

**Duquesne University
Hunkele Dreaded Disease**

**Proposal Guidelines and Application Forms
(Revised: 09/4/24)**

1. General

The Duquesne University Hunkele Dreaded Disease Award is administered as a competitive grants program. It provides money for investigators conducting biomedical research on major, life-threatening diseases, such as cancer, heart disease, and diabetes that could ultimately lead to a direct cure for the disease. All full-time faculty are eligible to apply; funding is \$10,000. Proposals must be prepared in accordance with the format outlined in the Hunkele Dreaded Disease guidelines (where applicable), and submitted to the Office of Research & Innovation. Please be reminded that we cannot process nor review proposals that are submitted past the deadline.

Proposals for the Hunkele Dreaded Disease competition must be prepared according to the format outlined below and submitted by the deadline. Proposals that are late, incomplete or in a different format will not be reviewed. For additional information or assistance in completing a proposal, please contact the Office of Research & Innovation at extension 4290.

2. Eligibility

Full-time faculty may submit proposals, regardless of the number of previous Hunkele Dreaded Disease grants that they were awarded, with the following restrictions applying:

1. An individual may not receive more than one grant in any two-year period and may not hold two Hunkele Dreaded Disease grants concurrently.
2. In order for an individual to receive subsequent Hunkele Dreaded Disease grants, the proposals must represent a significantly new project, and the reporting requirement for the prior award must have been met (see Reporting Requirements below).

Although the focus of the program is on individual faculty development, two or more eligible faculty may submit a collaborative proposal, with the following restrictions applying:

1. One participant must be designated as the project director, and that person **may not** reapply to this grant program for a two-year period after an award is made.
2. Other members of a group award **may** reapply within the two-year period, but priority will be given to faculty who have not received a previous award, either singly or as a member of a collaborative group.
3. A subsequent award will not be made to any member of a group award for work in any way related to the original project, even though a different faculty member is designated as the project director.

3. Fundable Activities

Following are some examples of items for which funds may be requested:

1. Summer Stipend. Faculty on both academic (9-month) and calendar (12-month) contracts may request up to \$3,000 (total) in summer stipend. This stipend is not tied to salary effort or supplemental summer salary and will have part-time fringe benefits (no retirement) calculated on it.
2. Special equipment required for the project and otherwise unavailable. As with other funded work, title to the equipment will remain with the University. Note that equipment requested must be intrinsic to the research project itself. Because equipment lasts beyond the life of any particular project, the Hunkele Dreaded Disease

review panel usually approves funding for only a part of the cost of any equipment. Equipment for class use falls outside the scope of this fund.

3. Computer literature searches.
4. Specialized computer software.
5. Wages for research or clerical assistants. Only full-time Duquesne students may be hired, and wages must be reasonable (i.e., comparable to what a student would be paid by the University for comparable work).
6. Consumable supplies not otherwise available.

Following are examples of items for which funds may **not** be requested:

1. Travel for purposes other than research. This exclusion extends to travel to conferences or professional meetings of any kind.
2. Wages, salary, or stipends for personnel other than the project director or full-time Duquesne students (e.g., consultants, computer programmers, external collaborators, or other institutions).
3. Costs associated with the thesis or dissertation research of a faculty member.
4. Tuition or fees for a special course.

4. Proposal Format

A complete proposal consists of the following sections, in the order listed. **The proposal (excluding Cover Sheet, Budget Form, Budget Narrative Form, and CV) may be single or double-spaced and must not exceed eight pages; font size must be at least 10 point.** All figures, tables, and references must be included in the eight-page proposal.

1. Cover sheet (included in this application packet) containing a 100-200 word abstract of the project.
2. Project description. The content of this section will vary, depending on the nature of the project and the academic field of the applicant. Typically, the description will include a discussion of the nature of the problem to be investigated and its significance; results of preliminary investigations, if any; goals and objectives; methodology, project design, or activities; and literature cited or bibliography.
3. Plans for continuation of the activity. Do you plan to publish a paper or monograph? Do you plan to use the data or preliminary results as part of a proposal for external funding?
4. Budget form (included in this application packet). The maximum award is \$10,000. Do **not** submit a budget exceeding that amount.
5. Budget narrative form (included in this application packet). A description of your budget needs. State how the funds will be used. Note that all persons hired must be full-time Duquesne students.
6. Curriculum Vita. **2 pages maximum.** The vita must address the following: professional resume; recent grants applied for and grants received, both internal and external (if none, indicate this); list of representative publications in refereed journals, books, monographs, etc.; and a list of representative presentations at scholarly meetings.

5. Budget Considerations

The grant period is for two years for successful completion of the project. The project period should begin on the date on which you need to start spending money. Funds must be used within the approved grant period. As with all grants, funds must be spent in accordance with University policies and procedures.

Applicants who request a summer stipend for themselves and/or salary or wages for student assistants need to budget for fringe benefits. Retirement benefits are not permitted on internal funds. For budgetary questions, contact Rachel Barr (barr@duq.edu).

All grant funds must be expended in accordance with the budget approved at the time a grant award is made. Budget revisions will be approved only under extraordinary circumstances.

6. Approvals

If your proposed research involves the use of human subjects or laboratory animals, no award will be made until the research has been reviewed and approved by the Institutional Review Board or the Institutional Animal Care and Use Committee. Likewise, projects involving the use of radioisotopes must be approved by the Radiation Safety Committee and research involving recombinant DNA must be approved by the Institutional Biosafety Committee before an award is made. Contact persons for these committees are:

Institutional Review Board for Human Subjects:

Dr. Holly Lassila, 308 Administration Bldg. (Ext.1886)

Institutional Animal Care and Use Committee:

Dr. Sarah Woodley, 225A Mellon Hall (Ext. 6320)

Radiation Safety Committee:

Ms. Paula Sweitzer, Room B-8 Mellon Hall (Ext. 4763)

Institutional Biosafety Committee:

Dr. Jan Janecka, 236 Mellon Hall, (Ext. 5640)

7. Submission Process

Please submit on or before the deadline

- the complete proposal as a Word or pdf file via e-mail to phillips@duq.edu;

8. Review Process

All proposals from eligible applicants, submitted before the deadline and in accordance with the application guidelines, will be evaluated by a review panel composed of faculty members who have been awarded Hunkele Dreaded Disease grants in the past and/or who have received external funding for their own biomedical research.

9. Reporting Requirements

A final report is required for every project supported by the Hunkele Dreaded Disease. If your project is funded, the reporting requirements, including due date, will be explained in the award letter. Failure to file a final report by the due date will result in a reversion of any remaining funds to the Office of Research & Innovation. Final reports should be sent to phillips@duq.edu.

No subsequent awards will be made to an awardee who fails to meet the reporting requirement.

HUNKELE DREADED DISEASE

APPLICATION COVER SHEET

NAME: _____ **SCHOOL:** _____

RANK: _____ **DEPARTMENT:** _____

UNIVERSITY ADDRESS: _____

UNIVERSITY TELEPHONE: _____

PROJECT TITLE: _____

DATE SUBMITTED: _____ **AMOUNT REQUESTED:** _____

PROJECT PERIOD: _____

BRIEF PROJECT SUMMARY:

Chair/Dean's Signature

DO NOT WRITE BELOW THIS LINE

RECOMMENDATION:

AMOUNT AWARDED: _____

NOT YET FUNDED: _____