

## Maine Medical Center Mentored Research Grant Program

Maine Medical Center (MMC) promotes and supports clinical and translational research by early-career healthcare providers through the Mentored Research Grant (MRG) Program. This intramural grant program is designed first and foremost to encourage and support the intellectual curiosity and research capabilities of awardees. MRG grants are administered by the Maine Medical Center Research Institute (MMCRI) and are expected to generate new knowledge that will be disseminated via presentations and publications to the broader medical and/or public health community.

The **mission** of the MRG program is to:

- Provide equitable small grant funding opportunities
- Provide critical review, guidance, and post-approval support for research proposals

### *Eligibility:*

- MMC Resident and Fellow Physicians
- MMC Junior Providers (i.e. medicine, nursing, pharmacy, dietary, therapy)
  - defined as within 5 years of terminal degree (as above)
- MMCRI Post-doctoral fellows doing clinical research (can be combined with translation or basic components)

All applicants are expected to have established a mentoring relationship with a committed faculty or staff member who has the experience to guide them through their project.

### *Project types*

- Residents: projects that will meet departmental research requirements
- House staff or junior provider staff: projects that will contribute to research career advancement (junior provider staff is defined as within 5 years of terminal degree)

*Funding period:* Grants are awarded for a 1-year period; any extensions to this must be approved by the MaineHealth VP of Research.

*Funding decisions:* All proposals are first reviewed for scientific merit by the MMC Scientific Review Committee (SRC) which makes funding recommendations to the MaineHealth VP of Research. Final decisions about whether to fund a project are based on merit and the availability of funds. Studies involving human subjects require IRB review and approval prior to making an award.

*Funding amount:* Projects will be funded to an upper limit of \$10,000. Annually, the total amount available for MRG awards is \$60,000.

- Submission will not proceed for review if the budget is > \$10,000
- Each budget will be reviewed to determine if adjustments could be made to reduce the funding request
- Grants will continue to be considered for funding each year until the funding pool is depleted.
  - Grants submitted after the funding pool is depleted will be deferred to the first review cycle of the following year.
- Funds not spent by investigators by time of project closure roll back into the MRG funding pool

- Investigators will be required to demonstrate that they will be remaining at MaineHealth for a time period sufficient to ensure completion of the project
- Funding for projects not completed by two years after the date of initial funding will not be automatically continued. If the project is still open two years after its initial funding, the PI must submit a request for consideration of continuation to the SRC including the reasons that the project has not been completed and a plan and timeline for completion.

*Budget:* The budget for all applications should be justified and be commensurate with the work proposed. Budgets are to be constructed in collaboration with the Project Management staff at MMCRI prior to submission to the SRC (see additional information below).

Initial funding request:

- \$1,000 maximum amount allowable for equipment
- Clinical Research Coordinator allowable
- Investigator salary not allowed
- Funds for abstract submission, travel for presentation or publication costs are not allowed.

Funding Supplement Requests for Travel and Publication Costs (MRG Grantees only):

MRG Grantees may request funds up to \$1,000 to support travel and/or publication costs. \$10,000 will be contributed annually to a fund through the MaineHealth VP for Research to cover these requests. Funds not used by the end of the fiscal year will not be rolled over into the following year.

- For travel expense requests, please send an email to [SRC@mmc.org](mailto:SRC@mmc.org) formally requesting funds. With your email, please attach confirmation of acceptance of your abstract for presentation, a copy of the abstract, and invoices or receipts for travel/lodging reservations. Final approval will be through the MaineHealth VP of Research.
- For publication expense requests, please send an email to [SRC@mmc.org](mailto:SRC@mmc.org) formally requesting funds. With your email, please attach confirmation of acceptance of your manuscript, a copy of the manuscript, and invoices for publication costs. Final approval will be through the MaineHealth VP of Research.

*Commitment of Time and Effort:* The signature of the applicant and her/his mentor and department chief or supervisor represents an understanding and commitment by all concerned that an adequate amount of time will be devoted to the project to ensure both its successful completion and the dissemination of results outside of MMC.

*Reporting Requirements:* Investigators awarded a Mentored Research Grant are required to submit progress reports every 6 months, with a final report after the completion of the project (typically at 12 months unless an extension has been requested).

### **Applying for funding:**

Applications for MRG funding are managed by the SRC in collaboration with the Office of Research Ethics and Compliance. For more information and to obtain an application packet, please contact [SRC@mmc.org](mailto:SRC@mmc.org). The completed application should be submitted electronically to the same email address.

There are **quarterly submission deadlines** for MRG grants.

- Complete proposals must be submitted at least 3 weeks in advance of quarterly SRC meetings
- Quarterly SRC meetings to consider MRG grant proposals will occur on the first Tuesday of February, May, August, and November.
  - Allotted time to review and score each proposal at the meeting will be 30 minutes.
  - Proposals referred from the IRB can also be considered at these quarterly meetings.

- If more grant proposals are submitted in a quarter than can be reviewed at the SRC meeting, then the four proposals with the highest scores from the reviewers will be considered and the remaining grants (with comments from the reviewers and SRC chair) will be deferred to the subsequent SRC meeting.
- Requests for proposals will be sent out quarterly by the SRC.
  - If no funds remain for a given quarter, a request will not be sent out.

**The following resources are available to assist applicants:**

- General information and MRG application forms: [SRC@mmc.org](mailto:SRC@mmc.org)
- Research Proposal development: [Navigation@mmc.org](mailto:Navigation@mmc.org)
- Budget Development/Project management: [ResearchPM@mmc.org](mailto:ResearchPM@mmc.org)

**GLOSSARY OF TERMS**

IRB Institutional Review Board

MMC Maine Medical Center

MMCRI Maine Medical Center Research Institute

MRG Mentored Research Grant

SRC Scientific Review Committee