**University of Arkansas at Pine Bluff, Minority Research Center on Tobacco & Addictions**

**2017-2018 Request for Proposals Application Form**

**Submission Checklist**

Use the checklist below to ensure you have completed each section of the application and have the relevant supporting documents ready for submission:

1. **MRC application form** □
2. Title □
3. Principal investigator details □
4. Abstract □
5. Relevance to MRC □
6. Rationale □
7. Research question □
8. Objective □
9. Study design overview □
10. Participants □
11. Interventions □
12. Assessments and main outcome measures □
13. Sample size and statistical power calculation □
14. Statistical analysis □
15. Potential study limitations □
16. Ethics □
17. Overall word count □
18. Previous research □
19. Research facilities □
20. References □
21. **Budget Form (in US $)** □
22. Direct costs □

i. Direct labor costs □

ii. Direct study costs □

1. Total funding requested □
2. Budget related questions □
3. **Supporting documents** □
4. Abbreviated CV □
5. Supporting documents in PDF format (optional)
6. **MRC 2017 Application Form**
7. **Title**

**Character count:**

1. **Principal Investigator details**

**Full Name:**

**Highest degree**: (Applicant must hold an MD, a PhD, or equivalent):

**Institution address**:

**Email address:**

**Telephone number:**

1. **Abstract** (please use structured headings below)

**Rationale:**

**Objective:**

**Design:**

**Setting:**

**Participants:**

**Intervention:**

**Measurements:**

**Potential Limitations:**

**Word count for section 3 (limit 250 words):**

1. **Relevance to Minority Research Center (MRC)**

Explicitly state how your proposal is relevant to overall mission of the MRC which is to provide assistance to the state and nation in tobacco and other substance abuse research, prevention, education, technical assistance and evaluation programs, especially in regards to minority populations (Blacks, Hispanics, Marshall Islanders, and other Asians). Also, confirm that your proposal is within the scope of MRC 2017 (see Request for Proposal).

**Word count for section 4 (limit 100 words):**

**Overall word count**

Total word count for section 5 -15 is limited to 5000 words.

Applications over 5000 words will not be accepted by the Review Committee.

1. **Rationale**

***Briefly*** describe relevant background research and provide the study rationale. Keep references to a minimum.

**Word count for section 5**:

1. **Research question**

What is the question your research is designed to answer? Or, what is the main hypothesis to be tested?

**Word count for section 6:**

1. **Objective**

Clearly state the primary objective of your research

**Word count for section 7:**

1. **Study design overview**

Describe the basic design study. Include the duration of the study and of follow- up.

**Word count for section 8:**

1. **Participants**

Describe the participants (e.g., characteristics, important eligibility criteria, and key sociodemographic features, etc.)

**Word count for section 9:**

1. **Interventions**

Describe the essential features of any interventions, including methods, duration, comparisons, etc.

**Word count for section 10:**

1. **Assessments and main outcome measures**

How will the effects of the interventions be measured?

**Word count for section 11:**

1. **Sample size and statistical power calculation**

Provide details of power calculations, including details of minimum sample size for your study and minimum effect size to be detected

**Word count for section 12:**

1. **Statistical analysis**

For studies that have numerical data and use statistical inference, describe the statistical analysis methods and the specific statistical software

**Word count for section 13:**

1. **Potential study limitations**

Are there any foreseeable problems? Are there possible approaches for overcoming them?

**Word count for section 14:**

1. **Ethics**

Will the study be approved by an Institutional Review Board or Ethics Committee? Is the study consistent with the principle of the Declaration of Helsinki? How will informed consent be obtained?

**Word count for section 15:**

1. **Total word count for sections 5 -15:**
2. **Previous research**

Briefly describe relevant past work conducted by you and by other investigators involved in the study

**Word count for section 17 (limit 500 words):**

1. **Research facilities**

Briefly describe the research facilities where the study will be conducted

**Word count for section 18 (limit 300 words):**

1. **References**

You may use this section to list the references you have cited in your application.

1. **Budget**
2. Please ensure you complete the separate MRC budget form
3. Budget- related questions
4. What is the duration of your study?

Note: Study results are expected before June 2018.

1. Will any other funding, (e.g., in-kind funding, institutional support), be utilized in addition to the MRC award?

If you answered ‘Yes’, please provide details.

**Note:** No other government, non- governmental, or industry- sponsored projects may cover the same work scope as that for which funding is requested in the application to the MRC. However, a MRC grant may be related to other funding from foundations or government agencies, as long as there is no direct overlap. It is the responsibility of the applicant to justify the novelty of the proposal and provide evidence that the application does not overlap with any current or pending funding.

1. **Supporting Documents**
2. Abbreviated curriculum vitae (resume)

Attach your PI CV to the MRC 2017 application as a separate document. The CV must not exceed 5 pages.

1. **Supporting documentation (Optional)**

You may submit up to 5 additional supporting documents as PDF files. If included, supporting documentation must be present in the initial proposal and may not be submitted after the application closing date

1. **How did you learn about the MRC Request for Proposals?**