Equipment costing less than $5,000 (equipment costing over $5,000 requires cost-sharing with the department)</td>
<td>Tuition</td>
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<td>Patient stipends</td>
<td>Travel to scientific or professional meetings</td>
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<td>Technical assistance</td>
<td>Honoraria/travel expenses for visiting lecturers</td>
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<td>Publication costs* (open access fees shall not exceed p to 10% of the total grant budget with a total)</td>
<td>Per diem charges for hospital beds</td>
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<td>Salary support of students**, residents/fellows, postdoctoral fellows, mentors, investigators</td>
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<td>Construction and building maintenance</td>
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## PROGRAM RESTRICTIONS

The project period will correspond to the fiscal years of the collaborating institutions, and all project funds must be expended in the fiscal year for which they are awarded. For Baylor University award recipients, funding will begin June 1st and end May 31st. For Baylor College of Medicine award recipients, funding will begin July 1st and end June 30th. No-cost extensions will not be permitted.

## SUBMISSION & REVIEW

### SUBMISSION PROCEDURES

Interested individuals should send an email expressing intent to submit to Baylor University at Research@baylor.edu. You will be provided with the application thereafter and your home institution will be notified of your intent to submit an application. Project investigators should prepare a proposal in the format of the external funding agency (e.g., joint NIH, ASRQ, HRSA, NSF) to which the research team plans to submit at the completion of the CFRIP award. Please note that the lay abstract provided in the application form may be used by each institution to publicize the CFRIP program. As such, the abstract should not contain any information that would publicly disclose any intellectual property that may result from the collaborative project. In addition, proposals should include: 1) a total project budget and 2) sub-project budgets for each collaborating institution. Please include a budget justification for each.

Project investigators at each institution are responsible for obtaining all applicable approvals prior to proposal submission, including academic, budgetary and research compliance reviews, for the portion of the project to be performed at their institutions. Please note that IRB/IACUC/IBC approvals are not required prior to application submission.

After completing the application, an investigator from each included institution should submit the entire application to their institution’s research support/sponsored programs office for review and approval. NOTE: For Baylor University, proposal submission involves the use of an electronic proposal routing system that will allow for academic (chair and dean) and administrative reviews/approvals. Baylor University investigators should first contact Baylor University's Office of Sponsored Programs (x3817) to obtain a Box folder. This folder will be used to facilitate review and approval of the proposal. After institutional review and approval, each institution’s research support office will provide the investigator with an institution-specific approval, which must be attached to the final joint submission.

*Special approval will be needed for the use of the grant dollars for open access fees and an additional condition for the approval will be that the article is accepted in a peer-reviewed open access journal.*

**Student support is considered a non-permitted expense for Baylor College of Medicine only. Student (undergraduate and graduate) support is an allowable expense under the policies of Baylor University.*
The final application packet, including institutional approval from each institution involved in the application, should be formatted as a single PDF document. The packet should be submitted by one investigator on behalf of the research team to Baylor University at Research@baylor.edu. The deadline for proposal submission is 11:59PM on January 28, 2019.

REVIEW PROCESS
For each submitted application, the collaborating faculty will be responsible for identifying 2 potential external (to all sponsoring institutions) peer reviewers. Each reviewer will provide scientific merit review, assess the potential of the project to attract external funding, and make a recommendation for CFRIP funding. The reviews will be compiled and forwarded to a committee made up of representatives from the two institutions who will make the final funding decisions.

RESUBMISSION PROCESS
Resubmissions are allowed by invitation only and specified in the outcome letter containing the funding decision. Resubmissions must include responses to the issues and comments raised by the reviewers in the form of a letter addressed to the Office of Sponsored Programs. The letter must also summarize any substantial additions, deletions or changes to the application. Substantial scientific changes must be marked in the text of the proposal by bracketing, indenting or change of typography. Do not underline or shade the changes.

AWARD CONDITIONS

GRANT ADMINISTRATION
Project grants will be administered through each institution’s office of sponsored programs, and each institution will ensure that the research is conducted in compliance with all applicable federal, state, local and institutional regulations.

IP AND TECHNOLOGY TRANSFER
For funds to be released on awarded projects, investigators must notify and work with the Technology Transfer/Business Ventures/Licensing offices at their home institution to identify and protect any award-related intellectual property. This may include, but is not limited to, obtaining MTA’s and collaborative/inter-institutional research agreements.

PROGRESS & FINAL REPORTS
Investigators are responsible for submission of consolidated reports (one document per investigator team). Reporting includes a six-month progress report and a final report. The six-month progress report should detail the progress of the project. The final report should include a summary of research results; extramural funding applications planned, submitted or funded; manuscripts published, submitted, or in preparation; and presentations at professional meetings. The final report must be submitted no later than 60 days after the latest project expiration date. Contact Baylor University at Research@baylor.edu to obtain and submit report forms.

APPLICATION FOR EXTERNAL FUNDING
Awardees are required to submit a research proposal to an external funding agency within 12 months of the completion date of the collaborative project. Failure to comply may render the investigators ineligible for future funding through this program.

**DUPLICATE FUNDING**
If duplicate funding is awarded for the approved research during the CFRIP project period, all remaining funds in the CFRIP grant must be relinquished immediately.

**SUBSEQUENT PUBLICATIONS**
Awardees are required to communicate any subsequent publications to Baylor University at Research@baylor.edu within 3 months of the publication. Publications include manuscripts, abstracts, presentations, grants and others.

**ACKNOWLEDGEMENT**
Any published work supported in whole or in part by the program should acknowledge such support in the resulting publication. Other publicity related to the project should also carry acknowledgement. A sample acknowledgement is: “This study was supported in whole or in part by funds from the Collaborative Faculty Research Investment Program of Baylor University and Baylor College of Medicine.”

**Questions?**
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