Centers for Disease Control and Prevention &
Georgia State University
Seed Award Program for Social and Behavioral Science Research
DEADLINE FOR FY2015 PROPOSALS: AUGUST 22, 2014

Funding for this program supports social and behavioral science research within the field of public health. Proposed projects must align with initiatives identified by CDC and GSU with the objective of achieving measurable impact quickly in targeted areas. These initiatives typically address public health priorities with large-scale impact on health and with known, effective strategies to address them. Therefore, principal investigators must propose research that has the potential to yield results that will have a high impact in targeted areas. In addition, proposals must be based on a clearly defined collaboration between CDC and GSU scientists.

Eligibility
Applications must identify a Co-Principal Investigator (Co-PI) from each institution (CDC and GSU). Each investigator must be either a full time employee (at CDC) or a full time faculty member with rank of assistant professor or higher (at GSU). Each Co-PI may be on only one application in response to this funding announcement. PIs who have received funding from this program in the past are not eligible to apply.

Budget and Awards
Funding may be requested for up to two years with budget years running October 1st to September 30th of the following year. The maximum total budget for a two year project is $100,000 ($25,000 per year from each institution, CDC and GSU, or a total of $50,000 from each institution over two years). A second year of funding is contingent upon submission of a satisfactory progress report before the end of the first year of funding. Awarded funds are not released until appropriate compliance approvals (e.g. IRB, OMB waiver, etc.) are obtained from both institutions, if required.

Application and Submission Information
1. Format
The proposal must be prepared using 12 point Arial or Times New Roman font, single-spaced, with one (1) inch margins on all sides. The proposal length should not exceed 5 pages. An identical application must be submitted to both institutions (see contact information below).

2. Cover Page
Include a cover page with the project title, names of co-investigators and affiliations/dept./title, amount requested, and a summary/abstract of the proposed
research (one-half page limit on abstract). This summary/abstract should include a statement of the overall significance of the proposed research.

3. Research Plan (4 page limit, single spaced)
The research plan should include sufficient information needed for evaluation of the project, independent of any other document. Do not exceed the 4-page limit for items 2A through 2C below. References are not included in this page limit.
   A. Specific Aims
   List the primary goals and objectives of the proposed research.
   B. Background and Significance
   Briefly state the need and significance for the proposed research, including the public health relevance and how it addresses one or more of the targeted areas.
   C. Research Design and Methods
   Describe the research design, procedures, and analyses to be used to accomplish the objectives of the project. Include how the data will be collected, analyzed, and interpreted to address the objectives and how the results will be disseminated.

4. Collaboration (1 page limit, single spaced)
Use this section to give particular attention to the collaborative nature of the research project. This section should include the responsibilities of CDC and GSU as described below:
   A. CDC Responsibilities
   Describe the activities for which the CDC Co-P.I. and research team will have the primary responsibility.
   B. GSU Responsibilities
   Describe the activities for which the GSU Co-P.I. and research team will have the primary responsibility.
   C. Collaborative Responsibilities
   Describe any areas of joint CDC and GSU responsibility.

5. Biosketches (4 page limit each)
Attach biosketches for all key personnel/investigators using the PHS 398 (http://grants.nih.gov/grants/funding/phs398/biosketch.doc) or NSF (http://www.nsf.gov/pubs/2004/nsf042/2.htm#IIC2f) bio-sketch format. Information included should reflect the experience and publications most relevant to the proposed research.

6. Budget and Budget Justification
The budget and budget justification detailing proposed expenditures must be provided for each institution. Personnel services, materials and supplies, equipment, and travel between CDC and GSU, and travel to research sites or to other meetings or organized conferences are appropriate budget items. Applicants must specify whether they are seeking funding for one or two years by providing a proposed budget for Year One only, or including a Year Two budget separately and, within each year, separate budgets must be specified for each institution. The maximum total budget for a two year project is $100,000 ($25,000 per year from each, CDC and GSU, or a total of $50,000 each.
over two years). One year project proposals are also acceptable with a maximum budget of $50,000 ($25,000 from each, CDC and GSU). Indirect costs, including fringe benefits, are not appropriate budget items to include on this internal grant budget. Include a brief narrative providing justification for all personnel salaries (describing role and effort allocated to this project) and for each itemized expense.

7. Routing Sheet (CDC only)
For each proposal, attach the appropriate routing sheet for CDC including approval signatures of the appropriate individuals as required. The CDC Routing and Transmittal Slip (CDC Optional Form 41 or 0.41A http://intraspn.cdc.gov/maso/EForms/PDF/Form1080.pdf) should be used to indicate supervisory approval.

8. Submission of Applications
Identical proposals must be submitted to both institutions. However, each institution uses a different submission process. Please review the process for each institution below:

**CDC Co-PI scientist** should submit the application via the OTI SharePoint Portal.

To upload a proposal:
- Navigate to the Seed Projects Drop Off Library
- Select “Add Document”
- Browse to select the document you intend to submit
- Select OK
- Provide the “Proposal Title, Fiscal Year, Collaborating Institution, CDC Principal Investigator and Collaborating Principal Investigator”
- Select “Submit”

You will be able to see your proposal in the drop off library immediately after submission. Once the document is routed to the appropriate folder the document will no longer be visible in the Drop Off Library.

Contact Mollie Ergle at mke2@cdc.gov if you require assistance with uploading your file.

**GSU Co-PI faculty** should submit their application through the Research Portal and will specify the persons to whom the proposal will be routed for approval within the Portal. Investigators will log in to the Research Portal using their GSU campus ID and password and will provide basic information on an online form in the Portal. All other documents should be merged into a single PDF file (cover page with abstract, main proposal, biosketches, budget and justification, references) to be uploaded in the Portal as prompted.
Application Review
A peer review panel consisting of CDC scientists and GSU scientists will review proposals. The criteria listed below will be considered when reviewing proposals.

**Significance:** Does this research address targeted topics? If the aims of the application are achieved, how will scientific knowledge be advanced?

**Approach:** Are the conceptual framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project?

**Innovation:** Is the project original and innovative? Does it advance the field?

**Feasibility:** Is the proposed project feasible? Can the proposed project be completed within the project period?

**Investigators:** Are the Co-PIs and other research team members appropriately trained and well suited to carry out this work? Is the proposed work appropriate to the experience level of the Co-principal investigators and other researchers? Do the Co-PIs and research team bring complementary and integrated expertise to the project?

**Collaboration:** Is the proposed research project collaborative in nature? Is the collaboration between CDC and GSU well defined?

**Potential for Yielding Additional Funding:** Is there potential for securing future funding beyond the CDC / GSU funding?

Evaluation of this program
The primary objective for this program is to promote collaborations between the faculty at Georgia State and CDC investigators that produce high quality research with quick and impactful public health benefits. The secondary objective is to enhance the research and external funding for Georgia State faculty who participate in this program. Based on these objectives, measures of success of this program will focus on the following things:

1. What is the level and breadth of the impact on public health from completed projects awarded under this program?
2. Do these projects result in outcomes that are considered important within that field of research?
3. Do the collaborations established under this program continue beyond this project?
4. Do these projects result in career growth, particularly additional external funding, for the Georgia State faculty who participate?

In order to evaluate this program with these objectives in mind, it will likely be necessary to conduct follow-ups with participants at some point after the completion of their projects.

Reporting
A progress report will be due at 6 months and one month prior to the end of the project period if renewal is requested. Approval for second year funding will be based on satisfactory progress reports. Recipients of awards must submit a final report of their activities to both CDC and Georgia State no later than 30 days following the end of the project. Reporting requirements will be included in the award letters.
CDC-GSU Seed Grant awardees will be required to present their findings at a research forum to be held in the spring 2017 after the completion of their project.

**Policies**
Each Co-PI will be responsible for adhering to all legal requirements, applicable regulations, and established policies within their respective institutions. This includes, but is not limited to, policies and requirements for 1) disclosure of employee intellectual property; 2) clearance of publications; 3) following safety regulations and procedures; and 4) abiding by ethical guidelines. It is expected that all compliance approvals will be obtained as required by the research proposed (e.g. IRB approval, etc.) prior to funds being disbursed.

**Contacts**
**CDC Co-PI scientists** should address questions to:
Diana Bartlett, MPH,MPP
404-639-4938 or dbartlett@cdc.gov

**The Georgia State University Co-PI faculty** should address questions to:
Kelly Stout, Ph.D.
404-413-5475 or kpowellstout@gsu.edu