**InCHIP Seed Grant Application Guide:**

1. **Cover Page:**
2. **Title of Proposal and Name of PIs**
3. **3-5 Descriptive Keywords**
4. **Abstract:** Provide a succinct overview of the proposal. Assume the reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms (1 paragraph).
5. **Specific Aims:** (1 page).

Specific aims should: 1) list the goals of the project; 2) provide an overview of the gap the proposed project will fill; and 3) the ways the project is innovative or offers a unique lens/approach on the topic. If you need help with how to write a Specific Aims page, watch this video.

1. **Research Plan / Approach** (3 pages):

* **Significance:** Provide a brief explanation of the human/social/behavioral problem being addressed, why it is important, and its relevance to InCHIP’s mission.
* **Scientific Foundation:** Summarize the conceptual/theoretical framework/logic model and empirical evidence that provides the foundation for the proposed work.
* **Description of Activities/Methods**: Summarize the project activities (e.g. recruitment strategy and analysis plan). Please address proposed recruitment (including feasibility and target sample), data collection procedures and measures, and proposed analyses. Note that this will likely take up the majority of the proposal.
* **Future Potential:** Describe the anticipated outcomes of the project. Describe how the proposed activities are designed to lead to a proposal for external funding (for example- this study may provide evidence that you can access a specific population or show evidence for a proof of concept). Please list the proposed time frame for submitting an external proposal along with your targeted external sources of funding.
  + - If you need help identifying external funding opportunities, please reach out to Avinash Mishra at [avinash.mishra@uconn.edu](mailto:avinash.mishra@uconn.edu).
* **References** (not included in the 3-page maximum for the Research Plan).

1. **Other Proposal Requirements:**

1. **Timeline (No more than 1 Page):** Provide the anticipated timeline for accomplishing the project’s goals.

1. **Internal Funding History: Please list all awarded internally-funded pilot/seed grant projects on which you have been a PI or Co-I during the past 3 years.**

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      [Please add information on any additional projects in this section]

1. **Budget and Justification:**

Provide an itemized budget and budget justification that includes salaries, fringes, and other expenses. Exclude fringes for faculty; include fringes for staff and students.

[Download Budget Template here](https://chip.media.uconn.edu/wp-content/uploads/sites/3073/2024/11/OVPR_Internal-Funding_Budget-Template_FY26-for-FY25-competitions.xlsx).

1. **Biosketches:**

Attach a NIH or NSF biosketch for each of the collaborators on this project. Please ensure the biosketch is relevant to the proposed research.

1. **Roles and Functions of Project Personnel** (maximum 1 page). Briefly describe the roles of all people working on the project. If there is more than one PI, describe the individual project responsibilities of each PI. Contact information should be included for all investigators using the following format for each investigator on the team:

**Principal Investigator(s):**

* Name
* Title
* Department/Organization
* College/Campus
* Phone
* Email
* Expertise related to this project

**Collaborating Investigator(s):**

* Name
* Title
* Department/Organization
* College/Campus
* Phone
* Email
* Expertise related to this project

 [Please include complete contact information for all faculty investigators in this section]

1. **Letters of Support from All Collaborators (optional)** Collaborating investigators should indicate their support of the project by writing letters of support; these letters should be emailed to the Principal Investigator and be attached to this proposal.

* If the collaborator is acting as a mentor to the PI, the letter of support should indicate that.
* It is required that the letter of support articulate that the collaborator has reviewed the full proposal prior to submission.

**Biobehavioral Research Supplement**

The UConn School of Nursing’s Biobehavioral Research Laboratory (BBL) is offering supplements to InCHIP seed grant applications that aim to include biobehavioral components. Applicants will submit two proposals – the InCHIP proposal and the supplement to the InCHIP proposal which will focus on adding biobehavioral assessments to the main InCHIP proposal. Projects that involve biological sample collection and assessment of biomarker(s) that can be processed and analyzed in the BBL are eligible for this supplement. Awards up to $5,000 in BBL credit are available.

More information about the BBL facilities and services can be found at [https://bbl.nursing.uconn.edu/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbbl.nursing.uconn.edu%2F&data=05%7C02%7Cnatalie.shook%40uconn.edu%7Cdf8f534d757c44fc573d08dce967d786%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638641879406910324%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Ujo6tyi3StunA3HDQ5TovwpXNjW2VMr0RUOIk%2F7lYqU%3D&reserved=0)

**Description:**

The BBL is a UConn facility on the Storrs campus dedicated to supporting faculty and student research, particularly at the intersection of behavior and biology. The BBL operates across two locations: a **wet lab** in Beach Hall and a **behavioral lab** in the Arjona Building

The behavioral lab in Arjona Building is equipped with several spacious and private rooms for human subjects data collection, including interviews, surveys, physical assessment (e.g., height and weight, blood pressure, exam table), pain assessment, intervention administration, and sample collection (e.g., blood, saliva). For convenience, participant parking is available right next to the building free of charge. BBL staff are available to train project personnel in collecting simple biospecimens (e.g., hair collection, dried blood spots), or they may be requested to aid in the collection of more complex biospecimens, such as blood draws.

The wet lab is located in Beach Hall and is outfitted to receive, process, analyze, and store human and animal samples, including saliva, blood, urine, fecal, hair, and nails. The BBL provides blood components separation (e.g. plasma, serum, PBMC, buffy coat), DNA and RNA extraction and quantification, SNP genotyping, PCR and gel electrophoresis, and enzyme-linked immunosorbent assay (ELISA) services. The lab is equipped with multiple freezers (three -80°C and two -20°C), fridges, and liquid nitrogen tank for short-term and long-term sample storage. BBL’s full-time staff offer free consultations and quotes, process and analyze samples, and assist with data interpretation to help investigators maximize the impact of the impact of their research.

**Potential Biobehavioral Research Topics**

The BBL supplement will support biobehavioral research that includes but is not limited to:

* Preparation and processing of most sample types for end-point analyses (e.g., DNA/RNA purification, blood components separation, cortisol extraction).
* Collection of hair and fingernail samples to assess chronic cortisol levels.
* Collection of saliva or blood samples to assess transient cortisol levels.
* Collection of saliva or blood samples to assess cytokines and hormones via ELISA, for example:
  + inflammatory markers, such as interleukins and tumor necrosis factor cytokines
  + hormones, such as testosterone, estradiol, salivary alpha-amylase
  + biomarkers of aging, such as telomere length and gene expression
* Collection of blood spots to assess c-reactive protein (CRP).
* Collection of saliva or blood samples for use in gene expression or SNP genotyping analysis.
* Collection of urine samples for use in cannabinoid metabolite analysis via ELISA.
* Use of quantitative sensory testing equipment for pain sensitivity assessment
* Use of behavioral lab for physical exam or behavioral data collection

Researchers are encouraged to contact BBL staff ([sonbbl@uconn.edu](mailto:sonbbl@uconn.edu)) for a free consultation before applying for the supplement.

**Proposal Guidelines:**

Use the Application Guide below. Make sure to complete all sections, save the document to your computer, and upload via the application below.

**Process and Review**: This funding opportunity is a supplement to InCHIP seed grant applications. As such, the BBL supplement is a separate application to the parent InCHIP seed grant application. The two applications will be reviewed separately. Thus, investigators may receive an InCHIP seed grant, but not the BBL supplement. However, only awarded InCHIP seed grants are eligible to receive a BBL supplement.

Investigators should submit an application to an InCHIP seed grant funding opportunity per the application guidelines. InCHIP seed grant applications will be reviewed (per the InCHIP review procedures) independent of the BBL supplement application. That is, reviewers of the parent seed grant application will not have access to the supplement application. InCHIP seed grant applications deemed meritorious and fundable will be eligible for a BBL supplement.

Reviewers for the BBL supplement will receive the supplement application (see details below) and the parent InCHIP seed grant application provided by InCHIP. Supplement applications will be evaluated on the following criteria:

1. Significance/intellectual merit
2. Feasibility
3. Potential for external funding

**Format**: Proposals must be single-spaced, in Times New Roman, Arial, or Calibri font size no smaller than 12-point type, left-aligned with one-inch margins. Do not include appendices. Your proposal should be collated and sent as one PDF document**.** Proposals that do not conform to guidelines will be returned to the PI.

**Writing Style**: Remember that many members of review committees will not have specific expertise in your area and that proposals should be written for a broad academic audience.

**Protection of Human Subjects and Animals**: Investigators are expected to receive approval from the IRB for human subjects or from IACUC for animal model studies before beginning their study.

**Environment Health and Safety**: Investigators are expected to complete all necessary EHS trainings and receive IBC approval before collecting biological samples. BBL staff can provide guidance to ensure research teams are in compliance with EH&S guidelines.

1. **Cover page**
   1. Title of the Supplemental Proposal
   2. Title of the Parent InCHIP proposal
   3. Name of the PIs
2. **Research Plan/Approach (2 pages)**
   1. **Scientific Foundation:** Summarize the conceptual/theoretical framework/logic model and empirical evidence that provides the foundation for the incorporation of biobehavioral measures (e.g., biospecimen sample collection and biomarker analysis) to the InCHIP parent proposal work. Provide aim(s) and hypothesis(es).
   2. **Description of Activities/Methods**: Summarize the project activities regarding biospecimen collection and analysis. Please address feasibility, biological sample collection procedures and measures, sample storage needs, and proposed analyses.
   3. **Future Potential:** Describe the anticipated outcomes of the project. Describe how the proposed activities are designed to lead to a proposal for external funding (for example- this study may provide evidence that you can access a specific population or show evidence for a proof of concept). Please list the proposed time frame for submitting an external proposal along with your targeted external sources of funding.
   4. **References** (not included in the 2 page maximum for the Research Plan)
3. **Budget and Justification**
   1. Provide an itemized budget and budget justification that includes supplies, BBL services, and fees. Researchers are encouraged to contact BBL staff ([sonbbl@uconn.edu](mailto:sonbbl@uconn.edu)) for a free consultation and budget quote before applying for the supplement.

**Budget Requirements**

Supplements with budgets up to $5,000 are invited. Funds will be disbursed as a credit to be used in the BBL and will be administered by BBL staff. That is, BBL staff will purchase all supplies necessary for biospecimen collection, processing, storage, and analysis. Additionally, BBL staff will be available to receive, process, store, and analyze samples, as well as consult with investigators at no cost. The BBL will provide two years of sample storage for free.

**Allowable Costs – please consult with BBL on necessary supplies for your project (sonbbl@uconn.edu)**

* Expenses related to BBL services (e.g., blood component separation, ELISA)
* BBL equipment use fees
* Supplies necessary for biological sample collection (e.g. blood draw kits, saliva collection devices, fecal collection devices)
* Supplies necessary for biological sample analysis (e.g. ELISA kits, SNP assays, primers, buffers and reagents)
* Consumables for sample storage (tubes, freezer storage boxes, etc.)
* Other specifically authorized expenses essential for carrying out the project

**Not-Allowable BBL Supplement Costs:**

* Personnel expenses
  + Graduate research assistants and student labor.
  + Consultants and other off-campus assistance
  + Salary of any Principal Investigator, Co-Investigator, or other faculty member who has an appointment at UConn Storrs, UConn Health, or any of the UConn campuses. This includes Connecticut Children’s faculty with joint appointments.
* Resources outside of the BBL that require fee-for-services within UConn.
* Participant incentives for recruitment or study participation.
* Travel that is necessary to conduct the research or to professional meetings to present the results of the research, or any conference attendance.
* Equipment necessary for conducting the research (“equipment” is defined as an article of tangible, non-expendable personal property that costs $5,000 or more).
* Living expenses.
* Laptops or desktop computers, unless used exclusively for the project and not for any other activities.
* Service/maintenance contracts on equipment.
* Laboratory renovations or other infrastructure renovations.
* Institutional and/or individual memberships in professional organizations.
* Indirect costs, including clerical and administrative personnel salaries.
* Costs associated with the publication of results of the research, such as the purchase of reprints.
* Investigator training costs, including tuition.

1. **Awardee Requirements:**

The awarded PIs are responsible for obtaining all required approvals for the research from their relevant IRB(s). Please visit the UConn IRB website for more information on IRB approval for research conducted at the UConn Storrs Campus, the five regional campuses, the School of Law and the School of Social Work. For more information on IRB approval for research conducted at UConn Health, please visit the UConn Health IRB website.

Awardees will be required to submit a brief progress report after 6 months, a final report at the conclusion of the project or award period, and periodic check-ins over the following 5 years to track external grant applications/awards stemming from the seed grant. Changes to the project’s objectives, PIs, and budget will require prior approval from InCHIP staff. Subsequent external grants and contracts resulting from InCHIP/BBL seed funds are expected to be submitted through InCHIP.

Detailed awardee instructions/requirements will be distributed to seed grant winners when they are notified of the award decisions. All awardee requirements described above are subject to change in accordance with updated institutional procedures (e.g., routing requirements).

### Have Questions?

#### **Reach out to:**

**BBL Staff**  
Email: [sonbbl@uconn.edu](mailto:sonbbl@uconn.edu)