

Information You Will Need to Fill Out the Grant Application Form

9/7/2021

Directions: Before you log in to the application website, it is best to prepare the following documents/information. Some information needs to be typed in the application form while other documents require a PDF format to upload. Please prepare the contact information (name, email, phone, institution, address) of individuals involved in your study (principal investigator, co-investigators, department chair, and grant coordinator or financial officer).

I. The Grant:

- 1) Type of grant you are applying for:
 - 1a) Pilot Study – Up to \$5,000
 - 1b) Small Project Study – Up to \$20,000
 - 1c) Established Project – Up to \$50,000
- 2) Project title
- 3) Is the grant a new application or a re-submission?
 - 3a) If a re-submission, please summarize how your team has responded to previous critiques and summary of the main points that have been revised.

II. The Study:

- 1) Is the study “basic science” or “clinical science”?
- 2) Describe the study design type
- 3) Abstract summary
- 4) Executive summary
- 5) Specific aims and hypotheses summary
- 6) Research strategy (PDF file, 6 pages max, 10 pt font, images/charts/tables allowed, 1 inch top and bottom margins, 0.50 side margins)
- 7) Bibliography and reference (PDF file)

III. IRB Approvals and Other Permissions Required:

- 1) Does this study require IRB approval? (Yes, No)
- 2) Does this study have human subjects? (Yes, No)
- 3) Does this study have animal subjects? (Yes, No)
- 4) Does this study require NIH OLAW approval? (Yes, No)

**IRB approval document is required by March next year when grant winners are announced. If you already have the document, please upload a PDF file. If not, please take note of the March deadline. File name should be “2022-<PI lastname> Study-IRB”.*

IV. The Budget:

- 1) Total budget for the study (in US \$)
- 2) Other funding sources of your study: University, Industry, Non-Profit Organizations, Government Grants, No other funding sources, Other
- 3) Itemized Budget (Use the Excel template, save as PDF, then upload as PDF File).

V. Investigator Biosketches:

- 1) Upload a PDF version of all of the investigators' biosketches.

VI. Grant Awards:

- 1) Check payable to which institution:
- 2) Address in which to send check:
- 3) Tax ID (US organizations only)
- 4) Contact person
- 5) Contact person's title
- 6) Contact person's email
- 7) Contact person's phone
- 8) Contact person's office address if different from check address

VII. Attestation and Signature:

- 1) Indicate type of member:
 - a) Active member
 - b) Candidate member
 - c) International member
 - d) Surgeon-in-training member
 - e) MD-affiliate
 - f) Honorary or Allied Health Associate
 - g) I am not an AOFAS member but my principal investigator or co-investigator is an AOFAS member

** Access to Research Grants is a benefit of AOFAS membership. Either the principal investigator or co- investigator on an application must be an AOFAS member in good standing in one of the following membership categories:*

-Active member

-Candidate member

-International member

Surgeon-in-training, International surgeon-in-training, MD-affiliate, Honorary and Allied Health Associate – Basic Science Members may apply with an AOFAS active member, candidate, or international member as primary investigator or co-investigator.

VIII. Investigators and Individuals Associated with the Study

**Note:*

- 1) Each study **MUST** have a principal investigator, department chair, and grant administrator or financial officer. Co-investigators should also be listed if applicable.
- 2) Enter the name and contact information of everyone.
- 3) Please make sure to notify all individuals that they are included in this study and will receive emails instructing them to

fill out their CONFLICT OF INTEREST (COI) forms. Please make sure they check their spam or junk emails if they have not received notification after 48 hours. COI forms must be signed before the deadline. Applications with incomplete COI forms will not be considered for review.

4) Either the principal investigator or co-investigator on an application must be an AOFAS member in good standing in one of the following membership categories: Active member, Candidate member, or International member.

3) Surgeon-in-training, International surgeon-in-training, MD-affiliate, Honorary and Allied Health Associate – Basic Science Members may apply with an AOFAS Active member, Candidate member, or International member as primary investigator or co-investigator.