# COVID-19

**Proposal Submission Form**

Please complete all sections below, save the document to your computer, and email the document to us at: [ssri-seed-grant@psu.edu](mailto:ssri-seed-grant@psu.edu). Proposals must be single-spaced, in Times New Roman font size no smaller than 12-point type, left-aligned with one inch margins. **The description for proposal items 4-7 cannot exceed 4 pages.** Supplemental information requested in items 8-11 is not included in the page requirement. Letters of support and NIH/NSF biosketches requested in items 12-13 are included as attachments in the application. Do not include appendices. 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.

**Investigators are expected to receive approval from the IRB for human subjects or from IACUC for animal model studies before beginning their study.**

Your proposal should be sent as one PDF document including letters of support and biosketches. Proposals that do not conform to guidelines will be returned to the PI.

**COVER PAGE**

**1. Title of Proposal, Name of PI, and Department/College Affiliation of PI(s):**

**2. 3-5 Descriptive Keywords:**

**3. 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)

**PROPOSAL**

**4. Purpose and Specific Aims:**

Briefly describe overall purpose and specific aims of the proposed research and how they are related to the parent project goals. (1 paragraph)

**5. Pandemic-Related Challenges and Proposed Solutions:**

Explain how the pandemic has challenged the conduct of the parent study, why the parent study funding is insufficient to support alternative approaches to achieving the study aims, and how the proposed activities will address these challenges and advance the research program’s progress toward milestones and, if relevant, future external funding. (1-3 paragraphs)

**6. Description of Activities/Methods:**

Summarize the proposed project activities including how they depart from the original activities and how the proposed activities will advance the research program’s progress toward milestones. Address the rigor and reliability of the proposed activities as well as feasibility and acceptability for any new and/or different participant recruitment, data collection, and study methods. Describe what if any changes to data analyses will be necessary. (2-3 pages)

**7. Parent Project Funding:**

Describe the original aims of the parent project, funding source, dates of funding, and progress toward achieving the study aims to date. Explain any communications the PI has had with the funding agency about managing delays/challenges during the pandemic and impact on future funding for this line of research. (1 paragraph)

**SUPPLEMENTAL INFORMATION**

**8. Timeline:**

Provide the anticipated timeline for accomplishing the project’s goals and how they relate to the parent project’s timeline and goals.

**9. Please list all pending and awarded internally-funded pilot/seed grant projects on which the (M)PI(s) have been a PI or Co-I during the past 3 years.**

Title of project:

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

PSU Funder:

Title of project:

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

PSU Funder:

Title of project:

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

PSU Funder:

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

**10. 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.

Include:

Name and phone number of your department's budget coordinator:

Budget and fund number:

Administrative area number:

**11. Investigator Information:**

Describe the roles of the principal investigator(s), collaborating investigator(s), and any other personnel included in the proposal. Specify whether the investigators are part of the original team or new team members. For key personnel, include titles and brief descriptions of their expertise. Contact information should be included for all investigators using the following format for each investigator on the team:

Principal Investigator:

Name

Title

Department/Organization

College/Campus

Phone

Email

Tenure Track - Yes/No; if Yes, please include tenure home department.

Expertise related to this project

Collaborating Investigator(s):

Name

Title

Department/Organization

College/Campus

Phone

Email

Tenure Track - Yes/No; if Yes, please include tenure home department.

Expertise related to this project

Role on this project

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

**12. Letters of Support from All Collaborators:**

Collaborating investigators should provide an email to the PIs that states their promised role in the project and **confirms that they have reviewed the full proposal prior to its submission**. These should be attached to this proposal.

**13. NIH or NSF 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.