



# Frequently Asked Questions

2019 Cycle

## ELIGIBILITY & SPONSORS:

- Q: I am a general surgery resident, planning on pursuing plastic surgery. Am I eligible to apply for a PSF grant?  
A: Yes; however, you must obtain sponsorship from an Active or Candidate ASPS member at your institution. See guidelines for required documentation.
- Q: I am not an ASPS member; can I apply for a grant?  
A: Yes; however, you must obtain sponsorship from an Active or Candidate ASPS member at your institution. See guidelines for required documentation. CPRG and ASE/PSF Combined Research grants have additional requirements, so please review specific guidelines for each mechanism.
- Q: I'm a resident/fellow member of ASPS. Do I still need an Active ASPS member Sponsor?  
A: Yes. See guidelines for required documentation.
- Q: Can a Sponsor be from a different Institution than the Applicant/PI?  
A: No, the Sponsor must be from the same Institution as the Applicant/PI. If the Sponsor leaves the Institution and a new Sponsor is not identified, then all unused funds must be returned to The PSF within 30 days of notification.
- Q: Does an ASPS Sponsor also need to provide a separate Letter of Support?  
A: Only if the Sponsor is also serving as a Co-Investigator or Collaborator, then a Letter of Support is required. The Sponsor Letter and Letter of Support can be combined but should follow the guidelines of what each letter should include. The Sponsor should indicate that they are also serving as a Co-Investigator or Collaborator for the project.
- Q: Can the ASPS Sponsor be a different person from the primary mentor on a Research Fellowship grant?  
A: Yes, there is no requirement for the Sponsor to be the Mentor.
- Q: Can Research Fellowship Mentors be Affiliate ASPS Members, or do they need to be Active ASPS members?  
A: An Affiliate ASPS Member (e.g. an individual with a PhD or an MPH) would be eligible to serve as the Mentor on the application.
- Q: Do I need to be a US Citizen to apply for a PSF grant?  
A: No. Starting for the 2018 grant cycle, ASPS International Members can apply for many of The PSF grant mechanisms, including the Pilot Research Grant, National Endowment for Plastic Surgery Grant, Translational Research Grant, and PSF/MTF Biologics Allograft Tissue Research Grant.
- Q: I am a medical student or PhD student with an ASPS Sponsor. Can I apply for a grant?  
A: No. The PSF does not currently have a mechanism for students.
- Q: Can a medical student serve as a Co-PI on a Grant with a lead PI who is an MD?  
A: The applicant must be an MD. A medical student can be listed as a Co-Investigator but cannot receive salary support.

Q: We have a PI and a Co-PI from different institutions on our grant application. Do we need an ASPS Sponsor for both if neither of us are ASPS members?

A: No. For multiple PIs, only one Sponsor is required. The Applicant/PI from the primary institution should obtain the Sponsor.

Q: If I currently have an open no-cost extension with The PSF, can I submit a new grant application?

A: Yes. If you are currently in a no-cost extension with The PSF we would highly encourage you to finish your project prior to the time when funding decisions are being made for the next cycle. The PSF may consider your current no-cost extension status when evaluating the final award decisions. Having more than one grant open with The PSF at any given time is strongly discouraged.

Q: Can the lab at my Institution apply and be awarded multiple grants?

A: Yes, but The PSF will take into consideration similarities in the research projects and key personnel when funding decisions are being made, to ensure there are no significant overlaps.

### **GENERAL APPLICATION QUESTIONS:**

Q: What is the difference between the “Applicant” and the “PI”? Can I apply for a grant and not be the “PI”?

A: No, the Applicant who writes and applies for the grant should also be the PI (Principal Investigator) who oversees and directs the research. They are one in the same. See the “Key Personnel” role descriptions for further clarification within the guidelines.

Q: What types of costs are not allowed in the budget?

A: Budgets CANNOT include: indirect costs, administrative costs, travel, publications costs, or capital equipment.

Q: What is capital equipment?

A: Capital equipment is defined as any asset having a useful life of more than one year. Examples include but are not limited to (laptop computers, computer servers, iPads, software, cameras, cryogenic systems, incubators, dry boxes, cell counters, etc.)

Q: Does ASPS have an indirect policy?

A: Yes. The PSF does not cover indirect or administrative costs for any of our grant programs.

Q: Does the grant submission deadline mean received by or postmarked by?

A: The grant must be submitted in proposalCENTRAL by 11:59 P.M. (EASTERN) on or before the deadline. NO late submissions will be accepted.

Q: In the application system, what should you select for “Institution” if you are a private practice?

A: The application system, proposalCENTRAL, requires an institution selection and therefore you can go ahead and register your private practice name under the pink Institution Profile tab. Once you create it, it will be available for submission.

Q: May I submit more than one application?

A: Yes. You can submit more than one application, if they are scientifically different. Only one research project will be funded per PI.

Q: Does everyone involved in the research need to complete the Grant Writing Module?

A: No. Only the Applicant/PI needs to complete the Grant Writing Module. Per the guidelines, all applicants who have NOT been previously funded by The PSF must complete The PSF's Grant Writing Module.

Q: Are page limits enforced?

A: Yes. Page limits are strictly enforced.

- Q: May I submit an application if I don't have my IRB/IACUC Approval yet?  
A: Yes. The PSF allows you 90 days after written notification of your award to return your approvals to the Executive Office.
- Q: I am a primary author on the grant, but not the PI. Is there a designation I can use for my Bio-sketch and Other Support templates?  
A: Yes, you would select Collaborator or Co-Investigator. (Please see the Key Personnel chart within the guidelines to select the most appropriate category).
- Q: Regarding the "Other Support" page required for some of the PSF applications, does the "pending support" follow NIH definitions?  
A: Yes, the pending support does follow NIH definitions.
- Q: What should the percentage effort be for the Sponsor on an application?  
A: The percentage of time for a Sponsor is up to the research team. There is no required lower or upper limit.
- Q: Can I place Tables and Figures on a separate page?  
A: Tables and Figures should be included within the Research Strategy and remain within the specified page limits. Please see the guidelines for more details.
- Q: Is there a limit for the number of images?  
A: No. There is no defined limit for images in the Appendix.
- Q: Where do I upload images?  
A: Images should be uploaded in the Appendix. Figures should be included within the Research Strategy.
- Q: What is the difference between uploading Figures and Images?  
A: An image is a picture or photograph. Images should be uploaded in the Appendix section. Figures include charts, characters, shapes, numbers and graphs. Figures should be included within the Research Strategy section.
- Q: What format should I use for the bio-sketch? Is there a page limit?  
A: Use the NIH bio-sketch template provided in proposalCENTRAL. The maximum number of pages is five.
- Q: Are bio-sketches required from everyone or just those listed in the Key Personnel Page?  
A: Please see the Key Personnel chart in the guidelines. Per the guidelines, bio-sketches are required for ALL Key Personnel directly involved with the project. Those involved should be listed in the key personnel page i.e. Sponsor, Co-Investigators, and Collaborators, including the PI. Research Fellows (who are not Co-Investigators or Collaborators), Technicians, and administrative staff do not need to include bio-sketches.
- Q: Should I include other support (ongoing and complete) in the bio-sketch?  
A: Yes, but only selected research projects from the last three years. An "Other Support" document should also be uploaded as a separate document in proposalCENTRAL which should include all active or pending support from any source. See full requirements for both documents within the guidelines and templates provided in the application.
- Q: Are Specific Aims a separate document?  
A: Yes, the Specific Aims need to be uploaded as a separate document.
- Q: Who is required to complete the Other Support and what information should be specified?  
A: Please see the Key Personnel chart within the guidelines for who should complete the Other Support. Information is required on ALL active or pending support. If individuals have no active or pending support, they should still complete an "Other Support" page and indicate NONE.

Q: Who should sign the face page?

A: The PI/ Applicant, the Department Chair and someone designated from the Institution who can sign on the Institution's behalf.

Q: Can you have multiple signers on one Letter of Support?

A: No. Letters of Support should come from individual Collaborators/Co-Investigators.

### **RESUBMISSION QUESTIONS:**

Q: May I resubmit an application to The PSF?

A: Yes, an application may be resubmitted, but must be accompanied by a cover letter that summarizes the substantial additions, deletions, or changes to the application. If you received a summary statement from your previous review, you must include a point-by-point discussion of the issues raised in the summary statement critiques.

Q: I submitted a PSF grant for a \$50,000 grant which was not accepted, and would like to resubmit the same project for a \$10,000 grant. Would it be a new submission or a resubmission?

A: This would be a resubmission. Please follow the resubmission guidelines.

Q: A PI/Applicant and Co-PI applied for a grant last year, and would like to resubmit the grant. However, the Co-PI would like to be the PI/Applicant this time. Is this allowable?

A: Yes, as long as it is the same research project. Please follow the resubmission guidelines.

### **PSF RESEARCH FELLOWSHIP GRANT QUESTIONS:**

Q: If I am junior faculty am I still eligible to apply for a Research Fellowship grant?

A: No. Per the grant guidelines, you must be a resident or fellow to be eligible to apply.

Q: For The PSF Research Fellowship grant, can we budget health insurance and fringe benefits?

A: Yes. Salary support can include fringe and benefits if the total amount requested does not exceed \$50,000.

Q: Is there a template for the Training/Mentorship for the Research Fellowship (RF) application for the Mentor to complete? To whom do we address the letters?

A: The PSF does not provide a template for these components. This section should be completed by the Mentor. Please see the Research Fellowship guidelines for more details.

Q: Do I have to be employed by a US Institution during the time of my Research Fellowship training?

A: Yes, you must be employed by a US or Canadian Institution during your Research Fellowship tenure.

### **NATIONAL ENDOWMENT FOR PLASTIC SURGERY GRANT QUESTIONS:**

Q: Is there a percentage cap for salary and fringe benefits for research personnel?

A: No. There is no defined limit for associated research personnel. However, personnel activities need to be explained in the budget justification.

### **PILOT RESEARCH GRANT QUESTIONS:**

Q: Should I apply for a Combined Pilot Research Grant or a Pilot Research Grant?

A: The PSF cannot recommend what grant mechanism to apply for. By only applying to the pilot grant, should you not be funded, you would NOT automatically be eligible for any of the combined grants. Should you apply for a combined grant and not be funded, assuming you meet eligibility criteria for the pilot grant, you would be considered for a pilot grant as well.

### **AWARDS AND FUNDING**

Q: When will I know if my grant was awarded?

A: The PSF announces funding decisions in late May.

Q: If awarded, what should be completed to receive funding?

A: All deliverables such as The PSF Grant Agreement, IRB/IACUC protocol approvals and PI's Color 'Headshot' Photo need to be uploaded in proposalCENTRAL prior to release of funds.

Q: If awarded, when will I receive my funding?

A: Typically you will receive funding throughout your academic calendar year, beginning in July.