

## **Instructions for Completing Form 3211**

The sections below follow the order of the form, starting on page 2.

### **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 with intramural dollars.** 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.**

### **OVERLAP:**

List the grant number and titles of any grants, **funded or pending**, whose science or budget overlaps with this proposal. Describe both the overlap and the adjustments you will make once the application is funded. If you have no overlapping grants, funded or pending, indicate **AN/A.**

### **PROGRESS REPORT:**

Attach a completed, signed Form 3210 describing your activity and progress since the previous year's report or application. (See attached guidelines for completing Form 3210.)

### **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. If you plan to change your specific aims and/or your methodology in the coming year, explain your new aims and methods and their advantages over your previous plan(s). If your objectives, specific aims, experimental design and methodology are all identical to those you proposed in your last competitive review, simply state "**no change.**"