

Application Guidelines

Jay Grosfeld, MD Scholar Grant American Pediatric Surgical Association Foundation

2019-2020

I. GENERAL POLICIES

A. Purpose

The American Pediatric Surgical Association (APSA) Foundation encourages the efforts of pediatric surgeon-scientists by providing support for projects which will broaden the horizon of the recipient in a fashion not otherwise readily achieved and for which funds may not be available from usual current sources. The APSA Foundation welcomes proposals for support of projects that include clinical, basic science, translational, comparative effectiveness, quality improvement, education, and health care delivery research, as they relate to the surgical sciences or to the delivery of pediatric surgical care. Projects can be supplemental to the ongoing research efforts of the applicant, but should provide an extra dimension that will enhance or enrich the recipient, an institution, a community, children or society in general.

B. Who May Apply

Individuals eligible to apply for an APSA Foundation grant include:

- Regular members of APSA
- Individuals who have completed an Accreditation Council on Graduate Medical Education (ACGME)- or Royal College of Surgeons of Canada (RCSC)-accredited pediatric surgery fellowship but are not yet full members of APSA
 - ✓ Must be applicants for candidate or full membership in APSA
 - ✓ Must be sponsored by an APSA member
- Pediatric surgery fellows enrolled in an ACGME-approved program or RCSC-equivalent training program:
 - ✓ Must provide verification of enrollment by the training program director
 - ✓ Must be sponsored by an APSA member
- Applicants age 40 years and younger are preferred

Previous APSA Foundation grant recipients are ineligible for additional grant support.

C. Method of Applying

Completed APSA Foundation applications should be emailed to ksegreti@eapsa.org no later than Friday, March 1, 2019. FAX copies of the application forms and support letters are not acceptable. It is important that the application be in the form specified. While research proposals submitted elsewhere are welcome, sending copies of applications submitted to the NIH and elsewhere rather than using the APSA Foundation submission forms is not acceptable.

D. Letters of Support

All applications should include a letter of support from the chief of pediatric surgery, surgeon-in-chief, or department chair. If that person is not an APSA member then an additional letter of support from an APSA member sponsor should be included. For pediatric surgery fellows, a letter of support from the training program director should also be included. Letters of support should document commitment of facilities, space, equipment, other resources, and time available to conduct the proposed project (suggest minimum of 25% protected time).

E. Review

Applications will be reviewed by members of the APSA Research Committee and the APSA Foundation leadership.

F. Application Due Date

The deadline for receipt of applications is **March 1, 2019**.

II. GRANT PREPARATION

A. Amount and Duration of Grant

This year APSA Foundation will award two (2) \$25,000 grants. Foundation grants are usually approved for one year but may under special circumstances be renewable for a second year (depending on the progress in Year 1). When warranted by the special nature of the project, awards may be approved for a shorter duration, or rarely, may be interrupted for periods of variable duration.

B. Narrative

Format: The proposal should not exceed 8 typewritten pages, Arial 11 font, and 1-inch margins. The proposal should be written in a style appropriate for a reviewer who may not be an expert in the applicant's field of research.

1. Research Design: Applications should include the following:
 - a. **Objectives:** State the overall objectives of the work.
 - b. **Background information:** Briefly review the history and current state-of-the-art on the subject. Include any pertinent preliminary data that you may have collected.
 - c. **Rationale:** Present the rationale behind your approach to the problem.
 - d. **Significance:** What is the potential importance of the proposed project? Discuss any novel ideas or contributions that the project offers. Make very clear the health-related implications of the research and why the project will enrich or enhance the care of children and/or the surgical sciences.
 - e. **Specific Aims:** List the specific aims of the proposed research or project and how it may enhance or enrich the care of children or the surgical sciences.

- f. **Methods:** Give details of the research plan, including the methods, species of animals (when applicable), and techniques to be used; the data expected to be obtained; and the means by which the data will be analyzed or interpreted. If clinical studies are involved, give details of responsibility for patient selection and patient care. Describe the principal experiments or observations sequentially in the order for which they are planned. **A copy of the approved IACUC and/or IRB review forms should be submitted for research projects involving animals and human subjects, respectively.**
 - g. **Timeline:** Indicate a tentative schedule of the main steps of the investigation within the project period.
2. Facilities Available
Briefly list the facilities available for this project, including laboratories, clinical resources, office space, animal quarters, etc. List major items of equipment currently available for this project.
 3. Other Support
Identify other funding available to the investigator or available in the same institution or laboratory for the project requested.

C. **Budgetary Considerations**

1. Personnel
APSA Foundation will not provide base salaries for faculty, replacement income for clinical earnings, or salary for research support staff. Temporary secretarial services related to the project may be acceptable when justified.
2. Consultants
Support will usually not be provided for consultants. However, if consultants are absolutely required, name each consultant and their affiliation, and indicate the nature of the consultant service to be performed. Indicate expected rate and total consultant fees, travel per diem, and related costs for each consultant as one total sum.
3. Supplies
Supplies are defined as disposable items that are to be consumed during the period of the approved grant or project. Give a brief account of expected needs.
4. Equipment
Any equipment request must be restricted to items specifically needed to complete the work. Justify explicitly. Major pieces of equipment should be provided by the institution where the work is to be done.

5. Office Equipment
Purchase of office equipment is not available through APSA Foundation grants.
6. Animals and Animal Care
For those proposals involving animal research, the cost of animal purchase and maintenance should be itemized separately. Animal care must follow appropriate institutional guidelines as outlined by the NIH.
7. Patient Care
Grants requiring patient care costs must itemize and justify those costs separately.
8. Travel
Travel will be supported only if essential to the carrying out of a project which is out of the investigator's local area, or in those instances when it is vital to the conduct of an in-house project. Justify explicitly.
9. Publication Costs
Publication costs will not be provided.
10. Duplicating
The cost of reproducing materials directly related to the project, including reprints required for progress reports or for acquisition of information essential to the project, may be covered.
11. Telephone, FAX and Postage Expenses
Cost of local and long distance calls, FAX transmissions and postage will not be funded unless their use is justified in light of the project scope.
12. Computer Costs and Statistical Analysis
Computer costs including statistical analysis may be supported when necessary to the project.
13. Indirect Costs
APSA Foundation awards do not provide institutional indirect costs.
14. Justification of Budget
Explain any unusual expense on a separate page following the detailed budget form.

D. Curriculum Vitae

The Principal Investigator must submit a complete curriculum vitae and bibliography. A listing of all current grant support should be included in the CV, using the following format:

Title:

Principal Investigator:

Funding Period:

Funding Source:

Amount:

Percent of time devoted to project:

III. AWARDED PROJECT PROCEDURES

A. Announcement of Awards

Final determination of awards will be announced at the annual meeting of American Pediatric Surgical Association. Applicants will be notified in writing by either the chair of the APSA Foundation Board of Directors or a designee. The grant recipient will be expected to present the results of the project at the next APSA Annual Meeting.

B. Budget Changes

Categorical transfers will be considered during the time a grant is active. Requests for changes in budget category must be transmitted to the APSA Foundation office for approval. Any unused funds at the completion of the project must be returned to APSA Foundation.

C. Reports

A six-month narrative progress report is required by February 1 of the following calendar year. A final narrative progress report is due within 60 days of the end of the grant year. Each report should be limited to two pages and include:

1. Title of Project and Project Number
2. Investigator's Name
3. Dates of Support Covered by the Report
4. List of Publications, Articles in Press on Manuscripts. (2 copies of all published materials should accompany the report.)
5. Narrative
 - a. Objectives
 - b. A description of the studies carried out during the year and their relationship to the objectives.
 - c. An assessment of how this project has served to enhance or enrich ongoing current activity (i.e., clinical, educational, managerial or research).

2019–2020 APSA Foundation Grant Application

Title of Proposal

Principal Investigator

Name:

Position, Rank or Title:

Institution:

Address:

Email Address:

Cell Phone:

APSA Sponsor:

Training Program Director (for Pediatric Surgery Fellows only):

Total Requested for Project Period (maximum \$25,000):

Project Period: June 1, 2019 through June 30, 2020

Percent of Project
Effort Devoted To:

Research

Patient Service

Research Involving Human Subjects:	No	Yes
If yes:	Approved	Pending

If approved, attach copy of approval with approval date.

Research Involving Animals:	No	Yes
If yes:	Approved	Pending

If approved, attach copy of approval with approval date.

Signature of Principal Investigator:

Institutional Signature (if applicable):

APSA Member Sponsor Signature (if applicable)