

***Guidelines for Preparation of
Oral and Maxillofacial Surgery Foundation (OMSF)
Student Research Training Award***



(Please follow the directions carefully, and complete the application in 10 point font.)

I. PURPOSE OF THE STUDENT RESEARCH TRAINING AWARD

- A. Attract highly qualified health profession students to biomedical and behavioral research applicable to oral and maxillofacial surgery.
- B. Increase the number and quality of investigators within the field of oral and maxillofacial surgery.
- C. Interest dental students in the specialty of oral and maxillofacial surgery.
- D. Provide additional support to institutions where there are active and productive programs of oral and maxillofacial surgery research.

II. ELIGIBILITY OF THE APPLICANTS

A. Institutions

Institution eligibility requirements for the Student Research Training Award are:

1. Departments and/or divisions of oral and maxillofacial surgery within schools of dentistry and teaching hospitals accredited by the Commission on Dental Accreditation of the American Dental Association (“CODA) are eligible to compete for grants to support the training program.
2. The training director must be a faculty member within the department and/or division of oral and maxillofacial surgery.
3. **The training director (or designee) of the oral and maxillofacial surgery department at the applicant Institution must be a Fellow or member of the American Association of Oral and Maxillofacial Surgeons (AAOMS), and must be a member in good standing of the OMSF.**
4. The training director (or designee) must have a demonstrated record of success in conducting research and in establishing research activities within the department.
5. Applicant Institutions must have the staff and facilities to support the research training awards. See also Section III, A.
6. Only one grant application per institution may be submitted for each review cycle.
7. Institutions may have only one active Student Research Training award at any time.

B. Student Trainees

Student trainee eligibility requirements for the Student Research Training Award are:

1. Applicants must be matriculated as full-time health professions students and must have completed at least one semester as such a student.
2. Students in Ph.D. or postdoctoral programs are not eligible for support since the awards are intended to introduce students to research who are not otherwise exposed through their regular course of study.
3. There are no age limitations.
4. Citizenship: Applicants must be citizens or non-citizen nationals of the United States or its possessions and territories or must, at least one year prior to signing the application for the fellowship, have been lawfully admitted to the United States for permanent residence.

III. CONDITIONS OF THE AWARD

A. Institutions

1. The maximum disbursement for the award will be \$12,500.
2. The award is offered for periods of two (2) years.
3. The period of the award will begin on January 1st.
4. The Student Research Training Award is to be used to support five (5) student research trainees.
5. Additional funds required to carry out the program (e.g., supplies, equipment, publication costs, etc.) are to be obtained from other sources. The program budget, as well as a statement of assurance that the funds to support the budget will be available, must accompany the application.
6. The five student research training awards must be completed by December 31, twenty-four (24) months after the beginning of the period covered by the award.
7. Sponsorship and Commitment:
 - a. The sponsoring institution will be responsible for selecting a research mentor for each of the trainees.
 - b. The trainee's mentor will be responsible for designing and overseeing the work during the period of the award and for assuring that a progress report is completed.
 - c. Students are required to commit at least 20 hours per week to the research program during the period of the award.
 - d. Deviations from the approved program will be allowed only if applied for in writing to the OMSF Committee on Research. A written response will be provided.
8. A report of the outcome of the research that the trainee conducted during the period of the award must be prepared by the training director/designee. These reports must be submitted on the foundation's website: www.omsfoundation.org **within six (6) months following completion of the training period** (i.e., July 1).
9. OMSF shall not exercise any control over the sponsoring Institution, the student trainee, or the research.

B. Student Trainees

1. The student research training award funds are to be used as a stipend only.
2. Additional funds required to carry out the project (e.g., supplies, equipment, publication costs, etc.) are to be obtained from other sources. The project budget and a statement of assurance that the funds to support the budget will be available must accompany the application.
3. The maximum disbursement to a student trainee for each twelve (12) week period will be \$2,500. Up to \$500 may be used to support travel to a national or international meeting to present the results of the OMSF research project.
4. The awards are offered for periods of twelve (12) weeks.
5. An application for a subsequent award to cover an additional twelve (12) week period will be judged on the basis of eligibility, previous accomplishment, and the merit of the new application. No more than two (2) awards will be given to any one individual.
6. The period of the student research training award will begin on January 1st.
7. The trainee's status, title, and staff privileges will be determined by the Institution according to established policies.

IV. APPLICATION PROCEDURES

A. Application Forms and Format Institutions

1. Applications are to be *generated on computer word processing software* and must be submitted in the format described below. Only one copy of the application is required. Conformity to the prescribed format will be taken into account in the review process. *Copies of applications that have been previously submitted to other funding sources in other formats will be rejected.* Applicants are encouraged to submit a recent photograph to be used for media purposes.
2. Applications should describe a plan for widely announcing the program throughout the applicant Institution to assure active competition for awards.
3. The method of selection for student trainees and their mentors must be described. Criteria for selection must be identified.
4. Applications must describe at least four (4) potential research projects which address clinical problems in oral and maxillofacial surgery or basic biomedical science underlying the practice of the specialty. The role the student trainee will play in the research project must be identified. Each of the potential research projects must be no more than one page.
5. A plan for assessing the impact of the program on both the Institution and the trainee must be described.

Student Trainees

1. The procedures to be employed by students when applying for the training awards will be determined by the Institutions and will be part of their grant applications.

B. Timing of the Application

1. Applications must be filed with the OMSF Committee on Research by **July 15, 2010** and received via the OMSFoundation.org website by **5:00 p.m. EST** on that date.
2. ONLY applications submitted via the OMSF website will be accepted.
3. Notification of selection for an award, including renewals, will be made by December 31, 2010. Funds disbursement for the maximum \$12,500 will be transmitted in full to the awardees in January of the following year.

C. Review Procedures

1. The OMSF Board of Directors will, at its sole discretion, select the Student Research Training Award recipients from recommendations provided by its Committee on Research.
2. All eligible applications will be reviewed against previously established criteria determined by the Committee on Research and endorsed by the OMSF Board of Directors.

V. PROGRESS REPORTS AND PUBLICATIONS

A. Progress Reports

1. A progress report must be submitted for student training award recipients. The Institutional training mentors will be responsible for assuring that progress reports are submitted to OMSF on their respective student trainees. See Section III, A 9. **This should be completed on the Foundation's website: http://omsfoundation.org/research/progress_reports.aspx.**
2. Failure to submit progress reports will disqualify the institution and members of its staff from all OMSF research award competitions until the reports have been received.

B. Publications

1. Student training award recipients are encouraged to publish the results of their investigations in a clinical and/or scientific journal appropriate to the work and are free to disseminate such results through public communication media. When there is a publication, authors must acknowledge OMSF support by attaching the following footnote:

"This investigation was supported (in part) by a Student Research Training Award from the Oral and Maxillofacial Surgery Foundation"

2. Award recipients are encouraged to present the results of their research in an abstract format at the International Association for Dental Research Annual Meeting.

Submit the completed application on <ftp.omsfoundation.org>.

Instructions for uploading the application on the FTP site can be found at www.omsfoundation.org.

Deadline: July 15, 2010
5:00 p.m. EST

If you have any questions please email lclark@aaoms.org or call 847-233-4325.

***Application for
Oral and Maxillofacial Surgery Foundation (OMSF)
Student Research Training Award***

1. ***NAME OF SPONSORING INSTITUTION***

2. ***INSTITUTIONAL MAILING ADDRESS (Address, Street, City, State, Zip)***

3. ***OMS WHO WILL SERVE AS OMSF STUDENT TRAINING PROGRAM DIRECTOR***

A. Last Name: _____ First Name: _____

Middle Name: _____ Degrees: _____

B. I am a fellow or member of the American Association of Oral and Maxillofacial Surgeons (AAOMS), and a member in good standing of the OMSF. YES NO N/A
If you have any questions about your OMSF status please contact OMSF at 847-233-4325.

C. ***MAILING ADDRESS (Address, Street, City, State, Zip)***

D. ***COMMUNICATION INFORMATION***

Telephone Number: _____ Facsimile Number: _____ E-Mail Address: _____

4. ***NAME OF ADMINISTRATIVE OFFICIAL TO BE NOTIFIED IF AWARD IS MADE (Name, title, address, telephone and fax numbers)***

5. ***NAME OF OFFICIAL SIGNING FOR APPLICANT ORGANIZATION (Name, title, address, telephone and fax numbers)***

6. ***OMSF STUDENT TRAINING PROGRAM DIRECTOR ASSURANCE: I agree to accept responsibility for the scientific conduct of the research project.***

(Signature of person named in 3.)

7. ***CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true and complete to the best of my knowledge.***

(Signature of person named in 5.)

8. ***BUDGET AND BUDGET JUSTIFICATION Submit on Addendum A***

Present a budget for the four (4) potential projects of the award including a narrative justification. The budget and narrative justification should be limited to two pages. Only items directly related to the project should be included in the budget. The budget should address the following items:

- A. Personnel costs.
- B. Equipment costs for items over \$500 (See Section III of Guidelines).
- C. Supply costs (e.g., laboratory supplies, radioisotopes, radiographic and/or photographic film, etc.).

- D. Data management costs (i.e., directly relevant software and statistical analysis).
- E. Animal costs.
- F. Patient care costs (e.g., laboratory tests, record keeping, professional consultations, etc.).
- G. Travel (i.e., only for activities directly related to the project or for a single presentation of results of the project at an appropriate scientific meeting in the United States).

9. ***BIOGRAPHICAL SKETCHES*** **Submit on Addendum B**

Provide a sketch for the applicant and other key individuals who will be involved in the work. Limit each sketch to one page for each individual. A one page summary curriculum vitae for key individuals is required. A full curriculum vitae for key individuals is desirable but not required.

10. ***OTHER RESEARCH SUPPORT*** **Submit on Addendum C**

List all other research support currently requested or active for the Principal Investigator and other key individuals included in the application regardless of whether it is related to the proposed work. Limit to one page per project.

11. ***COMMERCIAL RELATIONSHIPS*** **Submit on Addendum D**

If the applicant(s) has an ownership or an economic or financial relationship with a commercial organization that is involved with products related to the research described in the application, a signed and dated statement concerning such a relationship must be provided with the application. Limit to one page.

12. ***RESOURCES AND ENVIRONMENT*** **Submit on Addendum E**

Describe the personnel, facilities, and equipment available to the applicant including laboratory, clinical, animal, computer, administrative, and scientific. Limit to one page. Also see Section III of the Guidelines.

13. ***RESEARCH PLAN FOR THE PROPOSED PROJECT*** **Submit on Addendum F**

Note: The plan is not to exceed ten (10) pages, including the literature citations. Human and Vertebrate Animal sections, when required, are in addition to the 10 pages. Please include the following sections:

- A. Name of Applicant Institution and Program Director.
- B. Summary Description of Program. Limit to 400 words.
- C. Plan for announcing the program within the applicant institution.
- D. Method for selection of student trainees.
- E. Plan for assessing the impact of the program on the institution and the trainee.
- F. Identification of research mentors and description of their specific role in the program.
- G. Description of four (4) potential research projects and identification of the mentors who will oversee the projects.
- H. Statement of Assurance from the Program Director to include the following:
 - 1. The funds to support the program will be provided by the institution.
 - 2. The institution will comply with all provisions of the OMSF Guidelines.
- I. Human Subjects (See Section 15 below).
- J. Vertebrate Animals (See Section 15 below).

14. ***PROCEDURES TO BE FOLLOWED FOR USE OF HUMAN OR ANIMAL SUBJECTS***

A. Human Subjects

(Include all IRB documentation, including either confirmation of submission or IRB certification.)

- 1. Applications involving the use of human subjects must be accompanied with a certification from the certifying institution that signifies protocol review and approval by its Institutional Review Board (IRB).
- 2. Applicants whose research will involve fetuses, pregnant women, children, human *in vitro* fertilization, or prisoners must assure compliance with the provisions of Department of Health and Human Services (DHHS) regulation, 45 CFR 46, Protection of Human Subjects which is available from the Office of Protection from Research Risks; National Institutes of Health, Bethesda, MD 20892.

3. Research Investigators have a direct and continuing responsibility to safeguard the rights and welfare of the individuals who are or may become subjects of research and should be in compliance with DHHS regulations, which are based on established, internationally recognized ethical principles. Further, they should follow the requirements and determinations of their IRB concerning the conduct of research and must assure the minimum of unnecessary risks to subjects by using procedures which are consistent with sound research design.

B. Vertebrate Animals

(Include all IRB documentation, including either confirmation of submission or IRB certification.)

1. Applications involving the use of vertebrate animals must be accompanied with a certification from the sponsoring institution that signifies protocol review and approval by its Institutional Animal Care and Use Committee (IACUC).
2. Institutions in which the use of vertebrate animals will be employed should be in compliance with applicable provisions of the Animal Welfare Act as amended (7 USC 2131 et. sec.) and other Federal statutes and regulations relating to animals. Established and recognized policies and procedures to ensure the humane use of vertebrate animals are contained in the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions and the associated Guide for the Care and Use of Laboratory Animals. These documents are available from the Office for Protection from Research Risks, National Institutes of Health, Bethesda, MD 20892.

Addendum A
Applicant Institution:

Oral and Maxillofacial Surgery Foundation
Application for Student Research Training Award
Addendum A (Budget and Budget Justification)

Addendum B

Applicant Institution:

BIOGRAPHICAL SKETCH

Give the following information for applicant and collaborators.

<i>NAME</i>	<i>TITLE</i>

EDUCATION (begin with baccalaureate or other initial professional education and include postdoctoral training)

<i>Institution And Location</i>	<i>Degree</i>	<i>Year Conferred</i>	<i>Field Of Study</i>

Research and Professional Training: Concluding with present position, list in chronological order previous employment, experience, and honors. Key personnel include the principal investigator and any other individuals who participate in the scientific development or execution of the project. List, in chronological order, the titles, all authors, and complete references to all publications during the past three years and representative of earlier publications pertinent to this application.

LIMIT: ONE PAGE.

OTHER RESEARCH SUPPORT
(Use continuation pages if necessary)

Other support is defined as all funds or resources, whether Federal, non-Federal, or institutional, available to the applicant and/or principal investigator and other key personnel in direct support of endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means. Include all individuals who participate in the scientific development or execution of the project.

Describe all currently active support and all applications and proposals pending review or award, whether pertinent to this project or not. If support is part of a larger project, list the other principal investigator(s). Check "None" if individual has no active or pending support.

Name:

a. Source and identifying no.: P.I.:

Title of project:

b. Your role on project: % Effort:

c. Dates and costs of entire project:

d. Dates and costs of current year:

e. Specific aims of project:

f. Describe scientific and budgetary overlap with OMSF submission:

g. Describe budgetary and project adjustments you will make if OMSF application is funded:

Addendum D

Applicant Institution:

Oral and Maxillofacial Surgery Foundation
Application for Student Research Training Award
Addendum D (Commercial Relationships)

Addendum E

Applicant Institution:

Oral and Maxillofacial Surgery Foundation
Application for Student Research Training Award
Addendum E (Resources and Environment)

Addendum F
Applicant Institution:

Oral and Maxillofacial Surgery Foundation
Application for Student Research Training Award
Addendum F (Research Plan)