



5620 E. Fowler Ave., Suite B Temple Terrace, FL 33617 ★ (813) 780-2623 ★Fax: (813) 779-8652

TVAREF SEED GRANT

PURPOSE

The purpose of the Tampa VA Research and Education Foundation, Inc. (TVAREF) is to facilitate and promote research and education activities at the James A. Haley VA Hospital. The purpose of the TVAREF Seed Grant to provide support (up to \$15,000) to early career investigators whose career will benefit from funds to develop preliminary data to support future VA Merit or other extramural funding. Priority for funding will be given to VA junior investigators that are currently involved in research and have submitted a merit review grant or a DOD grant.

ELIGIBILITY

- Applicants must have at least a 5/8ths VA appointment or be an established Without Compensation (WOC) employee at TVAREF. Applicants must be a US citizen (or Green Card), eligible for VA funding for a Career Development Award or a Merit Review Award, and may not be fully remote. PI must be approved by the ACOS/R&D to conduct research at the JAHVH. Each applicant shall hold a M.D., Ph.D., or equivalent doctoral degree in medical, biological or behavioral science. Co-PIs are not allowed.

APPLICATION

- Complete Cover Sheet and all requested items. All attachments should use standard 8.5" x 11" white paper, single-sided and single spaced, Arial font, height of the letters must be at least 11 points. Except for margin requirements of specific forms, allow a one-inch (1") margin at all edges and use a single column.
- All figures and tables shall be included in the text. As long as it is clearly legible, type size for figures, charts, tables, footnotes and figure legends, may be smaller.
- Funding is not provided for indirect costs/overhead or VA salary reimbursement.
- Failure to follow these instructions and provide complete information may result in administrative withdrawal of the application.
- Final deadline for applications to be received in the Tampa VA Research and Education (TVAREF) office, no later than close of business, April 15, 2025 for a start date of July 1, 2025 and completed within one year of start date. A no cost extension may be requested if deemed necessary and approved by the Executive Director.
- Applications should be submitted as a single PDF (LASTNAME_TVAREFSeed2025) to dreeder@tampavaref.org (copy Mary Reeder: mreeder@tampavaref.org | mary.reeder@va.gov and Precious Leaks-Gutierrez pleaks-gutierrez@tampavaref.org).
- Grant questions should be directed to Mary Reeder at 813-780-2623, x102.

PROTOCOL APPROVAL

- Applications approved for funding must subsequently be approved by appropriate Research & Development subcommittees [Human Studies Subcommittee, Subcommittee on Animal Studies, Radiation Safety, and/or the Bio-safety Committee]. Final approval from these committees must be obtained before funding is released. Any variations from the original grant proposal are subject to review and approval or disapproval by the appropriate Committees and the TVAREF Board of Directors prior to implementation.

REPORTING

- Start-up and an interim progress report meeting with the JAHVH Research Service Awards Committee within 6 months following the official start date. A final report must be received in the TVAREF office, via email, no later than two months after closing the research activity. Seed grant awardees who fail to submit a final report will not be allowed to participate in future TVAREF grant programs. Format for the final report will be available on the TVAREF website.
- If funded, the TVAREF will be mentioned in any publications or presentations.



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TVAREF SEED GRANT COVER SHEET

PRINCIPAL INVESTIGATOR(S) (Last name, First name, M.I.)		DEGREE(S)	
TELEPHONE NO.		MAIL CODE	
VA EMPLOYMENT STATUS			
FULL TIME	PART TIME (____ /8 time)	WOC ____ HRS/WK	CONSULTANT ____ HRS/WK
CONTRACT ____ HRS./WK			
DATE ENTERED VA DUTY _____			
VA TITLE, HOSPITAL SERVICE AND SECTION			
UNIVERSITY APPOINTMENT: ACADEMIC RANK, DEPARTMENT AND SECTION			
PROJECT TITLE			
TOTAL FUNDING REQUESTED			
PROJECT USES:			
HUMAN SUBJECTS	YES	NO	INVESTIGATIONAL DRUGS
	YES	NO	SOURCES OF RADIATION
ANIMAL SUBJECTS	YES	NO	INVESTIGATIONAL DEVICES
	YES	NO	BIOHAZARDS
PROJECT ABSTRACT			
SIGNATURE(S) OF PRINCIPAL INVESTIGATOR(S)		DATE	

ATTACHMENT CHECKLIST

Attach the following to your application:

Narrative (up to 3 pages - see instructions below)

Literature References (up to 2 pages)

VA/NIH Biosketch - [Current Blank Version](#) / [Instructions](#)

Budget Form (maximum \$15,000)

Budget Justification (itemized justification of Budget Form)

Other Support (for VA and non-VA funding)

Letter of Support from Service Chief

(optional) Letters of Collaboration (up to 3)

(optional) CV

Budget Form

REQUESTED FUNDS

PERSONNEL	ROLE IN PROGRAM	% EFFORT	REQUESTED FUNDS
	PERSONNEL TOTALS		
CONSULTANT SERVICES			TOTAL CONSULTANT COSTS
EQUIPMENT			TOTAL EQUIPMENT COSTS
SUPPLIES (Itemize)			TOTAL SUPPLIES COSTS
ALL OTHER EXPENSES (Itemize)			TOTAL OTHER COSTS
TOTAL OPERATING EXPENSES			

NARRATIVE INSTRUCTIONS

Include sufficient information to facilitate an effective review without reference to any previous application. Brevity and clarity are essential components in the presentation of a research plan. There is a 3-page limit on the narrative portion of applications. The publications and literature citations are not counted toward the 3-page limit of the narrative. Any application that goes beyond the 3-page limit will not be reviewed. The following format is required:

A. RATIONALE

1. Briefly state the problem to be investigated.
2. State the hypotheses or key questions to be answered by the study.
3. Summarize specific objectives. Briefly and concisely list the short-term and long-term objectives of this research; for long-term objectives identify expected intermediate goals. Outline an anticipated timetable for achievement of the short-term objectives.
4. State the current status of research in the area. Describe the research that has been done toward solution of the problem(s) and how this knowledge relates to the hypotheses, or questions presented above. This description should be sufficiently complete to demonstrate that the principal investigator is aware of all related work. When pertinent, studies both supportive of and contrary to the hypotheses should be quoted and discussed. This discussion should be concise and relevant to the problem(s), hypotheses, or questions.
5. State the significance of this research. Explain the potential importance of the proposed work, and identify any unique ideas or potential contributions that might result from this study. Significance relates to the likelihood that the research will lead to new knowledge or advances within its field of science, when judged by the "current state of art" of that field of science. This is a judgment of the inherent value of the research.
6. Indicate the relevance of the proposed work to VA patient care mission. For this purpose, Clinical Relevance can be either the Research itself, or the direct or indirect contribution of the applicant to the clinical care mission of the Veterans Health Administration.

B. BACKGROUND AND WORK ACCOMPLISHED (Preliminary Work/Progress Report): Describe briefly any studies you and your co-workers have done that are pertinent to this proposal. The Progress Report should describe accomplishments to date and may include charts, graphs, or other materials that succinctly present significant data.

C. WORK PROPOSED: Methods of procedure. Give details of your research plan, including descriptive examples of the types of experiments or other work that you propose, the major methods to be used the specific techniques (e.g., instrumentation, qualitative/quantitative/mixed methods) to be employed, the kinds of data that you expect to obtain and quantities thereof, and the means by which the data will be analyzed and interpreted. Be as specific as possible. When animals are to be used, list the number and types, including strains and species.

D. RESOURCES: Describe the facilities and personnel required for the project. Indicate which are available and which must be obtained, including office and laboratory space, data processing facilities, clinical research facilities, access to specific patients, access to VA staff, animal rooms, and major equipment and/or supply items.

E. COLLABORATION: Describe any proposed collaboration with institutions and investigators. Include a description of the role of additional professional personnel and a letter from each agreeing to participate.