

Guidelines for Internal CASAA Grants 1-4-10

A. *Overview*

Currently, CASAA has two funds available to support research. Each of these has specific restrictions on use (detailed below), but several general principles guide the use of these funds. This document details the general principles, specific uses for each fund, and procedures to apply for support through.

B. *General Principles*

1. Internal CASAA grants should be consistent with the CASAA vision, mission, and strategic plan.
2. Internal grants should be used for the purposes intended by the source of the funds.
3. Internal grant funds should be used to increase grant support to CASAA. Therefore, all requests for internal funds should explain how the internal grant will lead to an application for external grant support that will be administered through CASAA.
4. Priorities for funding should go to CASAA researchers, including faculty, senior research staff, post-doctoral fellows, and, under rare circumstances, pre-doctoral fellows.
5. Internal CASAA grants also may be awarded to other UNM faculty and researchers with a University faculty title if an explicit agreement is made among the faculty member, his/her home department, and CASAA that the faculty member will submit a grant proposal through CASAA based on the work supported by the internal CASAA grant.
6. Internal grants may be used for salary support, course buy-outs, equipment, or participant payments and incentives. Generally, internal grants should not be used to subcontract for services with entities outside of CASAA.
7. It is of paramount importance that these funds be used wisely to advance research at CASAA. Therefore, the following procedures will regulate these internal grants:
 - a. All proposals must include a project timetable. The PI will be required to submit a brief monthly update on the project. Continued support will be contingent on receipt of these reports and evidence of appropriate progress on the project.
 - b. Faculty members who use funds for a course buyout *must* either have a complete draft of the grant proposal by the end of the semester or have completed the work listed in the project timetable for that semester. If not, CASAA will not transfer funds to the faculty member's college/school to cover the course buyout. Applications requesting funds for course buyouts must have a letter, signed jointly by the applicant and the faculty member's department chair, indicating their understanding of and agreement to this stipulation.
 - c. If the internal grant supports pilot work to lead to a grant application, it is recognized that in some cases the results of the pilot study will suggest that the line of research is not fruitful and therefore no grant application will be submitted. The final report on the internal grant must make this explicit.
 - d. If the recipient of an internal grant neither submits a grant proposal nor meets the conditions of 7c (above), this investigator will no longer be eligible for internal grant support from these two internal funds at CASAA.

8. Investigators considering applications for these funds should feel free to discuss their ideas with the Director of CASAA to see if their ideas fit with the intent of either of the two funds.
9. Administrative support for these grants will be provided by staff already supported by CASAA infrastructure funds as part of their infrastructure responsibilities.
10. If the internal grant is to support a pilot study that includes data collection, IRB approval must be obtained before internal grant funds are awarded.

C. *Internal Funds*

1. *Adolescent Substance Abuse Research Fund:* Projects supported by this fund should focus on research on adolescent drinking, with the goal of decreasing risky drinking and adverse consequences of drinking among youth.
2. *Director's Discretionary Fund:* Projects supported from this fund should focus on research to decrease risky drinking, with a particular concern with workplace drinking and drinking and driving.

D. *Application Procedures*

1. All applications should be sent to the Director of CASAA. Contact information is listed on the *Request for Internal CASAA Grant*, application cover sheet.
2. Applicants should complete the one page cover sheet, *Request for Internal CASAA Grant*.
3. The application should be accompanied by a three page document that includes the following: (a) study aims; (b) brief background; (c) significance; (d) proposed methodology; (e) how the grant will lead to an application for external grant funding; (f) relevance to the CASAA mission, vision, and strategic plan.
4. The application should also be accompanied by a one page budget, budget justification, and project timeline proposal. The total budget for the proposal may not exceed \$25,000, but smaller budgets are encouraged.
5. Applications will be accepted on a rolling basis but will be reviewed quarterly in March, June, September, and December.

E. *Review Procedures*

1. A director-appointed committee of three CASAA-affiliated faculty members will review all applications. No faculty member will review his or her own application or one from an individual with a direct line relationship to them.
2. Applications will be rated on a nine point scale, with 1 = definitely fund and 9 = definitely do not fund. Ratings will be based on (a) relevance to CASAA mission, vision, and strategic plan; (b) potential for generating external grant funding; (c) research methodology. The review committee will prepare a very short summary of the committee's assessment of the strengths & weaknesses of each application. Applications with an average rating greater than 3.0 generally will not be funded.
3. Final award decisions will be made by the director of CASAA and will be based largely on the recommendations of the internal review committee. Considerations of relationship of the investigator to CASAA, areas of strategic need, and funds available will contribute to final funding decisions.

4. If the director of CASAA is an applicant or co-applicant on a proposal, the Director's Advisory Committee will appoint the review committee for that round of reviews. The committee review will proceed as described in E2. An application that includes the director will be funded only if (a) the average rating is 3.0 or lower; (b) all applications above it in rank order are funded and funds are still available; (c) the Director's Advisory Committee members who are not in conflict on the proposal deem that the application meets the goals of the internal grants program.