AMERICAN ORTHOPAEDIC
FOOT & ANKLE SOCIETY

2015 AOFAS Research Grants Program

Program Description

Objective

The objective of the research grant program is to advance foot and ankle investigation by providing seed and start-up funding for promising research projects and encourage supplemental submissions to national funding sources. Subject to the levels of philanthropic support, grants of up to $20,000 per year are awarded.

Eligibility

Access to research grants is a benefit of AOFAS membership. An AOFAS Active Member, Associate Member – Osteopathic, Candidate Member or International Member must serve as either the principal investigator or co-investigator.

The principal investigator and co-investigator(s) may not be awarded more than two grants in any four consecutive years. Members of the Research Committee and its ad hoc reviewers may not apply for grants in the year in which they review applications.

Review Process

Grant applications are reviewed and scored by the AOFAS Research Committee and its ad hoc reviewers on a blind basis using an NIH-style process. The committee makes recommendations to the AOFAS Board, which makes the final decision on funding.

Deadline for Application: December 1, 2014, 5:00 pm Central

Period of Grant: July 1, 2015 to June 30, 2016

Funding Amount: Up to $20,000.00

The AOFAS gratefully acknowledges the contributions of members and corporations to the AOFAS Outreach and Education Fund (OEF) and the Orthopaedic Research & Education Foundation (OREF) for support of the AOFAS Research Grants Program.

PROGRAM INFORMATION

A. Application Procedure

The application process is described below in sections J and K of this document and detailed instructions for completing the application form can be found in the attached document “Instructions for Completing Grant Application”.

B. Notification of Award and Research Funds

The AOFAS will notify each applicant by letter following announcement of the award at the Specialty Day program. The acceptance statement must be signed by the principal investigator and returned to the AOFAS office within thirty (30) days following notification.

Seventy percent (70%) of the grant award is distributed upon receipt of the acceptance statement. Payment of the remaining 30% is contingent upon receipt of the final project report (including financial expenditures) and will be distributed upon submission of the paper to *Foot & Ankle International* for review.

Funding requests made later than 18 months after the initial acceptance letter will not be honored. Failure to produce a final report will result in a request to refund the initial funding allotted.

No salaries and wages may be allotted to primary or co-investigators.

At expiration of the grant, any unexpended balance of $100 or more must be refunded to the AOFAS within sixty (60) days.

The grant recipient may terminate a grant prior to normal expiration date by notifying the AOFAS in writing and stating the reasons for termination. Unexpended funds must be returned to the AOFAS within sixty (60) days, together with a final report of expenditures. The AOFAS reserves the right to terminate grants at any time upon three months written notice.

If the grantee has not completed the project prior to expiration for just reasons, he/she may submit a written request (30 days prior to expiration) for a no-cost extension stating the reason and requested period of extension.

C. Policy on Animals in Research

Use of animals and institution must justify number requested for project. If applicable, provide IACUC approval, regarding use of and number of animals requested for project.

All animals used in research supported by AOFAS grants must be acquired lawfully and be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Scientists and institutions must make decisions as to the kind and sources of animals that are most appropriate for particular studies. AOFAS policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns and that appropriate assurances be given that NIH principal governing the use of animals are followed.

D. Policy on Human Subjects in Research

Use of human subjects and sample size must be justified. If applicable, IRB statements from your institution's human subjects committee must be provided. IRB approval is required for patient X-rays.

AOFAS grant recipients are entrusted to assure adequate protection of human subjects. NIH regulations regarding human subjects should be followed.

E. Interim Progress Report and Final Report

The report formats for the Interim Progress Report and the Final Report will be sent with notification of the grant award. Reports should be sent to the AOFAS via e-mail to aofasinfo@aofas.org.

**** The Interim Progress Report is due October 1 of the year the grant is issued.***

**** The Final Report is due May 1 of the following year.***

Seventy percent (70%) of the grant award is distributed upon receipt of the acceptance statement. Payment of the remaining 30% is contingent upon receipt of the final project report (including financial expenditures) and will be distributed upon submission of the paper to *Foot & Ankle International* for review.

F. Policy on Delinquent Financial/Research Reports

The AOFAS reserves the right to deny additional grants to any institution, where after proper notification, an investigator has not submitted his/her final report within 18 months of the acceptance letter date. This policy will be enforced when reports are one year past the final due date. Upon receipt of these reports, the institution shall again become eligible for AOFAS grants.

G. Policy on Changing Aims of Grant

If the principal investigator and collaborators find that the original aims of the grant cannot be accomplished, and that to continue the project substantial changes in aims or methodology must be considered, the principal investigator must request permission from AOFAS to modify the aims. This request must be made in writing and must include the reasons for the change.

H. Budget

The budget for the project should include direct costs only. No salary amount may be allotted to the principal investigator or co-investigator. Funds may not be used for travel.

I. Presentation and Publication

Grant recipients are REQUIRED to submit an abstract for presentation of their research at the AOFAS Annual Meeting or Specialty Day Program within one year of the end of the term of the grant.

***Foot & Ankle International*, the official scientific journal of the AOFAS, has the right of first refusal for publication of research findings by grant recipients. The primary paper from the supported research must be submitted to FAI and that any secondary papers from this original research may be submitted to other journals for publication."**

The following acknowledgment should be used as a footnote on the first page of the text:

"Supported by a grant from the American Orthopaedic Food & Ankle Society with funding from the Orthopaedic Foot & Ankle Outreach & Education Fund (OEF) and the Orthopaedic Research and Education Foundation (OREF)."

The above credit line must also be included when a grant recipient presents a paper at a professional scientific meeting. The grantee must send reprints of all papers and publications resulting from work done under a grant, including those that appear after the grant has been terminated.

J. Format of the application

This grant application contains four sections (1-4). Each section contains numerous items, the items are designated A-R. Specific instructions for the completion of each of the items can be found below in "INSTRUCTIONS FOR COMPLETING THE APPLICATION". The application is intended to be completed in Microsoft word. The proposal must be single-spaced. The font size must not be smaller than 10-point. Minimum margins must be 1/2 inch for left and right, 1 inch for top and bottom.

Please adhere to word / page limitations.

If the application is a resubmission of an application submitted on a similar topic with or without the same title within the past three years, the applicant must check "yes" on application form in the appropriate space to indicate this. A resubmission must include a one page cover letter stating how the applicant has responded to previous critique(s). New information should be either in bold italicized type, or use a vertical line in the right margins to indicate changes, unless the entire application has been rewritten. An application may be resubmitted twice.

K. Submission instructions

The completed forms (sections 1-4) should each be made into a separate PDF file. The four PDF files should then be emailed to aofasinfo@aofas.org or sent on a CD, DVD, or USB drive to AOFAS, 6300 N. River Rd., Suite 510, Rosemont, IL 60018. Paper application s WILL NOT be accepted. **The completed submission must be received at the AOFAS office by December 1, 2014 at 5pm Central Standard Time. Submissions received after this time will not be considered.**

AMERICAN ORTHOPAEDIC
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Research Grants Program

Instructions for Completing Grant Application

I. General

The application sections should be completed in Microsoft Word and then converted to PDF format prior to submission. Paper copies (typed or hand-written) will not be accepted. Graphics (figures, tables, photographs, medical images) should be inserted in-line with the text. Once completed, each section should be saved as its own PDF file. The names of the investigators and the institution should NOT appear in sections 2,3, or 4. Institutional approval documents (human subjects protection program, institutional animal care and use, site review, etc) should be included as separate files in the electronic submission.

II. Instructions by section

A. Investigator information

1. Please enter only one Principal and up to three co-investigators. At least one of the investigators must be an AOFAS member.
2. You must list a contact person; this individual will be the only point of contact for the grant submission.

B. Institution / Organization information

1. Please enter the name of the organization and the name, title, address, phone, fax, and email of the official authorized to sign on behalf of the institution / organization.

C. Financial officer information

1. Please enter the name, title, department, address, phone, fax, and email of the financial officer who will be responsible for dealing with grant funds.
2. Please enter the payee, address, attention of name and tax ID for the recipient organization / institution.

D. Investigator biosketches

1. Biographical sketches must be submitted for all investigators.
2. Part A. **Personal Statement**: Briefly describe why your experience and qualifications make you particularly well-suited for your role in this project. Within this section you may, if you choose, briefly describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity.
3. Part B. **Positions and Honors**: List in chronological order previous positions, concluding with the present position. List any honors.

4. Part C. **Selected Peer-reviewed Publications**: Applicants should limit the list to selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research. Include PMCID # where applicable.

5. Part D. **Research Support**: List both selected ongoing and completed research projects for the past three years (Federal or non-Federally supported). Begin with the projects that are the most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

E. Disclosure of conflict of interest

Potential conflicts of interest for each investigator must be disclosed by updating disclosure information on the AAOS website http://www7.aaos.org/education/disclosure/verifyUser

The name and date of most recent update of information on the AAOS orthopaedic disclosure program. Disclosure must have been updated within one year of grant submission. Investigators who are not AAOS members should complete the following and attach it with the application: http://www.aofas.org/medical-community/Documents/2013-NonMember-Disclosure.pdf

F. Signature page

Signatures are required for principal investigator, department chair, the financial officer and the official authorized to sign for the institution. No per signatures are permitted.

G. Executive summary

The executive summary (project narrative) is intended to explain the importance of your project to a lay audience (e.g. Board of Directors). As such, it should be succinct and should focus mainly on the significance of the project and its relevance to the Society's mission. This section must be in plain language and may not exceed 100 words; those exceeding this requirement will be truncated at 100 words.

H. Role of the orthopaedic surgeon

Provide a statement, clarifying the role of the orthopaedic surgeon, stating significant part taken in the planning and/or execution of the design and analysis of data and time to be allocated to the project each week during the grant period, including percent of time and use of time. Simple technical roles such as obtaining tissue samples at surgery or providing patients for analysis are not generally considered to be substantial roles. This section is limited to 100 words.

I. Human protection statement

Attach a Human IRB statement, if applicable. IRB approval is required for any studies including patients or patient material. If approval is pending at the time of application, please note "pending" on the Face Page. If the project is funded, final IRB approval is required before funding may begin.

J. Animal protection statement

If vertebrate animals are involved in the project, address each of the five points below. This section should be a concise, complete description of the animals and proposed procedures. While additional details may be included in the Research Strategy, the responses to the five required points below must be cohesive and include sufficient detail to allow evaluation by peer reviewers. The five points are as follows:

a. Provide a detailed description of the proposed use of the animals for the work outlined in the Research Strategy section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.

b. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.

c. Provide information on the veterinary care of the animals involved.

d. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.

e. Describe any method of euthanasia to be used and the reason(s) for its selection. State whether this method is consistent with the recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia. If not, include a scientific justification for not following the recommendations.

Attach a Vertebrate Animal IACUC approval, if applicable. If approval is pending at the time of application, please note that on the Face Page. If the project is funded, final IACUC approval is required before funding may begin.

K. Budget

1. ***Salaries and Wages:*** Enter the name, percent of time on project and salary requested, as well as normal fringe benefits, i.e., pay for vacation, sick days, and holidays charged to the grant. On budget justification page state what each person will be doing. No salary can be requested for principal investigator.

2. ***Permanent equipment:*** Any major piece of equipment or apparatus costing more than $500 should be itemized, and justifications made.

3. ***Consumable supplies***: Glassware, chemicals, supplies and all expendable materials may be grouped in this category under appropriate subheading.

4. ***Animal charges***, core facility fees, and fees for special procedures must be itemized.

5. ***All other expenses***:

a. Retirement plan and Federal Insurance Compensation Act employer contributions may be charged to grants, when such contributions are the normal practice of the institution. The percentage of such costs charged on behalf of a given individual must be calculated based on the percentage of that individual's salary charged to the grant. These expenditures must be shown in this category for approval.

b. Publication costs, including up to 200 reprints, without covers, of any paper acknowledging the support of the AOFAS (see publication and presentation section for details) may be charged against the grant if the principal investigator so desires.

c. No overhead or indirect costs can be charged against the grant.

L. Budget justification

Provide budget justification for each expense and category listed in the budget.

Please provide specifics about other funding sources that have been secured including organization providing funding, dates of funding and dollar amount. While the total budget may exceed $20,000, only $20,000 can be provided by AOFAS. The AOFAS funding will not be released until other sources of funding needed to meet the total budget have been secured.

M. Resources

1. ***Facilities:*** Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project.
2. ***Equipment:*** List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

N. Project title

1. The project title must contain a reference to the clinical relevance of your project.

2. If this is a resubmission of an application submitted on the same or a similar topic with or without the same title within the past three years, the applicant must check "yes" to indicate this.

O. Cover letter

A resubmission must include a one-page cover letter stating how the applicant has responded to previous critique(s). New information should be either in bold italicized type, or use a vertical line in the right margins to indicate changes, unless the entire application has been rewritten, in which case it should be stated that extensive changes have been made and the main points should be summarized.

P. Abstract

The Abstract (project summary) is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the agency). Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and insofar as possible understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. Finally, please make every effort to be succinct. This section must be no longer than 300 words; abstracts exceeding this length will be truncated at 300 words prior to grant review.

Q. Specific aims and hypotheses

1. State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

2. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. ***Proposals that do not list specific aims and hypotheses clearly will NOT be considered.***

3. Specific Aims are limited to one page.

R. Research strategy

Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section.

1. Significance – Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how

the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

2. Innovation – Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s). Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

3. Approach – Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately, include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

a. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.

b. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

c. Include information on preliminary studies describing briefly any work you have done that is particularly pertinent.

d. State inclusion criteria (gender, children, ethnicity, disabilities and disadvantaged backgrounds) and a statement of gender differences, when applicable.

4. Project Timeline – Prepare a graphical proposed timeline for each of the project's specific aims, demonstrating progress expected at 3, 6, 9, and 12 months.

5. If an application has multiple Specific Aims, then the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or may address Significance, Innovation and Approach for all the Specific Aims collectively.

S. Bibliography and references cited

Provide a bibliography of any references cited in the Research Plan. Each reference must include names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application. The references should be limited to relevant and current literature. While there is not a page

limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.