PROPOSAL FOR FUNDING PROJECTS BY
BOSTON UNIVERSITY MALLORY PATHOLOGY ASSOCIATES
Application Guidelines and Review Policy

**Mission:** To provide faculty in the Department of Pathology and Laboratory Medicine with support for high-quality research projects. Projects will be funded to a maximum cost of $12,000 per project with total program costs of no more than $50,000 annually. Projects will be assessed and prioritized using the following criteria (not listed in order of priority):

1. Aligned with institutional and departmental priorities
2. Potential to expand research opportunities
3. Likelihood to yield peer-reviewed publication(s)
4. Opportunity to increase collaboration within or across academic units
5. Opportunity to engage pathology trainees
6. Likelihood to yield extramural grant support (if appropriate to project)

Applications not initially approved for funding can be revised and resubmitted for consideration.

**Application Format:** Project proposals should be brief (≤ 3 pages, 1 inch margins, ≥ 11 point font) and should include the following sections:

- Hypothesis and Specific Aim(s)
- Background and Significance
- Preliminary Data – if appropriate but not necessary
- Research Design and Methods
- Discussion – including a succinct discussion of expected outcomes, potential pitfalls, alternative approaches and benefit to the investigator(s)
- Relevant references – if appropriate
- Budget - justify all anticipated expenditures. Limited salary support for temporary laboratory personnel (e.g. part-time undergraduate, medical students) and small ($5,000 maximum) equipment purchases directly related to and necessary for the proposed project may be included. Travel expenses may be included but these funds may only be used if an abstract to the meeting has been accepted. Costs for histology and or immunohistochemistry may found at the Departments website: http://www.bumc.bu.edu/Dept/Home.aspx?DepartmentID=533

**Review Process:** Project proposals will be submitted and reviewed quarterly by a committee appointed by the Chair of the Department, committee members will serve for one year. Deadlines for submission are February 15, May 15, August 15, and November 15. Applications will be scored by all committee members on a 1-5 scale (best to worst) and prioritized based on score. Approved projects will receive funding effective the 1st day of the first month of the following quarter (i.e. January 1, April 1, July 1, October 1). For each funded project, a brief summary of progress after one year and all project-related abstracts and publications should be reported to the committee. Requests for extension of funding beyond the first 12 months following project approval must be justified in the annual summary and will require committee approval.

In order to accommodate the USCAP abstract deadline in late September, applications for USCAP-related projects will be accepted and reviewed on a rolling basis from July 1 – August 15. Funding for approved USCAP-related projects will commence immediately upon approval.

Applications and related correspondence should be sent as electronic files to Daniel Remick, remickd@bu.edu.