

# CDE SEED GRANTS – Guidelines and Instructions

You can find a description of the sections in an NIH grant here:

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/research-forms-i.pdf> (see R.400 – PHS 398 Research Plan Form)

Below we have created a general description of sections to assist you in completing your seed grant application quickly. We strongly encourage you to follow this format.

Applications will be reviewed using the NIH Simplified Framework review criteria, <https://grants.nih.gov/policy-and-compliance/policy-topics/peer-review/simplifying-review/framework>.

## **SPECIFIC AIMS** (not to exceed 1 page)

- Why is the topic important?
- What is unresolved, or not known, or where is new research needed?
- Describe the importance of resolving this issue, advancing the field in this way, or filling a gap in knowledge.
- Describe in general terms how you will do this.

**Aim 1. State Aim 1.** Then describe how Aim 1 is accomplished in high-level terms.

**Optional: Aims 2-3. State additional aim(s).** Then describe how the Aim(s) will be accomplished in high-level terms.

Conclude with a summary paragraph about the value of accomplishing these aims. What do these aims lay the foundation for?

## **RESEARCH STRATEGY** (not to exceed 2 pages)

### **A. SIGNIFICANCE**

How will this work impact knowledge and research in this area? Optional: how will it provide evidence for policymaking, clinical care provision, or some other societal impact?

**B. INNOVATION** This is typically a short section. Sometimes it is written as a numbered list and sometimes in paragraph form. List 2-5 features of the research that innovate on previous work. Why is each important and/or how does each grow the impact of this work?

### **C. APPROACH**

Brief description of the research team if more than one person is involved, the data and methods used. Sometimes this is organized into aim-specific analytical strategies. Describe anticipated issues, and if you already know how they will be addressed, describe them.

### **D. PLAN FOR EXTERNAL GRANT SUBMISSION**

Timeline for the work. Timeline for grant preparation and submission. Note the intended funding agency and mechanism.

**E. HUMAN SUBJECTS** Briefly describe the involvement of human subjects or human subjects' data and plans for inclusion, protection, and an estimate on the population total and its demographic breakdown (race, ethnicity, sex). List protocol number or note when submission to IRB will take place. *Note that NIH seed funds cannot be released until the UW-Madison IRB has approved the research or declared it exempt.*

*Example: I will be using human subjects data from ... for this project and have an approved IRB, protocol #... For this project, I will be looking at a sample set of 500 participants, roughly 250 each, male and female, predominantly white non-hispanic.*

## CDE Application Cover Page

Applicant Name:

Applicant Department:

Application Title:

Total Requested: \$

Human Subjects:  Yes  No IRB #:  Pending/Not Available

Mentor Requested:  Yes  No

Budget:

\*Briefly describe your plans on how you plan to use the requested amount above (*\*Note: Funds must be tentatively used by 2/28/2026*):

Example: *Requesting \$5,000 to support a graduate student I plan to hire on an hourly basis to assist with analyzing the data.*

Data Management and Sharing:

Please explain your plans for managing and sharing the data, if applicable.

Submit application to: [cde@ssc.wisc.edu](mailto:cde@ssc.wisc.edu)

## **SPECIFIC AIMS**

## **RESEARCH STRATEGY**

### **A. SIGNIFICANCE**

### **B. INNOVATION**

### **C. APPROACH**

### **D. PLAN FOR EXTERNAL GRANT SUBMISSION**

### **E. HUMAN SUBJECTS**