

## VBRN Pilot Award

**Purpose:** Pilot awards support single-year research projects on a focused topic with a hypothesis that requires experimental support. PIs should have a strong scientific premise for their hypothesis but may not have acquired much preliminary data. Pilot awards may serve as a foundation for subsequent additional VBRN support, such as a Project Award.

**Project Duration:** One year

**Eligibility:** Faculty members who are full-time tenure track at Vermont State University, Middlebury College, Norwich University, or Saint Michael's College. Research must meet the mission of NIH. Clinical trials are not allowed. To determine whether the proposed study is a clinical trial, use the [NIH decision tool](#). NIH funding doesn't preclude further VBRN support, but in our mission supporting early investigators with no NIH history is a priority. There is no longer a limit on the number of years investigators may be funded by VBRN. For returning applicants who have received four or more years of VBRN funding, evidence of external application submission(s), a strong publication record, and undergraduate involvement in research will be important factors for additional funding. Faculty that are changing research directions are encouraged to apply for another VBRN Award.

**NIH Mission:** NIH is the steward of medical and behavioral research for the Nation. Its mission is to seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability.

**Funding Level and Allowable Expenses:** Direct costs up to \$25,000 per year may be requested. Permitted expenses include PI salary for summer and/or academic year, technicians, supplies, small equipment, undergraduate wages, participant costs and conference travel. Use of the funds must be outlined and justified as part of the application.

**Review of Pilot Award Applications:** VBRN applications now receive their initial review from a Third party service (AIBS) that contracts with experts in the specific areas of the application to produce high quality reviews that address the scientific merit of each of the submitted proposals. These experts deliver reviews organized around the NIH review criteria and exhibit the depth characteristic of the review of an R15 application. The NIH 9-point rating scale is used for individual criteria and overall merit.

When the third party reviews are returned to VBRN, they are reviewed by the VBRN Director and Program Coordinator to determine their suitability to funding, based on available resources, program strategic imperatives\*, and BPI institutional impact. The applications along with external reviews and Director recommendations are forwarded to our External Advisory Committee, who make their funding recommendations. Only applications recommended for funding that involve human subjects research are submitted to the NIH for final approval. NIH does not typically conduct its own independent review of the scientific merit; they typically are more concerned with budget and regulatory compliance issues. VBRN's goal is to fund as many Awards as possible, but fund only meritorious applications.

*\*VBRN will assess applications with respect to alignment with VBRN strategic objectives and mission. We are particularly interested in applications that foster inter-institutional collaborations and include a data science component. NIGMS would like to see INBRE Programs encourage the utilization of large, publicly available datasets, e.g. phenotypes of human populations, in research by INBRE-supported faculty members*

<b>Pilot Award Key Dates</b>
<b>Grant Writing Workshop Attendance</b> DATE: September 27, 2024
To be eligible for 2025–2026 Pilot Award funding, faculty must attend the VBRN Grant Writing Workshop on September 27, 2024. This event will be in person unless special arrangements are made in advance.
<b>Letter of Intent</b> DUE: November 1, 2024
Applicants must submit a Letter of Intent (LOI) to VBRN with a working title and key words by November 1, 2024. VBRN will distribute the template to those who attended the Grant Writing Workshop.
<b>Application Due Date</b> DUE: January 13, 2025

Pilot Award applications are submitted online via the VBRN application site, which will be accessible beginning December 1, 2024. Funding decisions are made and communicated to applicants by the end of March. Note that formatting must adhere to NIH standards as outlined on their [website](#).

For the following application components, use the hyperlinked documents as provided. Please submit all documents in the PDF format, except for the Budget and Budget Justification, which should be submitted as Word documents.

All applicants must contact a federal Program Officer at an NIH Center or Institute to verify that the proposed research is fundable by the NIH. If this is a renewal application, the applicant's current science mentor must review the proposal before submission.

Application components include:

- [Face Page](#) (submit as PDF)
  - Must be signed by BPI Coordinator and institutional grants officials (boxes 12 and 13)
  - List direct costs only (boxes 7a and 8a)
  - List total costs (including Facilities and Administrative costs, boxes 7b and 8b)

- Include eRA Commons User Name (box 3h)
- Include NIH Center or Institute for the Research and the Name of a Program Officer
- [Project Summary and Relevance](#) (submit as PDF)
  - eRA Commons ID required for all senior/key personnel
- [Budget](#) (submit one document for each year of the award, and both as Word documents)
 

(Not to exceed one page)

  - List direct costs only
  - Fill in the total amount for Facilities and Administrative costs
  - Must be reviewed by the BPI Coordinator
- [Budget Justification](#) (submit one document for each year of the award, and both as Word documents)
 

(Not to exceed three pages)

  - Must be reviewed by the institutional BPI Coordinator
- [Research Plan](#) (submit the following as three separate PDFs in the linked form)
 

(Not to exceed 6 pages, or 8 pages if applying for a renewal. As a general rule, VBRN does not support renewal applications (continued funding for project with same title). Under exceptional circumstances, renewal applications will only be entertained with the prior approval by the Director.)

  - Specific Aims (not to exceed one page)
  - Research Strategy (not to exceed five pages)
    - Research Strategy literature cited (excluding Progress Report Literature Cited – which is submitted separately below) must be submitted on this form ([G.220 – R&R Other Project Information Form](#)).
    - If this is a renewal application, a required Progress Report (not to exceed two pages) must be included in the page limits for the Research Strategy.
  - A Data Management and Sharing (DMS) Plan will be collected in the field called “Other Plans” on the PHS 398 Research Plan. See Writing a DMS Plan for the details on what to include in a Plan: <https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/writing-a-data-management-and-sharing-plan>
  - Note, any costs to support data management and sharing should be accounted for in the PHS 398 Modular Budget Form along with a brief justification of those costs. See Budgeting for DMS (<https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/budgeting-for-data-management-sharing#after>).
  - Progress Report (only) Literature Cited (as many pages as needed)
- [Research Resources and Environment](#) (submit as PDF)
- [Biosketch](#) (submit as PDF)
  - Submit for all senior/key personnel and other significant contributors.
  - If the application features multiple PIs from your institution, include a Biosketch for each PI. Your Research Strategy should include a section with the heading “Multiple PI Management Plan” that describes the roles, responsibilities, and procedures for resolving disputes/differences for the members of the team.
  - Not to exceed five pages per person
- For human subjects, IRB approval\*
  - [PHS Human Subjects and Clinical Trials Information Form](#). (note, human subjects research is permitted, however clinical trials are no longer supported)
  - Institutional IRB approval letter (with specified dates for which the research is approved)
  - The approved IRB research protocol
  - Current [Human Subjects education certification](#) for all key personnel

(Note, NIH no longer offers a course on Protecting Human Research Participants. Those seeking to fulfill the requirement for education in the protection of human research can complete the [Human Research Protection Training offered by the HHS Office for Human Research Protections \(OHRP\)](#).)
- If applicable, complete Institutional Animal Care and Use Committee(s) (IACUC) approvals\*
  - Institutional IACUC approval letter (with specified dates for which the research is approved)
  - The approved IACUC research protocol
  - [Vertebrate Animals Section](#)
- Supporting documents (as applicable; e.g. Letters of Support, Equipment Quotes, etc.)

\*IRB and IACUC approvals must be submitted with the application by the due date. **A proposal will not be reviewed with a pending status.** If the institutional approval expires over the duration of the one-year award, the PI is responsible for sending an updated approval letter.

**Funding Period:  
June 1, 2025-May 31, 2026**

Funding of awards is contingent upon NIH approval. Award funds must be spent in the award period; carryover of funds is not allowed.

**Pilot Award Conditions**

Completion of the following:

- Individual Development Plan (IDP) due September 1, 2025. Incorporate feedback from your science mentor and BPI Coordinator before submitting your IDP to VBRN.
- Two telephone discussions of the IDP with the VBRN Director, VBRN Program Coordinator and the BPI Coordinator. These conversations are planned for September 2025 and May 2026.
- Annual VBRN survey and periodic VBRN longitudinal surveys.
- Report to VBRN citations and/or persistent identifiers for all products resulting from VBRN funding at least in part, including publications, presentations, and grant proposals. Compliance with NIH's open access policy and data management and sharing policy is required.
- VBRN Student Application for each student funded by VBRN prior to their start time in your research program.
  
- For PIs with no previous VBRN Project or Pilot Award funding: Submit a draft manuscript (minimally Methods and Results sections) with revisions recommended by your science mentor based on VBRN-funded research by June 1, 2026.
- For PIs with one year of previous VBRN Pilot Award funding: Submit a manuscript based on VBRN-funded research to a peer-reviewed journal by June 1, 2026.
- For PIs with two or more years of previous VBRN Pilot Award funding: The VBRN Director, the VBRN Program Coordinator, and the BPI Coordinator determine the Award conditions.

Attendance at the following:

- Annual VBRN Faculty Retreat in Summer 2025 and 2026.
- VBRN Professional Development Seminar in Winter 2026.
- Annual VBRN Career Day for students in April 2026.

Any work resulting from this Award must acknowledge VBRN as a source of funding, details of which can be found on the VBRN website and in the faculty handbook. All publications from VBRN-funded research are required to meet the NIH public access policy. Details on this requirement can be found in the VBRN faculty handbook.