

# EMORY MEDICAL CARE FOUNDATION RESEARCH PROPOSAL COVER SHEET AND APPROVAL FORM

[Updated Oct 2013]

## Proposal Deadlines

February 1<sup>st</sup>  
June 1<sup>st</sup>  
October 1<sup>st</sup>

**Proposal Received:**

**Log #:**

Principal Investigator: \_\_\_\_\_

Department: \_\_\_\_\_

Co-Principal Investigator(s): \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Evidence of  $\geq 50\%$  time at Grady: \_\_\_\_\_

## Proposal Contents Checklist:

- Cover Letter** from Investigator's Department Chair/Vice Chair or Institute Director (i.e., Winship Cancer)
- Letter of Support** from Mentor, and Division Chief of Service
- Project Outline** (not to exceed ten (10) pages), including an Abstract, Specific Aims and Hypotheses, Background Review (3 pgs max), Methodology, Significance and Innovation, Future Plans, Human Subjects, and Concise Bibliography
- List of Current Research Support and Pending Applications** of Principal and Co-Principal Investigators Indicating Percent Effort
- Scientific Review Sheets** (if available) from NIH or Other Grant Agencies directly related to the proposal
- Detailed Budget** with justification and list of all personnel involved in the project indicating their role and percent effort on the project
- Curriculum Vitae** (three (3) pages) of Principal Investigator, Co-Principal Investigators, and Mentors
- Grady Research Oversight Committee Approval** (required after approved by the EMCF Board of Directors)
- Institutional Review Board Approval** (required after approved by the EMCF Board of Directors)
- Letter(s) of Agreement** for Use of Laboratory/Equipment/Facilities under the Purview of Others

Investigator Comment Notes:

\_\_\_\_\_

\_\_\_\_\_

EMCF Research Committee Review:

Reviewer Name: \_\_\_\_\_ Reviewer Name: \_\_\_\_\_

EMCF Research Committee met on \_\_\_\_\_/201\_\_\_\_, and took action on this proposal.

Rating: \_\_\_\_\_ EMCF Research Committee Coordinator Notes: \_\_\_\_\_

\_\_\_\_\_