

**University of Wisconsin - Madison**  
**Department of Pathology & Laboratory Medicine Research Committee**  
**Guidelines for R&D Fund Grant Applicants**

**INTENTION:** R&D awards are used to support investigator-initiated projects in education, research (basic, clinical, translational) and/or development.

**ELIGIBILITY:** Applications are accepted from tenure-track faculty, CHS faculty, Scientists and Residents.

For applicants who have titles in the “Scientist” series, the application must include a letter from the Department Chair documenting the independence of the investigator. This could include such items as extramural grant submissions, publications without the lab mentor, or indication that the investigator has dedicated research space. Alternatively, the Department Chair may submit a PI status letter, if available.

For applicants who have the “Resident” title, the application must include a faculty mentor with the corresponding other support. Where applicable, the TRIP and Research Committees will coordinate the review of all proposals and funding mechanisms. The Resident is expected to apply to the Committee at the inception of the research project. After review of the proposal, the recommendations from the Committee (pending approval by the Chair) will include appropriate transfers of money to the necessary accounts (ex: TRIP).

**USES OF FUNDS:** Successful applicants must provide a one-page progress report at the end of each funding year. If no progress report is received, the applicant will not be allowed to apply for additional R&D funding for two-years. An annual report summarizing the R&D awards will be presented by the Research Committee Chair to the Executive Committee.

**APPLICATION PROCESS:** Applicant must complete an application form and submit it electronically along with any support documents to: Amanda Espinosa, [briggs1@wisc.edu](mailto:briggs1@wisc.edu).

The Committee will review all applications. Full disclosure of other available funds for the PI or mentor (where applicable) is required. Recommendations are then made to the Department Chair who makes the final funding decision for action.