

# Instructions for Completing Form 3211

Before you begin, ensure that you are using the latest version of all of your forms. We may make small changes to the forms as often as every 6 months, based on feedback from applicants and reviewers. If you use outdated forms, your application may be delayed until you supply the missing information. If major changes have been made to the form, we may have to ask you to reapply using the new versions.

This form must be submitted in conjunction with **Form 3210**, “Progress Report”; **Form 3203**, “Assurance Supplement”; and the following, as applicable:

## Human Research Forms:

- **Form 3204A**, “Research Involving Human Participants (continuing review),” must be submitted for all studies of human participants.
- **Form 3204B**, “Research Involving Human Tissue/Samples (continuing/annual review),” must be submitted for all studies using only human data, human tissue, or human samples.

## Animal Research Forms:

- **Form 3206A**, “Animal Study Protocol (annual review),” must be submitted if an annual animal use study review is due.
- **Form 3206B**, “Modification to Animal Study Protocol (modification/addendum),” must be submitted if a significant changes to an Animal Study Protocol.
- **Form 3206**, “Animal Study Protocol,” must be submitted if a full animal use study review is due.

## Other Forms:

If you are adding BIC charges, radioactive or controlled substances, or computer-related items to your protocol, you will need to complete the corresponding forms for assurance-committee approvals.

- **Form 3205**, “Use of Radioactive Material/Radiation Producing Machines.”
- **Form 3207a**, “Biohazards, Controlled Substances and Dangerous Materials.”
- **Form 3220**, “Biomedical Instrumentation Center Services and Equipment.”
- **Form 7900**, “Use of Computer Resources.”

## FACE PAGE:

**Project number:** Enter the Project Number that has been assigned to your protocol. Omit the suffix (-01, 02, etc.).

**Project Year:** Indicate which project year your protocol will be entering and number of years approved (e.g., Year 2 of 3)

**Study Title:** Enter the title under which your protocol was approved. **Do not use this form to change the title.**

**Principal Investigator:** Include at least one phone number, a FAX number, and an e-mail address where your grants specialist can reach you with questions about your application. Note that there is now a space for your office room number.

**Proposed budget and project periods:** If you are using a diskette from a call for noncompeting continuations of standard grants, the budget period has been filled in for you. (It is usually 1 October of the current year through 30 September of the following year.) For the project dates, enter the start and end dates for which your project was approved.

**Signatures:** Your budget proposal and plan cannot be processed unless both you and your Chair have provided *original* signatures. (A signature stamp is not sufficient.)

### **BUDGET:**

Charges for University services and supplies may be found at <http://www.usuhs.mil/research/dnform.html>, REA's home page. **Note that you must include a justification (Section 7, page 3) if you make significant changes to the budget you proposed in your original application (e.g., by adding equipment, personnel or other expenses over \$1000 per budget category).**

The rules for original budget requests apply for out years as well:

1. No more than 50% of your requested budget may be used for salaries of research support personnel, including contracted services.
2. Consultants on intramural protocols can be paid only through a contract. Contact the Contracting Directorate if you need assistance.
3. You may include costs for repairs and/or service contracts for new equipment being purchased or for existing equipment already being maintained. A good estimate of maintenance costs is 5-10% of the purchase price.
4. Requests for equipment with a unit cost greater than \$5,000 per item must be made to the Equipment and Unfunded Requirements Review Committee (EURRC) during its call for requests (generally, twice per year). **Such equipment cannot be funded via your intramural study budget.** If the study that you propose cannot be conducted without major equipment, your department Chair may indicate on Page 1 of the proposal that he/she will ensure that substitute equipment will be made available to you.
5. You may include travel expenses only if:
  - the travel is mission-essential;
  - completion of the project requires it (e.g., for data collection); and
  - you provide adequate, written justification in your application.

**Travel to meetings or conferences does not qualify as mission-essential.**

6. If you have animal costs that total more than \$500, you must itemize them (e.g., “20 rabbits at \$30 each”).
7. You must itemize USUHS services by category (e.g., “LAM per diem (20 animals x housing costs x no. of days= \$30),” “BIC charges,” “diagnostic services and comparative medicine/pathology laboratory charges,” “Audio/Visual”).
8. For small mailings, the University generally provides outgoing postage (except express mail) at no charge. Contact the University mailroom for charges if you anticipate making large mailings.
9. Subscriptions are **not** generally bought with intramural funds. If you need a journal subscription for specific reasons that are directly pertinent to data collection, you must state those reasons and their relevance to your study as part of your justification for the request. **NOTE: Intramural funds will not be used to subscribe to journals that are available in the Learning Resource Center.**

**OTHER RESEARCH SUPPORT:**

List the grant numbers and titles of all of your grants, **funded or pending**. In the area beneath the chart, describe any overlap and the adjustments you will make if a pending application is funded. If you have no overlapping grants, funded or pending, indicate **N/A**.

**SUMMARY OF PLANS FOR THE COMING YEAR:**

Provide a brief summary of your plans, including your research objectives and specific aims as well as the experimental design and methods you will use to achieve your goals.