

***Guidelines for Preparation of
Oral and Maxillofacial Surgery Foundation (OMSF)
Research Support Grant***



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

I. PURPOSE OF THE RESEARCH SUPPORT GRANT AWARD

- A. Further the development of scientific investigators who are committed to problems related to oral and maxillofacial surgery.
- B. Encourage promising lines of research and clinical investigation consistent with the research priorities established by the specialty.

II. ELIGIBILITY REQUIREMENTS FOR THE RESEARCH SUPPORT GRANT

- A. Applicant must have obtained a doctoral degree.
- B. Applicant oral and maxillofacial surgeon (OMS) must have completed an ADA accredited oral and maxillofacial surgery training program. If the Principal Investigator (PI) is not an OMS, there must be a qualified OMS as Co-PI and the relationship of the PI to the specialty must be specifically stated. The Co-PI must have an active role in the project, and the time commitment of the Co-PI to the project must be stated in objective terms (e.g., hours or days per week, days per month).
- C. **The OMS who is the PI or Co-PI, as the case may be, 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.**
- D. There are no age limitations.
- E. Citizenship: Either the applicant and/or the OMS Co-PI must be a citizen or non-citizen national 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 RESEARCH SUPPORT GRANT AWARD

- A. The maximum disbursement to the grant will be \$55,000.
- B. The grants are offered for periods of 12 months with an opportunity to apply for one (1) additional year of funding. To apply for this funding, applicants must re-submit the research application to include evidence of additional years of progress during year one.
- C. The period of the grant will begin on March 1.
- D. The grant funds are to be used primarily for direct support of the proposed research (i.e., technical assistance and supplies). Salary support for the PI and/or Co-PI may comprise only up to 50% of the total budget. Indirect overhead costs will not be supported by the OMSF. Also see Section 10 of the application.
- E. Up to \$1,000 may be used to support travel to a national or international meeting to present the results of the OMSF research project.
- F. Capital equipment purchased with grant funds may not exceed 50% of the total funds disbursed to the grant. Capital expenditures greater than 50% of the grant disbursement must be requested in writing and approved by the OMSF Committee on Research.
- G. Other sources of funding support that will contribute to the proposed project should be identified. The following items of information must be included in such disclosures: source of funding, amount of funding, duration of funding, title of funded project, and role of the PI and/or Co-PI in the funded project. Submit on Addendum C, OTHER RESEARCH SUPPORT.
- H. Research Environment and Institutional Relationship:
 - 1. Prior to application, each applicant must have a formal relationship with a health care institution engaged in research that certifies its willingness to provide the facilities and adjunctive support necessary to carry out the research plan. **Certification of this relationship must be provided in writing by the individual identified in item 9 of the application.**
 - 2. The award will be made to the applicant's certifying institution on behalf of the awardee. Each investigator is directly responsible to the certifying institution for the proper management of funds and project performance.

3. Deviations from the approved project will be allowed only if applied for in writing to the OMSF Committee on Research. A written response will be provided.
- I. Request for no-cost extensions of the grant will be accepted. The following guidelines must be used when applying for a no-cost extension:
 1. Requests must be received prior to the end of period of grant (i.e., February 28).
 2. Requests must be in writing, authorized by an appropriate official of the institution other than the PI.
 3. The maximum period of the extension will be one (1) year.
 4. An interim progress report must accompany the no-cost extension request.
 - J. OMSF Benefactor Partner Agreement: Certain awards will be supported partially or in full by industry supporters of the research endowment (i.e., Benefactor Partners) who have entered into an agreement with the OMSF which contains a “right of first refusal” clause. Those individuals and/or institutions who receive such an award will be bound by the terms of the agreement. The terms of the agreements are summarized as follows: *The OMSF Benefactor Partner is granted a right of first refusal to acquire all rights with respect to the licensing, manufacture, distribution, and sale of any concept, design product, or instrument which results from any Fund grant, for a purchase price generally recognized as the proper purchase price by persons in the field or trade relating to such concept, design, product, or instrument.* The awardee will be notified in advance of March 1, and prior to the conferral of award funds, as to the applicability and impact of this provision to his or her research project.

IV. APPLICATION PROCEDURES

A. Application Forms and Format

1. Applications are to be *generated on computer word processing software* and must be submitted in the format described below. 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. The Director and/or Chief of the unit (e.g., department, service, laboratory) at the institution from which the application is submitted must endorse the proposal in writing stating the support of the unit and the institution for the proposed work.

B. Timing of the Application

1. Applications must be filed with the OMSF Committee on Research by **August 31** 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**. Funds will be transmitted to the awardees by **March 1** of the following year.

C. Review Procedures

1. The OMSF Board of Directors will select the Research Support Grant awardees 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 (COR) and endorsed by the OMSF Board of Directors.

V. Progress Reports and Publications

A. Progress Reports

1. Award recipients must submit a report describing the results and conclusions of their research to OMSF within six (6) months after completion of the project year (i.e., by September 1).
2. The Progress Report must be submitted by completing the form on OMSFoundation.org. The report should contain the following information and is **not to exceed two (2) pages**:
 - a. A statement of the Hypothesis and the Specific Aims of the project.
 - b. A description of the Experimental Design and Methods that were employed in conducting the work.
 - c. A description of the relevance of the results and conclusions to the problem and to oral and maxillofacial surgery.
3. **Failure to submit a progress report will disqualify the individual from all OMSF research award competitions until the report has been received.**

B. Publications

1. Awardees 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 Research Support Grant award from the Oral and Maxillofacial Surgery Foundation"

Submit the completed application on OMSFoundation.org.

*Deadline: August 31st
5:00 p.m. Est.*

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

***Application for
Oral and Maxillofacial Surgery Foundation (OMSF)
Research Support Grant***

Type of Award: Research Support Grant

1. ***TITLE OF PROJECT*** (Not to exceed 60 typewritten spaces):

2. ***APPLICANT (PI)***

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. ***TITLE OF APPLICANT (PI)***

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

E. ***COMMUNICATION INFORMATION***

Telephone Number:

Facsimile Number:

E-Mail Address:

3. ***CO-PI***

F. **Last Name:**

First Name:

Middle Name:

Degrees:

G. **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.

H. ***TITLE OF CO-PI***

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

J. ***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. ***APPLICANT (PI) ASSURANCE:*** I agree to accept responsibility for the scientific conduct of the research project.

(Signature of person named in 2.)

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 12-month period of the investigation 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 Sections III, A & B 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 Sections III, A and B 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. Title of Project, Principal Investigator (and Co-PI as appropriate), and Performing Institution.
- B. Summary Description of Project. Limit to 400 words.
- C. Hypothesis and Specific Aims.
- D. Background and Significance.
- E. Preliminary Studies and Previous Studies by the applicant(s) related to the proposed work.
- F. Experimental Design and Methods.
- G. Literature Cited. All literature should be cited in the text by author(s) and year.
- H. Human Subjects (See Section 16 below).
- I. Vertebrate Animals (See Section 16 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 certification from a 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 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 and/or Principal Investigator

**Oral and Maxillofacial Surgery Foundation
Application for Research Support Grant Award
Addendum A (Budget and Budget Justification)**

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 and/or Principal Investigator

**Oral and Maxillofacial Surgery Foundation
Application for Research Support Grant Award
Addendum D (Commercial Relationships)**

Addendum E
Applicant and/or Principal Investigator

**Oral and Maxillofacial Surgery Foundation
Application for Research Support Grant Award
Addendum E (Resources and Environment)**

Addendum F
Applicant and/or Principal Investigator

**Oral and Maxillofacial Surgery Foundation
Application for Research Support Grant Award
Addendum F (Research Plan)**