Foundation Grant Application Instructions

Only AOAO members will be considered for the grant. Applicants must use the application form provided. Enter text in the shaded areas on the form in the space provided.

Face Page (1 page)

The Principal Investigator (PI) is the person responsible for the technical direction of the project and is the primary contact for the Grant. Provide full name, degree(s), title, department, institution, mailing address, telephone number, and e-mail address.

Funds Requested

Enter budget amount for your project. Requests may not exceed $5,000 in direct costs.

Regulatory Approvals

Please check the appropriate box to indicate the use of animals (IACUC) or human subjects (IRB) in the proposed project. Note that the PI must provide a copy of the IACUC and/or IRB letter to the Review Committee before award funds will be released. Pending approvals at the time of application submission are acceptable, but to avoid delays, you are strongly encouraged to have your protocol in process at the time the grant application is submitted.

Certifications

Provide the electronic signatures of the PI and PI's Residency Program Director, by typing the names in the shaded box and checking the "Confirm Signature" box.

Page Two: Project Summary/Abstract; Senior/Key Personnel (1 page)

Enter text in the shaded areas on the form provided in 11-point Arial font, single spacing.

Project Summary/Abstract

Provide a succinct and accurate description of the proposed work suitable for dissemination to the public. State the application's broad, long-term objectives and specific aims. Describe concisely the design and methods for achieving the stated goals.

Senior/Key Personnel

In addition to the Principal Investigator, Senior/Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested. List the Principal Investigator, last name first. Then list all other Senior/Key Personnel in alphabetical order, last name first. For each individual, provide name, department/division affiliation and role on the project.

Pages 3-4: Project Plan (2 pages)

Enter text into the shaded areas on the form provided in 11-point Arial font, single spacing. Limit length to the space provided.

1. Specific Aims. State concisely the hypothesis to be tested and the specific aim(s) to be achieved during the grant period. Research must be orthopedic in nature and include the four osteopathic tenants:

- Body is a UNIT [body, mind, spirit]
- Body is Capable of self-regulation, self-healing, health maintenance
- Structure & Function are reciprocally interrelated
- Rational Treatment is based on these principles

2. Background and Significance. State the significance of the proposed project to the field.

3. Project Design and Methods. Concisely present your design and the methods to be used to accomplish your specific aims. Also, indicate how the results will be interpreted and how they will lead to future investigations. The review panel will ask: Are the overall strategy, methodology and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Address statistical methods, if indicated.

4. Anticipated Result(s). Present hypothesized findings/outcome of the study as clearly and as detailed as possible.

5. Alternate Strategies. Develop and indicate alternative strategies for potential problems in the research plan.

6. Next Steps. Identify how this funding will improve the quality of patient care.

Page 5: Human Subjects and Vertebrate Animals (1 page)

Enter text into the shaded areas on the form provided in 11-point Arial font, single spacing.

If applicable, summarize your plan to protect human / vertebrate subjects according to the following: Risk, Adequacy of Protection against Risks, Potential Benefits of the Proposed Research, Importance of the Knowledge to be Gained, Data and Safety Monitoring Plan.

Page 6: Budget (1 page)

Use the form provided to present a summary of the proposed budget.

Allowable Cost Items:

- Personnel: Allowable personnel expenses include salary and applicable fringe benefits for post-docs and graduate students (if they receive a salary) and other professional and technical staff (including statistical support). Staff education costs are allowable.
- Study participants: Costs of recruitment (e.g., purchase of advertising), payments to subjects (limited to $1000 total), patient care and other costs associated with the use of participants in the study.
- Study Equipment
- Study Supplies
- Travel: For PI to attend a professional meeting to present study results—partial to $1,500.

Unallowable Cost Items

Funding will **not** be provided for the following items:

- Personnel expenses (including salary and applicable fringe benefits) for the PI

- Consultant Costs

- No Indirects allowed

- Subawards

- Stipends

- Office equipment and furniture

- Tuition

- Dues and membership fees

- Maintenance/service contracts

- Construction, alteration, maintenance or rental of buildings or building space

- Recruiting/relocation expenses

- Entertainment/social expenses

- Pre-award costs

Budget Justification

In the space allocated explain and justify costs presented, providing calculations to demonstrate how amounts were determined. Enter text into the shaded areas on the form provided in 11-point Arial font, single spacing.

Special Appendix: Biographical Sketch (maximum of five pages)

Provide a biographical sketch for the principal investigator and senior/key personnel. Use the NIH form which can be download from http://grants.nih.gov/grants/forms/biosketch.htm.

Additional Resource:

https://www.ncbi.nlm.nih.gov/sciencv/

Each biographical sketch should not exceed five pages in 11-point Arial font, single spacing.

Submission Process

1. Create a single PDF document and include the application form as well as all biographical sketches and additional forms.
2. Email the document to Joye Stewart (joye@aoao.org) by March 13, 2020
3. Questions? Contact Joye Stewart, Grant Administrator.