



**BROWN
PHYSICIANS, INC.**

**Academic Assessment Research and Education Grants
2025 Application Guidelines**

SECTION 1

Submission Information and Deadlines

Notice of Intent

BPI is requesting a notice of intent (NOI) be submitted via email to **bpiresearch@brownphysicians.org** by **April 21, 2025**. Please include the name of the Principal Investigator (PI), Award Category and Project Title. Investigators may not submit multiple applications to the same category.

Application

Applications should be submitted electronically through the Brown UFunds Portal (<https://ufunds.brown.edu/>) by **Tuesday, May 27, 2025 at 10:00 p.m.**

The portal will open for submissions on April 22, 2025.

PIs must have an active Brown username and password to submit applications through the UFunds portal. If you do not have a Brown username and password, contact your foundation's academic administrator for assistance.

Applicants will be notified of funding decisions in Late Summer 2025.

The anticipated performance period is October 1, 2025 through September 30, 2026.

SECTION 2

Award Categories and Eligibility Requirements

All categories require that the Principal Investigator(s) have:

1. an MD, DO or PhD
2. a current or pending faculty appointment through Alpert Medical School and an affiliation with one of the six foundations that comprise Brown Physicians Incorporated (Brown Dermatology, Brown Emergency Medicine, Brown Medicine, Brown Neurology, Brown Surgical Associates and Brown Urology)

Category 1-Research Project Awards

Category 1 (up to \$50,000):

1. For investigators proposing a new area of research, an additional aim associated with a currently funded project or supplemental funding for additional scientific activity on an existing project

Category 2-Salary Support for Researchers

Category 2 (up to \$50,000 for PI salary and fringe only):

1. For investigators who are PI or Multiple PI of an active NIH grant or equivalent (Grants in a No Cost Extension are considered active)

Category 3-Faculty Education and Development Projects

Category 3 (up to \$12,500):

1. For proposals focusing on educational and professional development programs for physicians, pharmacists, nurses, and other health care professionals
2. Emphasis should be on instructive solutions for patient care concerns, innovative curricula, scholarly approaches to teaching/learning and program evaluation, or specific health systems related issues

SECTION 3

Application Instructions for Category 1

Applications must be submitted through UFunds no later than May 27, 2025 at 10:00PM.

BPI Application Form (Required – complete in UFunds)

Budget in Word or Excel (Required – upload document in PDF format to UFunds)

Personnel (Salary Cap – None; Fringe Cap – 31.2%)

Supplies, if applicable

Inpatient Care Costs, if applicable

Outpatient Care Costs, if applicable

Other Expenses, if applicable

Consultant Costs, Equipment, Travel and Consortium/Contractual Costs are not allowed.

Budget Justification – (Required – upload document in PDF format to UFunds)

Provide detailed justifications for all items requested in the budget

Biosketches - 5 pages per investigator (Required – upload all biosketches as **one document** in PDF format to UFunds)

Category 1 Research Plan -1 page (required – upload document in PDF format to UFunds)

The research plan should follow the outline below for **new projects**:

Specific Aims A brief statement of the project objectives

Significance Describe the scientific impact and provide any relevant preliminary data

Approach Outline how each aim will be accomplished

Timeline Establish when each aim will be accomplished

The research plan should follow the outline below for **funded projects**:

Provide specific aims from the currently funded project and include a brief description of an additional aim associated with the project or supplemental funding for additional scientific activity on an existing project

References – no page limit (Optional – upload document in PDF format to UFunds)

Appendix and Letters of Reference – Not Allowed

Application Instructions for Category 2

Applications must be submitted through UFunds no later than May 27, 2025 at 10:00PM.

BPI Application Form (Required – complete in UFunds)

Other Support – (Required – upload document in PDF format to UFunds)

NO ADDITIONAL INFORMATION IS REQUIRED OTHER THAN THE ABOVE

Application Instructions for Category 3

Applications must be submitted through UFunds no later than May 27, 2025 at 10:00PM.

Category 3 applications should include the following:

BPI Application Form (Required – complete section in UFunds)

Budget in Word or Excel (Required – upload document in PDF format to UFunds)

Personnel (Salary Cap – None; Fringe Cap – 31.2%)

Supplies, if applicable

Other Expenses, if applicable

Consultant Costs, Equipment, Travel and Consortium/Contractual Costs are not allowed.

Budget Justification – (Required – upload document in PDF format to UFunds)

Provide detailed justifications for all items requested in the budget

Brown Format CV - 5 pages per person (Required – upload all CVs as **one document** in PDF format to UFunds)

Work Plan -1 page (required – upload document in PDF format to UFunds)

The work plan should follow the outline below:

<i>Project Description</i>	Provide a brief overview of the project
<i>Significance</i>	Explain the knowledge/performance gap that will be addressed, and include any needs assessments that may be relevant (can be included in the Reference Section)
<i>Innovation/Benefit</i>	Describe the desired outcomes and how they will benefit the target-audience
<i>Approach</i>	Outline how each aim will be accomplished
<i>Timeline</i>	Establish when each aim will be accomplished

References – no page limit (Optional – upload document to UFunds)

Appendix and Letters of Reference – Not Allowed

SECTION 4

Review Process and Selection Criteria

Reviewers of the applications will include members of the BPI Research and Education Committees and other senior scientists and academics.

Applications will be reviewed using the following criteria:

1. Responsiveness to the RFP Guidelines
2. Scientific or educational impact and soundness of the study design
3. Project feasibility, including facilities and adequacy of patient population, etc.
4. Reasonableness of requested budget
5. Status of current external funding and prospects for future funding

Questions

Questions should be emailed to bpiresearch@brownphysicians.org

Technical questions regarding UFunds should be directed to Brown IT
401-863-4357 help@Brown.edu

Timeline

April 3	2025 RFP Issued
April 21	NOI due
April 22	UFunds Portal opens
May 27	Full proposal due
Late Summer 2025	Funding reviews completed
October 2025	Project Start Date