NEW JERSEY CENTER ON GUN VIOLENCE RESEARCH AT RUTGERS UNIVERSITY
2019 INTERNAL FUNDING PROGRAM

We are pleased to announce our first internal funding program to support ongoing scholarship and spark new research ventures in the broad arena of gun violence.

GOALS AND ELIGIBILITY

The New Jersey Center on Gun Violence Research at Rutgers University (Center) is pleased to announce a new funding program for Rutgers University faculty, doctoral students, and research staff designed to support our mission to become a center for excellence nationwide in programmatic research related to gun violence. Funds are available to support a variety of scholarly activities and will be provided as seed funds linked to four different categories of deliverables. Funds may be requested to support projects across a range of topics so long as proposed projects show clear links to our Center’s areas of emphasis. See below for detailed information on categories of funding and broad topic areas.

Principal investigators for these proposals must be Rutgers University faculty, doctoral students, or research staff who are “principal investigator eligible.” Doctoral students must be enrolled in a Rutgers University program and may only serve as co-principal investigators with their primary doctoral advisor. All proposals must include biosketches of all members of the research team along with statements verifying capacities and competencies to execute proposed projects.

CATEGORIES, LETTERS OF INTEREST, AND TIMELINES FOR FUNDING PROPOSALS

Proposals may be submitted for projects that are expected to yield deliverables within a short time frame, as well as projects that will require longer terms to produce deliverables. The shorter-term or “rapid response” proposals require applicants to demonstrate that they are positioned to produce proposed outcomes before September 1, 2019. These proposals will be due on March 15, 2019, and funding decisions will be made by May 15, 2019. The longer-term or “pilot study” proposals require applicants to demonstrate that they will utilize funding in the service of preparing larger-scale proposals for external awards that will support the center’s infrastructure and programmatic mission. These proposals will be due on April 19, 2019, and funding decisions will be made on May 31, 2019.

Prospective applicants are asked to submit brief “LETTERS OF INTEREST” via Qualtrics form to assist in the review planning process; these will be due by February 25, 2019. Letters of interest should simply indicate the following: Name(s) and affiliations of principal investigator and co-investigators; category of planned proposal (1, 2, or 3; see below); estimated total cost of proposed study; and preliminary/working title of proposal. The Qualtrics form may be accessed here:

https://rutgers.ca1.qualtrics.com/jfe/form/SV_9EN8vE9Fi4R9vEh
Rapid-Response Proposals

**Category 1: SCHOLAR grants.** (Due 3/15/19; decision by 5/15/19; award ceiling: $15,000)

Proposals in this category may be submitted by Rutgers University researchers who require a modest amount of funding to support their time in completing a manuscript related to gun violence for peer-reviewed journal submission. Funds will be provided as stipends to support work during the summer of 2019 (e.g., one month of summer wages).

**Category 2: DATA ANALYSIS grants.** (Due 3/15/19; decision by 5/15/19; award ceiling: $30,000)

Proposals in this category may be submitted by Rutgers University researchers who require funds to support data analysis activities for a project related to gun violence for which data collection already has been completed and data already have been appropriately coded and processed. Funds may be used to purchase consultation and/or analysis services from the Rutgers University Biostatistics and Epidemiology Service (RUBIES; see appended documentation) along with some time for principal investigators to develop and report out their analysis.

Pilot Study Proposals

**Category 3: FULL PILOT STUDY grants.** (Due 4/19/19; decision by 5/31/19; award ceiling: $100,000)

Proposals in this category may be submitted by Rutgers University researchers who require funds to conduct a full-scale pilot study related to gun violence. Funds may be used to cover investigator time, hire project staff, access secondary datasets, develop instrumentation, collect data, and/or access data analysis services through the Rutgers University Biostatistics and Epidemiology Service (RUBIES; see appended documentation). Proposals must demonstrate that the findings from the project will be leveraged immediately into the service of a larger scale funding proposal to an external agency.

**HUMAN SUBJECTS RESEARCH APPROVALS**

Any proposals for studies involving human subjects research will not be eligible to receive funds until proof of Rutgers IRB approval is provided. Principal investigators on Category 3 proposals are strongly encouraged to submit their IRB applications around the time of proposal submission to facilitate award processing and fund disbursement if their proposals are accepted.
TOPIC AREAS FOR FUNDING PROPOSALS

The Center supports original research on gun violence that will help to reduce the burden on individuals and society in five broad areas of inquiry:

1. Individual and societal determinants of risk for involvement in gun violence, whether as a victim or a perpetrator.
2. Individual, community, and societal consequences of gun violence.
3. Prevention and treatment of firearm violence at the individual, community, and societal levels.
4. Effectiveness of existing laws and policies intended to reduce firearm violence, including the criminal misuse of firearms.
5. Efforts to promote the responsible ownership and use of firearms.

REVIEW CRITERIA FOR PROPOSALS

We strongly encourage proposals to be developed by multi-disciplinary teams and in partnership with stakeholders outside of the academic community. Selection of these projects will be prioritized according to the degree to which the project will address an important problem or a critical barrier to progress, scientific merit of the study, innovation, and capabilities of the research team, and likelihood of the project yielding actionable results. Each proposal will be subject to blind review by at least two faculty reviewers affiliated with the Center and scoring will be based on the following criteria:

1. Alignment with targeted research areas of the Center (listed above).
2. Importance of the problem to be studied and innovation of the planned approach.
3. Scientific merit, in terms of critical gaps addressed and quality of scientific design.
4. Capabilities and competencies of the research team.
5. Feasibility of study being successfully executed and completed within proposed timeframe.
6. Projected likelihood of the proposed study yielding actionable results including immediate and longer-term prospective deliverables.

PROPOSAL FORMATTING

Please follow the basic NIH format/outline as a template for the text of your proposal. Please see here for information about NIH formatting: https://www.niaid.nih.gov/grants-contracts/write-research-plan

Proposal text should include four sections: 1) Specific Aims (i.e., goals and objectives); 2) Significance (i.e., importance of proposed research); 3) Innovation (i.e., extent to which proposed work contributes new knowledge through new or emergent methods); and 4) Approach (i.e., how the research will be conducted). Proposals are limited to 10 pages of text, 12-point Times font, double-spaced, with 1” margins.
Please include, as separate pages, the following sections:

1. **Title page** listing full title along with the name and affiliation of the principal investigator and any co-investigators.
2. **Timeline** showing how the research will be executed from the time of award through study completion.
3. List of works cited in the proposal, in APA format.
4. Any relevant **letters of support** from external collaborators, community partners, etc., that demonstrate the capacity for completing the proposed research.
5. **Biosketches** for the principal investigator and any co-investigators. Ideally biosketches will follow standard NIH or NSF formats, but abbreviated CVs will suffice.
6. **Budget narrative and Rutgers budget spreadsheet** as detailed below.
7. **Contact information** (name, address, telephone, email) for your department or unit’s main point of contact for budget/financials.

**BUDGET PREPARATION**

Please use the Rutgers spreadsheet template as a guide for budgeting. You may find it here: [https://orsp.rutgers.edu/budget-template](https://orsp.rutgers.edu/budget-template).

The template includes categories allowable for funding. We recommend strongly that you prepare your budget with the support of your department or unit’s budget/financial administrator. Include with the spreadsheet a full narrative detailing how each line item will be spent. Facilities and Administrative Costs (indirect costs) are not supported on pilot awards. Submission through RAPSS is not required at the time of submission.

**PROPOSAL SUBMISSION**

Prepare your submission as a PDF document integrating all proposal elements listed above and submit via email to:

Gerrae Brown, Administrative Assistant  
NJ Center on Gun Violence Research at Rutgers University  
[gb465@sph.rutgers.edu](mailto:gb465@sph.rutgers.edu)

**QUESTIONS?**

If you have any questions or concerns about this funding opportunity, you may address them to Paul Boxer, PhD, Professor of Psychology and Research Core Administrator, NJ Center on Gun Violence Research at Rutgers University: [pboxer@rutgers.edu](mailto:pboxer@rutgers.edu)
Resources and Environment

Rutgers Biostatistics and Epidemiology Services Center (RUBIES) is a Center within Rutgers Biomedical and Health Sciences (RBHS) that provides basic data analysis and management, epidemiology, and biostatistics support to investigators throughout Rutgers University. The center director is Jason Roy, Ph.D., Professor of Biostatistics and the administrative manager is Patricia Greenberg, M.S. RUBIES is composed of faculty in biostatistics and epidemiology, professionally-trained biostatisticians, and biostatistics graduate students.

Programming and biostatistical analysis. RUBIES staff provide statistical programming support using a variety of software packages, include SAS, R, Stata, and SPSS. All programming is well-documented with version control and follows standards of reproducibility. Data analysis support can include: design and sample size calculations; production of statistical summaries, including tables and graphs; sophisticated modeling including multiple imputation of missing data, regression, survival analysis, mixed-effects models, machine learning, high-dimensional data methods, spatial models, propensity scores, marginal structural models, matching, and sensitivity analysis; interpretation of results; drafting manuscripts and abstracts.

Data management. RUBIES provides comprehensive data management, including database design, merging databases, and data cleaning. RUBIES staff work with popular database programs, including Oracle, Access, MySQL, and REDCap.

Physical environment. The center is located at the Rutgers School of Public Health in Piscataway, NJ. RUBIES faculty and staff offices are in close proximity to one another, facilitating collaboration. Computers are supported and maintained by dedicated onsite computer services staff. In addition to desktops and laptops, RUBIES makes use of Rutgers high performance computing cluster. Scientific applications on the server include SAS v9 and R. The computer network at Rutgers complies with HIPAA and other regulations and is extremely proactive with regard to network and system security.

Statistical Support

Research support offered by RUBIES includes:

1. Consulting on the design of observational or experimental studies, such as survey research, case-control, cohort, and clinical trials
2. Consulting on the design and analysis of biomedical studies, whether laboratory-based, clinical, or population
3. Data analysis and interpretation support, including analyses of project data and production of statistical summaries, tables, and graphs
4. Statistical programming using a variety of commercially certified statistical software packages such as SAS, S-Plus, SPSS, R, and Stata
5. Comprehensive data management support of analytic activities at any stage of a research project, including the preparation of databases, data entry, and processing for analyses
6. Technical report preparation, including the summarization of results and interpretations of statistical analyses of research data; and
7. Other services.
In addition, RUBIES will serve as a conduit to match investigators with faculty, when suitable.

**Campuses**

While RUBIES is located in Piscataway, travel to other campuses such as Newark can be arranged. This is especially true for research groups that use RUBIES support. For example, a department in Newark that has 20% FTE of a RUBIES statistician could coordinate a schedule where the statistician is on site in Newark once a week or once every other week. Whenever possible, email or skype will be used to minimize travel.

**Pricing**

There are several ways that RUBIES can provide support. We describe these options below.

1. **“Retainer” model.** A department, school, institute, or research lab might need a lot of short-term consultations in a given year. A good option in this case is to pre-pay for a certain number of hours in a year. A RUBIES analyst would then be available to members of that group and would keep track of hours used. Support could include consultations, programming, data analysis, holding office hours, and educational workshops.
   - e.g., a department might expect to need about 1 day per week of a biostatistician and pay the retainer to have access to that support.
   - Cost is based on a percentage of the typical annual salary plus fringe, currently $140,000.
   - For example, one day per week of a M.S. biostatistician would cost $140,000*0.20=$28,000 for the year.

2. **Short-term collaborations** (hourly). Short-term collaborations typically involve support on small studies, design / power calculations, or general consulting.
   - First hour free
   - Hourly billing after that
   - MS analyst: $135/hr internal (Rutgers) / $270/hr external
   - Faculty: $165/hr internal / $330/hr external

3. **Task based** (fixed price). Fixed price contracts are preferable for investigators with mid- to long-term projects who want the security of knowing ahead of time the cost to complete the work, regardless of how long the work takes. The RUBIES manager will work with investigators to determine the scope of work and to provide the budget for the work. If it is later determined by the investigator that there needs to be a changes in scope of work (either expanded or decreased), RUBIES will provide the adjusted budget.
   - Scope of work determined by analyst and investigator
   - RUBIES responsible for completing the tasks in the scope of work
   - Cost determined prior to start of project

4. **Fixed percent effort contract.** RUBIES staff are available to be on funded research as a percentage effort. This is a great option for investigators who need support from a programmer or biostatistician on their grants.
   - Percent effort of MS analyst
   - Cost based on their salary + fringe (and possibly indirects)
Authorship Policy

Co-authorship is expected when the statistician makes substantial contribution to the design or analysis of the study. Reimbursement for time does not preclude authorship. In other words, statisticians should both be paid for their time and, when warranted (see below), have their contribution recognized with authorship.

Who Is an Author?

From the International Committee of Medical Journal Editors website, “Defining the Role of Authors and Contributors” (http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html)

The ICMJE recommends that authorship be based on the following 4 criteria (quoting):

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged—see Section II.A.3 below. These authorship criteria are intended to preserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

Non-Author Contributors

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified
(e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients", "participated in writing or technical editing of the manuscript").

Because acknowledgment may imply endorsement by acknowledged individuals of a study’s data and conclusions, editors are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.