

WV-INBRE Request for Faculty Recruitment Applications

Release Date: July 22, 2024
Letter of Intent Due: August 16, 2024
Application Due: September 16, 2024
Award Announcement: ~October 14, 2024

Section I. Funding Opportunity Description
Section II. Award Information
Section III. Eligibility and Application Requirements
Section IV. Application Process and Submission Information
Section V. Allowable Costs
Section VI. Application Review Process
Section VII. Award Administration Information
Section VIII. WV-INBRE Program Contacts
Section IX. Notifications
Section X. Responsibilities of Cancer Biology grant recipients.

Section I. Funding Opportunity Description

The WV-INBRE program will fund efforts to support the recruitment of new tenured or tenure track faculty with research interests in biomedical science. This solicitation is only open to applications from West Virginia primarily undergraduate institutions (PUI) that are part of WV-INBRE network. Appropriate areas of research include but are not limited to cancer biology, chronic disease, natural products, immunology, and infectious disease. The program will be directed by Gary Rankin who is the Principal Investigator of the WV-INBRE program.

Programmatic goal: The purpose of these awards is to position PUIs to recruit new faculty who will strengthen the research goals of the WV-INBRE program. These goals are reflected in the program's five specific aims: "(1) build on the established multidisciplinary research network with a scientific focus to strengthen the lead and partner institutions' biomedical research expertise and infrastructure, (2) build and increase the research base and capacity at the participating institutions, (3) provide research opportunities for students from primarily undergraduate and minority serving institutions and serve as a pipeline for these students to continue in health science research careers, (4) enhance science and technology knowledge of the state's workforce, and (5) strengthen and develop stronger relationships between WV-INBRE and other NIH biomedical research capacity building programs (e.g. COBRE, IDeA-CTR and SEPA) to enhance biomedical research opportunities for West Virginia's students and participating undergraduate faculty."

Section II. Award Information

- Estimated Number of Awards in Grant Year 24 (Y24): 1
- Grant Year 24 corresponds to Academic Year 2024-2025.

- Each award period will be **two years** where applicants may request funds for recruitment costs (\$3000 in Y24), half year salary (up to \$32,500 base salary in Y24), full year salary (\$65,000 base in Y25), and research start-up funds up to \$40,000 in Y24 and \$10,000 in Y25.
- Indirect Cost: Applicants may also request indirect costs as detailed in the Allowable Costs section.
- **Applications must be received no later than 5 PM on September 16, 2024.**
- The awardee institution will be notified in October 2024. The award is contingent upon receipt of the official National Institute of Health (NIH) Notice of Grant Award by Marshall University.
- Awarded funds must be expended within a given year. For example, Y24 funds must be expended no later than July 31, 2025, and all Y25 funds must be expended no later July 31, 2026. Award recipients must comply with institutional and NIH grants management policies.
- In order to receive the second year of funding, recipients must successfully recruit a new tenure track faculty member with a start date prior to July 31, 2025.

Section III. Eligibility and Application Requirements

All WV-INBRE primarily undergraduate institutions are eligible to apply; this includes Bethany College, Bluefield State University, Concord University, Davis and Elkins College, Fairmont State University, Glenville State University, Shepherd University, University of Charleston, West Liberty University, WV State University, WV School of Osteopathic Medicine, and West Virginia Wesleyan College. The applicant must be a University President or his/her designee (e.g., Dean or Provost). The new hire is expected to teach in an area of biomedical science but must not have teaching responsibilities in their first academic year in order to allow them time to develop their research program.

WV-INBRE Thematic Considerations: The current research theme for WV-INBRE is Cellular and Molecular Biology with an emphasis on chronic disease in humans. Institutions must propose to hire a new faculty member with research interests that are aligned with the WV-INBRE research theme.

Limit on Number of Proposals: A given institution may only submit one application in Y24.

Section IV. Application Process and Submission Information

Notification of Intent to Apply (required): Applicant institutions should notify Gary Rankin of their intention to apply by emailing a letter of intent to rankin@marshall.edu no later than **August 16, 2024**. In the letter of intent, please provide the name of the applicant institution, proposed new faculty member rank, brief description of new recruit's teaching, research and service duties, and a brief explanation of how the new hire will support the institutions goals in teaching and research.

Application Package (Due on September 16, 2024): The Faculty Recruitment Application must contain the following completed sections:

- a) PHS398 face page (form page 1) with contact information including signature from institution's business/research official.
- b) PHS398 form page 2 (complete all sections including project summary, relevance, and performance sites)
- c) Detailed budget page (PHS398 form page 4) which shows salary, supply, and recruitment costs for the first year of the grant (Y24) and complete a budget for the Entire Project Period (PHS 398 form page 5) for the first (Y24) and second (Y25) years.
- d) Detailed budget justification. Your budget justification should be provided on a separate page or on PHS398 form page 5.
- e) Checklist page
- f) A narrative description of the new position which includes the following information: (1) initial rank of the new faculty hire, (2) department and college name where faculty will work, (3) department chair and college dean names, (4) expected teaching, research and service responsibilities of the new hire, (5) research and office space to be allocated to the new hire, (6) how the new recruit will benefit the WV-INBRE program and the applicant institution, (7) any support the institution would provide to the new hire and (8) plans for mentoring the new hire's research and career development. **The narrative description must not exceed 6 pages.**
- g) A member of the WV-INBRE Administrative Core must serve on the new hire search committee.

Please use the most recent version of all PHS forms including the NIH Biographical Sketch. All PHS398 forms can be found at <http://grants.nih.gov/grants/funding/phs398/phs398.html>

Submission process: Please combine all components of your application into a single pdf and email the document to Gary Rankin PhD at rankin@marshall.edu

Proposal Due Date: All proposals must be received by 5PM on September 16, 2024.

Section V. Allowable Costs:

Faculty Recruitment grant funds may only be used for (1) recruitment costs (up to \$3000 in Y24), half year salary (up to \$32,500 base in Y24), full year salary (up to \$65,000 base in Y25), and research start-up funds up to \$40,000 in Y24 and \$10,000 in Y25. Research start-up funds may be used for the purchase of research supplies, animals costs, natural products, research equipment, core facility services (such as next generation sequencing), computers and software, and travel.

A research mentor for the new hire will be required. The WV-INBRE Mentoring Program will assist in identifying a mentor who will be paid \$2500 per year for their

services from the WV-INBRE program. Mentor service fees should not be included in the application budget.

Indirect costs are allowed for applicants at the undergraduate partner institutions and will be incorporated into the subaward agreement. Indirect costs will be based upon the applicant's indirect cost rate agreement with a cognizant federal agency in effect after August 1, 2024. If the partner institute has no negotiated rate, applicants may request the NIH de minimis rate of 15% of modified total direct costs. Award of the de minimis rate is subject to the availability of funds under WV-INBRE. Inquiries regarding allowable costs should be made to Gary Rankin (rankin@marshall.edu).

Institutional Matching Funds: Not required.

Section VI. Application Review Process

Applications will be reviewed by the WV-INBRE Administrative Core (AC).

The primary review criteria for these applications are (1) relevance of the proposed hire's research interests to WV-INBRE programmatic goals, (2) the research and programmatic needs of the applicant institution, and (3) the potential for the new hire for developing a research program and obtaining funding from the WV-INBRE program. The AC will then submit the review panel recommendations to the WV-INBRE External Advisory Committee (EAC) and the NIH/NIGMS for final approval. The review process will take 8-12 weeks to complete.

After the recipient institution is selected, at least one WV-INBRE AC member will serve on the Search Committee for the faculty hire. If no applications are received or viewed as appropriate, re-issuing of the request for applications or distribution of the funds to other WV-INBRE activities will be considered.

After the new hire is onboarded, the hire will prepare a research proposal (similar to a pilot grant application). The proposal will be reviewed by the AC. If the proposal contains human subjects or vertebrate animals, it will be submitted to the NIGMS for review and approval. If the proposal does not contain human subjects or vertebrate animals, NIGMS will be notified at least fourteen calendar days before the project begins.

Section VII. Award Administration Information

The Faculty Recruitment grant award and amount are dependent on the receipt of the parent grant from the NIH at the requested levels. We expect to notify all applicant institutions in October 2024. All Y24 funds must be expended no later than July 31, 2025, and all Y25 funds must be expended by July 31, 2026. Grant recipients must follow institutional regulations regarding supply and equipment purchases and receipt deadlines. Questions about the application process (e.g., eligible applications, allowable costs, narrative requirements) should be addressed to Gary Rankin (rankin@marshall.edu).

Section VIII. WV-INBRE Program Contacts

WV-INBRE Program Officers:

Gary Rankin, PhD, WV-INBRE Principal Investigator, 304-696-7313,

rankin@marshall.edu

Stan Hileman, PhD, WV-INBRE, Program Coordinator, 304-319-2254,

shileman@hsc.wvu.edu

Drew Shiemke, PhD, WV-INBRE Mentoring Coordinator, 304-293-2310,

ashiemke@hsc.wvu.edu

Section IX. Notifications

WV-INBRE will notify the applicant and the applicant's office of sponsored programs (or equivalent) of any awards. Applicants whose proposals are declined for funding will be advised as promptly as possible.

Section X. Responsibilities of Faculty Recruitment grant recipients.

1. As with other WV-INBRE developmental awards, new faculty hires from undergraduate partner institutions will be paired with a **mentor** to advise in experimental design, data analysis and planning of future projects. Recipient institutions should request assistance in identifying a mentor from the WV-INBRE Mentoring Coordinator who will advise on required interactions between the new hire and the mentor.
2. All recipients of WV-INBRE funding including Faculty Recruitment grants are required to provide a written report to the WV-INBRE Administrative Core to be submitted as part of the annual progress report (known as the Research Performance Progress Report or RPPR). Recipient institutions are expected to summarize progress made toward hiring and onboarding the new faculty member, efforts to set up the new hire's research program, and any impacts on biomedical research or student training.
3. New hires may also be asked to give oral or poster presentations at the WV-INBRE Summer Symposium and/or Steering Committee/External Advisory Committee meetings.
4. The WV-INBRE program is evaluated based on its productivity and completion of programmatic goals. Towards that end, the WV-INBRE Administrative Core will review and evaluate the progress the new hire makes toward establishing their research program.