

AAWR Research & Education Foundation Grants

Summary of Requirements and Conditions

PURPOSE: To assist AAWR investigators gain experience in testing hypotheses and defining objectives before they apply for major grants from corporations, foundation or government agencies, by underwriting preliminary studies required prior to seeking major funding for a project.

AMOUNT: One year grant of \$5,000 or less, payable to the Department in two equal installments. The first installment will be paid in November at the RSNA Scientific Assembly and Annual Meeting. The second installment will be paid at the conclusion of the study, after a review of the study has been submitted to the AAWR newsletter *Focus* and been submitted either for scientific presentation, work in progress, or peer reviewed journal. The Foundation does not pay institutional overhead costs.

REQUIREMENTS:

AAWR Research Seed grant is targeted to active AAWR members who require support to explore the initial approach to a research plan, and to provide experience supporting an application for a more comprehensive study of the research topic. Again, the applicant must be an active member of the AAWR and should hold an academic position in the rank of Instructor or Assistant Professor, and should not have served as principal investigator in a major (\$50,000 or more) grant.

OTHER PROVISIONS:

- Any area of radiology-related research is eligible including basic, clinical; developmental; health care planning, delivery, and evaluation; and education.
- Funding is for new projects, not to support portions of large, previously funded work.
- Final report submitted to the AAWR Research and Education Foundation within 60 days after completion of project. Project should be completed within a two-year period. An interim report must be submitted six months after the start of the project or halfway through the project (whichever comes first).
- The deadline for application receipt is August 31 and start date is in November at the RSNA Annual Meeting.
- All scientific publications and exhibits resulting from Foundation supported research must acknowledge AAWR Research and Education Foundation support.
- Applicant must have been a member of AAWR for at least two years prior to application.

AAWR Research and Education Foundation Grant Program

Policies and Procedures

• Purpose

These grants have been designed to foster research in radiology by helping to underwrite the preliminary studies that are frequently necessary before seeking major funding for a project. AAWR Research & Education Foundation Grants will support a wide variety of projects with budgets of \$5,000 or less. They will enable investigators to gain experience in testing hypotheses and defining objectives preliminary to their applications for major grants from corporations, foundations or governmental agencies.

These grants are designed to support the preliminary or pilot phase of scientific projects. The data from these projects will indicate feasibility and appropriateness of the research when funding from other agencies is sought. They are not intended as a supplement to major funding already secured. While the Research & Education Foundation has no responsibility for support beyond one year, re-submission for further support will be considered in exceptional cases.

• Eligibility

AAWR grants are targeted to active AAWR members who require support to explore the initial approach to a research plan, and to provide experience supporting an application for a more comprehensive study of the research topic. Those who have served as principal investigator on a major (\$50,000 or more) grant are not eligible for this program. Applicants must have been a member of AAWR for at least two years prior to application.

• Nature of Projects to be Considered

Any area of radiologically-related research is eligible for grant support, including:

1. Radiology related research, both basic and clinical;
2. Developmental projects utilizing innovative techniques, new methods, or special equipment leading to better patient care,
3. Aspects of health care planning and delivery, including evaluation and behavioral studies, in areas where resources are not normally available;
4. Programs in health education relevant to radiology.

• Selection Criteria

Depending upon the nature of the proposal, one or more of the following yardsticks may be applied:

1. Is the protocol based on good scientific reasoning?
2. Is the scientific methodology of the proposal appropriate?
3. What effect might this innovation have on the existing state of knowledge in:
 - morbidity and/or mortality?
 - utilization of resources for patient care?
 - education of health manpower?
4. Does the proposal have implications for the prevention of accident or disease?
5. Does the proposal have relevance to national health problems?
6. Does the proposal represent expansion of existing work or new study?

• Process for Awarding Grants

The AAWR Research and Education Foundation Board of Directors will review each application for scientific merit and appropriateness of funding. Ad hoc reviewers may be added from AAWR membership if their scientific expertise is required.

Grant awards will be made to the Department in two equal payments. The first payment will be available in November at the RSNA Scientific Assembly and Annual Meeting, the second at the conclusion of the study (not later than two years) and after a review of the study has been submitted to *Focus*, the report is submitted to the AAWR Research and Education Foundation and has been submitted either for scientific presentation, work in progress, or in a peer reviewed journal. The Foundation does not pay institutional overhead costs.

• Notes to Applicants

Applications must contain a clear statement of the aim of the project. Answers to such questions as those posed under the previous heading "Selection Criteria," should be given wherever possible, and the method of study planned by the investigator(s) should be stated.

The Principal Investigator/ Applicant must be identified and assurance given of his/her commitment to the study, if funded. Other staff should be identified, if possible.

Dates indicating the time and duration of the study should be set out clearly.

Budget information must be detailed, including data on:

1. Salary support-including benefits-if laboratory or other assistant will be paid by this grant
2. Equipment purchase and/or rental
3. Supplies and materials
4. Other-specify

Grant recipients must submit a Final Report to the Board within sixty days after the completion of the Project or within 24 months of the Project's date of commencement. An interim report must be submitted six months after the start of the project or halfway through the project (whichever comes first). [If the project is delayed, interim reports must be submitted every six months. These reports should describe the program progress and supporting details. There is no specific format or length to these reports.] Any resulting publication must acknowledge the AAWR Research and Education Foundation support. A copy must be sent to the Chair of the Foundation.

Applicants will be notified in writing of the disposition of their applications. Grant recipients will receive additional information concerning program administration and compliance details.

Requests for changes to the terms of an award should be addressed to the Chairman of the Board of the AAWR Research and Education Foundation with similar documentation and institutional approvals.

Please note that the Directors reserve the right to modify or terminate the amount of any stipend or allowance granted under the terms of the Grant program. Generally, such action would be based on the awardees' receipt of support from sources other than the Foundation, which might 1) limit the ability of the awardee to successfully complete the terms of the award or, 2) obviate the awardees' need for funding from the AAWR Research and Education Foundation. Any additional support and/or research efforts must be disclosed by the awardee.

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Grant Awards Application Form Instructions

Before completing this form, please carefully review the Policies and Procedures included with these materials.

Deadline: August 31 (award to start in November at the RSNA Annual Meeting)

The Application Form for the AAWR Grant Research Program must be completed and received in the offices of AAWR by the deadline date. Applications received or submitted after that date will not be considered for that review cycle.

Forms must be electronically submitted to: admin@aawr.org. Please note, we will only accept electronic submission.

- **Questions:** Inquiries may be sent Angela Davis at 713-965-0566 or via email at admin@aawr.org.
- **Format:**
The materials must be written in English, typed, and applicant must observe page limitations. All pages requiring signatures may be scanned and submitted electronically.
- **Incomplete Nomination Forms:**
Do not submit an incomplete application. Applicants whose forms do not have properly executed signatures, who have not followed the instructions or whose materials do not clearly present sufficient information to permit an adequate review, will not have their materials reviewed.
- **Checklist:**
Use the Table of Contents as your Checklist to insure a complete application and proper sequencing of the materials.
- **Section I. Application**
 - A. Table of Contents/Checklist. Use this page, or a clear copy of it, for the first page of your Application. Fill in appropriate page numbers.
 - B. Proposed Plan. This page, when separated from the rest of the form, is meant to serve as a succinct and accurate description of the proposed work. Stay within the spaces provided. Do not attach additional pages. Do not insert the investigator's name anywhere on this sheet.

For Item I.B.3. please check whether human subjects (HHS Form 596 or equivalent), vertebrate animals, PHS Assurance of Compliance with *Principles for Use of Animals* or the *Guide for the Care and Use of Laboratory Animals* or standards established by the Animal Welfare Acts or their equivalent, or relevant radiological safety forms are attached. In the United States, forms typically used by the Department of Health and Human Services or the Public Health Service may be duplicated and submitted. In other countries, equivalent forms may be attached. Documentation indicating the approval of the Institutional Review Board is also required. If approvals have not been obtained by date of application submission, provide evidence that proposal has been submitted to the Institutional Review Board.

I.B.4. Please enter the full amount of the Project budget as well as the amount of support being requested from the R&E Foundation in support of the total Project cost.
 - C. Investigator Data. Responses on these sheets may be amplified where so indicated. Attachments should be numbered consecutively at the lower right corner of each page. The Applicant's name should appear at the upper right corner of each page, as well. A copy of Section I.C. should be completed for each investigator/ consultant working on the proposed research project.

D. Signatures.

1. Original signature of the Departmental Chairman or the Director of Research is required. If applicant is in a private practice, the group's chief must sign and provide a statement of how much time will be allocated to the applicant to complete the project. If other administrator's signature is affixed, please explain.
2. Self-explanatory.

- **Section II. Attachments**

- A. and B. Documents submitted should be as brief as possible, in typewritten form, numbered and identified as required on Page 1 of the Application Form-Table of Contents/Checklist. Be sure to include a current CV of the investigator(s). The CV must include a list of references.
- C. Self-explanatory.

- **Section III. Budget**

Each application form must contain a complete budget for the proposed Project. All direct costs and equipment costs should be provided. Other sources of support for the activity should also be identified. Their contributions must be clearly indicated as in-kind, restricted, or unrestricted support. The Foundation does not pay institutional overhead costs.

- **Section IV. Assurances**

See descriptions provided under Section I.B.3.

- **Section V. Letter of Support**

A letter of support from the Principal Investigator's Departmental Chairman or group chief may be scanned and submitted electronically. It should detail the Department's reasons for supporting the proposed research, how this activity relates to the overall research activities of the Department, descriptions of departmental in-kind support for the Project, and any other pertinent information that would be useful in evaluating the request. Particularly pertinent would be statements regarding time allotment for completion of the project, sufficiency of patient base, and adequacy of laboratory facilities.

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Grant Research Program

Section I,A

Table of Contents/Checklist

Number pages consecutively at the bottom throughout the form. Do not use suffixes such as 5a, 5b. Type the name of the Principal Investigator at the top of each printed page and each continuation page, except for the Proposed Plan Summary Sheet. Photocopies of the original nomination materials will be accepted if they are legible and have original signatures.

SECTION I. Application	Page Numbers
A. Table of Contents/Checklist	1
B. Proposed Research Plan-Summary Sheet	2
C. Investigator(s) Data	3
D. Signatures	—
SECTION II. Attachments	
A. Detailed Plan Description	—
B. Curriculum Vitae of Investigator(s) (including record of previous grant support)	—
C. Resources and Environment	—
SECTION III. Budget Attachments	
A. Budget-Projected use of Funds	—
B. Other Sources of Support	—
SECTION IV. Assurances (if applicable)	
A. Human Subjects	—
B. Vertebrate Animals	—
C. Radiological Safety	—
SECTION V. Letter of Support	

To ensure that you are submitting a complete application, use this page as a checklist.

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Application Form, Section I,B

Proposed Plan Summary Sheet

NOTE: This completed page, when separated from the rest of the Application Form, should serve as a succinct and accurate description of the proposed work. Do not exceed the space provided. Do not use additional pages. Do not use the investigator's name anywhere on this page.

- 1. Title:**
- 2. Summary description of proposed program:**

3. Any proposed program research will meet requirements for: (Attach appropriate relevant forms)
Human Subjects _____ Vertebrate Animals _____ Radiation Safety _____

4. Total Project Budget \$ _____ Amount Requested \$ _____

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Application Form, Section I, C

Investigator(s) Data

Principal Investigator

1. Investigator Data: (Please reproduce each page of Section I, C and complete one set for each Investigator.)

Name _____

Title/faculty rank _____

Institution _____

Department _____

Office Address _____

Phone _____ Date of Birth ____ / ____ / ____

Fax _____ E-mail _____

Country of citizenship _____

Degrees and diploma _____

(degree, date, institution)

Honors received _____

Grants received and _____

level of funding _____

Field of professional _____

and scientific interest _____

AAWR Research and Education Foundation Grant

Application Form, Section I, C (cont'd)

Investigator(s) Data

Principal Investigator

List no more than five titles of investigator's publications related to the proposed research. Give complete reference.

Percent time allocated to this research program to other duties (please specify)

	%
	%
	%
	%
	%
	%

2. Describe how the Grant relates to the priorities of the host institution and those articulated in the Policies and Procedures Section of this application. Use this page only.

Application Form, Section I, D
Signatures

Principal Investigator

1. To be completed by host institution:

I hereby affirm that arrangements for the outlined program have been made, funds and support services described are available and that all terms and conditions of the AAWR Research & Education Foundation Grant Research Program can and will be complied with.

Signature of Departmental Chairman or Director of Research and Title or Practice Group Chief

(Signature by proxy is not acceptable)

Name of Departmental Chairman or Director of Research and Title or Practice Group Chief

2. To be completed by Principal Investigator:

I have read the Application Form submitted for consideration and affirm that the statements are true. I agree to abide by the terms and conditions thereof.

Signature of Nominee

This page should be signed and scanned into a PDF document and submitted electronically.

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Application Form, Section II, A
Detailed Plan Description

Principal Investigator

Please provide a concise description of the current state of knowledge relating to your research proposal, including any relevant work done by yourself or co-investigators. Detail the experimental design, methods to be used and significance of the Project. If possible, identify potential funding sources which may be interested in the findings obtained with the support of the Grant Program. Use additional pages, if necessary. Do not exceed three pages for the detailed plan (minimum font size 12). Additional pages may be included for the bibliography if necessary.

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1. Facilities:

Mark the facilities to be used at the institution at which the planned program is to be undertaken. Briefly indicate their capacities, pertinent capabilities, relative proximity and extent of availability. Use "Other" to describe the facilities at any other sites or for field studies, if appropriate. Use additional pages, if necessary.

◆ Laboratory:

◆ Clinical:

◆ Animal:

◆ Computer:

◆ Office:

◆ Other:

2. Major Equipment:

List the most important equipment items available for this Project, noting the location and pertinent capabilities of each. Use additional pages, as necessary.

3. Additional Information:

Provide any other information describing the environment for the Project. Identify support services and the extent to which they will be available. Use additional pages, as necessary.

To facilitate fund disbursement if grant is approved, please supply necessary address and payee information. This information is available through your institution's sponsored research office.

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Application Form, Section III, A & B
Budget and Other Sources of Support

Principal Investigator

A. TOTAL Research Budget \$ _____ **Amount Requested \$** _____

Please provide a detailed outline of the proposed budget, including-where applicable-information on: equipment-purchased or rented; supplies and materials; other (including salary support if laboratory or other assistant will be paid by this grant). Use additional pages, if necessary.

B. Other Sources of Support

Please list other funds applied for or received for the proposed research project. Include the grantmaker's name, the amount and date of receipt and any restrictions or limitations on the funds. Use additional pages, if necessary.