



# Research Fellowship

## Grant Application Guidelines and Eligibility

Submission Deadline: Monday, December 3rd, 2018

### Eligibility

Applicants must...

- be a MD or DO \_\_\_\_\_
- hold a full-time position in a U.S. or Canadian Institution where the research will be conducted \_\_\_\_\_
- be a resident or fellow \_\_\_\_\_
- obtain sponsorship from an Active ASPS member at your institution \_\_\_\_\_
- devote 100% of your time to this research training for a continuous 12-month period \_\_\_\_\_
- NOT be assigned to clinical rotations that satisfy residency requirements \_\_\_\_\_

**Grant Description:** This grant is for salary support only. The salary must be for a resident or fellow to obtain training and experience in research, under the guidance of an experienced mentor. The application must describe a structured research training plan, in addition to a research project. The applicant must demonstrate that his/her career objectives coincide with the timeline of the research fellowship and a long-term commitment to a career in research. The PI must be able to demonstrate that the proposed research project, including supplies, equipment, and other expenses, is already actively funded. Evaluation of the application will place emphasis on the research training experience, research project, applicant academic potential, and mentor qualifications and commitment to mentoring. The proposal should be written by the applicant, demonstrate good grantsmanship and clearly outline the mentoring/training experience as well as the research project. The PSF recognizes the value of and wants applicants to benefit from the grant writing process, therefore a well-written proposal that appears to be written by someone other than the applicant will not be considered as strongly as a less strongly written grant clearly written by the applicant. This Fellowship Award may not be held concurrently with another fellowship or similar award that provides a stipend or otherwise duplicate provisions of this Fellowship. When this award is less than the institution’s defined salary for a resident, the difference must be provided locally by the institution.

**Award Amount:** Up to \$50,000

**Project Duration:** 12 months

**Earliest Start Date:** July 1, 2019

**Deferring Funding:** Applicants have the option to defer funding to the following PSF grant cycle (July 1, 2020). Applicants must indicate on the “Title Page” on the proposalCENTRAL application which year they will begin their Fellowship.

**Award Announcements:** May 2019

**Reporting:** Progress reports (technical and financial) are due at six (6) months and final reports (technical and financial) are due at twelve (12) months. Details on reporting will be sent to the PI once awarded.

The PSF is dedicated to fostering the growth of research in Plastic Surgery. In order to ensure The PSF is successful in building a diverse, committed, inclusive, and self-sustaining plastic surgery research community, applications may also be evaluated on whether the PI is currently funded by The PSF, the PI has an open no cost extension by The PSF, or whether there are multiple grant submissions from the same lab at the same institution.

The PI or their Sponsor’s donation history to the PSF may also be considered in the review of the application.

**Preparing to Apply**

**Online Application:** All Applications must be submitted online through proposalCENTRAL. ([proposalcentral.altum.com](http://proposalcentral.altum.com))

**Deadline:** Grants must be submitted in proposalCENTRAL by 11:59 P.M. (EASTERN) on or before the deadline. NO late submissions will be accepted. Corrections of oversights/errors discovered after the deadline will not be allowed.

**Multiple Submissions:** Applicants may submit more than one grant application ONLY if they are scientifically different, but only one research project may be funded.

**Grant Writing Module:** All applicants who have not been previously funded by The PSF must complete The PSF's Grant Writing Module. For ASPS Members, log on to the PSEN Research and Technology page here: <http://www.psenetwork.org/research-technology> and complete the free Grant Writing module by Ergun Kocak, MD. For Non-ASPS Members click here: (<http://www.thepsf.org/Documents/GrantWriting/story.html>). Only the Applicant needs to complete the Module. Upon completion, print the final screen showing your completion of the Module or sign the "Grant Writing Module Certificate" found in proposalCENTRAL templates. Upload either document into the Research Plan & Other Attachments section in proposalCENTRAL.

**Templates:** Project Summary, Biosketch, Other Support, Resources and Grant Writing Module Certificate templates are provided on the Research Plan & Other Attachments section in proposalCENTRAL.

### Deliverables Check List with Page Limits

#### Information Entered Directly into proposalCENTRAL

- Project Summary** (2,500 characters max, including spaces)
- Impact Statement** (800 characters max, including spaces)
- Biography** (1,500 characters max, including spaces)

#### Documents to Upload- Page Limits will be Strictly Enforced

- Signed Face Page
- Cover Letter for Resubmissions\*
- Salary Support Letter
- Biographical Sketch \_\_\_\_\_ **5 PAGES each**
- Other Support
- Resources
- Respective Contributions \_\_\_\_\_ **1 PAGE**
- Selection of Sponsor /Institute **1 PAGE**
- Goals for Fellowship \_\_\_\_\_ **1 PAGE**
- Activities Planned \_\_\_\_\_ **1 PAGE**
- Training/Mentorship \_\_\_\_\_ **2 PAGES**
- Program Director Letter
- Letter of Reference from Program Director at Residency of Origination or Fellowship Director
- Sponsor / Mentor Letter\*
- Letters of Support\*
- Institutional Commitment
- Research Plan: (Please upload each section separately)
  - Specific Aims \_\_\_\_\_ **1 PAGE**
  - Research Strategy \_\_\_\_\_ **6 PAGES** (Tables/ figures must be included within page limit)
  - Human Subjects \_\_\_\_\_ **1 PAGE**
  - Vertebrate Animals \_\_\_\_\_ **1 PAGE**
  - Literature Cited \_\_\_\_\_ **NO LIMIT**
- IRB /IACUC Approval Documentation\* (Required within 90 days of award notification)

*\* Submit if applicable – all other documentation is required*

### Formatting Requirements:

- The minimum acceptable font size is 11 (Arial or Helvetica; no condensed fonts).
- The maximum number of lines per inch is 6; DO NOT PACK LINES BY SETTING LINE SPACING AT "EXACTLY".
- Use at least one-half inch margins (top, bottom, left and right) for all pages, including continuation pages.

## Key Personnel

Documentation is required from the following personnel

Personnel	Role Description	Biosketch	Other Support	Letters of Support	Sponsor / Mentor Letter
<b>PI (Applicant)</b>	Applies for and writes the grant. Oversees and directs the research.	✓	✓		
<b>Multiple-PI "Co-PI"</b>	Shares equal responsibility with PI. Does not need to be from the same institution as the PI.	✓	✓	✓	
<b>Co-Investigator</b>	Highly involved in the scientific development or execution of the project. Contributes measurable effort. Does not need to be from the same institution as the PI.	✓	✓	✓	
<b>Collaborator</b>	Moderately involved in the scientific development or execution of the project. Contributes measurable effort. Typically from the same institution as the PI.	✓		✓	
<b>Sponsor</b>	Required for non-ASPS applicants and those in training. Can also serve another role on the grant but isn't required to.	✓	*	*	✓
<b>Mentor</b>	Applicant's project mentor. Must be an ASPS member at applicant's institution.	✓	✓	*	✓
<b>Program or Fellowship Director</b>	Program Director (at Residency of Origination) or Fellowship Director			✓	
<b>Other</b>	Research Fellows, Research Assistants, Technicians, Paid Consultants, etc.	*	*	*	

*\*Not required unless also serving in another role, example: Co-Investigator or Collaborator, then follow those guidelines.*

## Application Deliverables

*Enter the following information directly into the Project Summary section of your application in proposalCENTRAL.*

**Project Summary:** This is the summary description of your research project. In language suitable for the public, please describe the project's broad, long-term objectives and its specific aims. Describe concisely the study design and methods, as well as the rationale, and techniques to be used to achieve the aims.

**Impact Statement:** In language suitable for the public, please describe the potential of real, clinical impact this research is likely to have on the practice of plastic surgery.

**Biography:** In language suitable for the public, please include a professional biography.

*Upload these deliverables in the Research Plan & Other Attachments section of your application in proposalCENTRAL.*

**Face /Signature Page:** After completing your application in proposalCENTRAL, you will need to print your Face Page (signature page) to obtain your institutional signatures. Once you obtain all signatures, please convert your Face Page to PDF and upload to your application in proposalCENTRAL. Please plan accordingly as obtaining the appropriate signatures may take time. Your grant submission will not be reviewed without institutional sign off.

**Salary Support Letter:** The institution will provide a letter indicating that they will provide support for any research costs associated with this Fellowship Award. NOTE: This Fellowship Award is for salary support ONLY, not for indirect costs, and may not be held concurrently with another fellowship or similar award that provides a stipend or otherwise duplicate provisions of this Fellowship. Salary support can include fringe and benefits as long as the total amount requested does not exceed \$50,000.

**Biographical Sketch (5 PAGES):** Submit an NIH biosketch for those directly involved with the project (see chart above for required personnel). Expand the space for educational training if necessary. If you are omitting publications due to space limitations, include the statement: "The following publications were selected from among a total of \_\_\_\_ (#)." List selected ongoing or completed (during the last three years) research projects. Begin with the projects that are most relevant to the research proposed in this application. Include the project number, dates, source of funds, project title, your role in the project and briefly indicate the overall goals of the research project. Do not list award amounts or percent effort in projects. See example provided within the proposalCENTRAL Templates page.

**Other Support:** Please provide information on all active or pending support from any source (see chart above for required personnel). Include the project number, dates, source of funds, project title, award amounts, percent of effort in months, and briefly indicate the overall goals of the research project. Indicate and explain any scientific or budgetary overlap between funding, and other overarching projects. Indicate support and source(s) from required personnel that will be used to fund the research component of the application. For individuals with no active or pending support, please indicate NONE. See example provided within the proposalCENTRAL Templates page.

**Resources:** Limit the description of resources available to those identified on the form.

**Respective Contributions (1 PAGE):** Describe the collaborative process between you and your sponsor/co-sponsor in the development, review, and editing of the research training plan. Discuss the respective roles in accomplishing the proposed research.

**Selection of Sponsor and Institution (1 PAGE):** Describe the rationale/justification for the selection of the sponsor and institution. Explain why the sponsor, co-sponsor (if any), and institution were selected to accomplish the research training goals. If the proposed research training is to take place at a site other than the sponsoring organization, provide an explanation here.

**Goals for Fellowship Training & Career (1 PAGE):** Describe your overall career goals, and explain how the proposed research training will enable the attainment of these goals. Identify the skills, theories, conceptual approaches, etc. to be learned or enhanced during the award.

**Activities Planned Under This Award (1 PAGE):** The fellowship applicant must describe the activities (research, coursework, etc) he/she will be involved in under the proposed award and estimate the percentage of time to be devoted to each activity, based on a normal working day for a full-time fellow, as defined by the sponsoring institution. Also, briefly explain activities other than research and related them to the proposed research training.

**Training/Mentorship (2 PAGES):** This section is to be completed by the Mentor and should be uploaded in a single form into proposalCENTRAL. Please be as comprehensible as possible so that the reviewers can provide a meaningful evaluation of the training environment. The Mentor must explain how they will contribute to the development of the candidate's research career. This statement should include all of the following:

- A. Research Support Available:** In a table, list all current and pending research and research training support specifically available to the applicant for this particular training experience. Include funding source, title of the

research or training program, and the name of the principal investigator, dates, and amount of the award. Include this information for any co-sponsor as well.

- B. Mentor's Previous Research Fellows/Trainees:** Select up to five previous research fellows that you have mentored. For those five, provide their present employing organizations and position titles or occupations.
- C. Training Plan, Environment, Research Facilities:** Describe the research training plan that you have developed specifically for the Fellowship applicant. Include items such as classes, seminars and opportunities for interaction with other groups and scientists. Describe the research environment and available research facilities and equipment. Indicate the relationship of the proposed research training to the applicant's career goals. Describe the skills and techniques that the applicant will learn. Relate these to the applicant's career goals. Describe any didactic courses/seminars to be included.
- D. Applicant's Qualifications and Potential for a Research Career:** Describe how the Fellowship Applicant is suited for this research training opportunity based on his/her academic record and research experience level, including how the research training plan, and how your own expertise as the sponsor will assist in producing an independent researcher.

**Program Director Letter (Required for Residence):** Applicants who are planning to interrupt their plastic surgery residency for their research experience MUST submit a letter from their Plastic Surgery Program Director, confirming their full participation in the residency program, estimated date of graduation, and the authorization to take one year off of clinical training for full-time involvement in research funded by the grant. Applicants, for which this eligibility requirement is not met, will not have their application reviewed.

**Sponsor/ Mentor Letter:** If the applicant is in training, an original letter from your ASPS Sponsor must be submitted (see chart above for requirements). This letter must verify that the Applicant will be present and fully available to carry out the proposed work during the allotted time period. Applicants, for which this eligibility requirement is not met, will not have their application reviewed. The applicant's mentor can also serve as the sponsor if eligible.

**Letters of Reference:** If applicant is a Resident or Fellow, the Fellowship Director should provide a letter of reference. If an applicant is completing a residency elsewhere, prior to the start of the fellowship, letters of reference should be from the Fellowship Director, and Program Director from the residency of origination.

**Letters of Support:** All Co-PIs, Co-Investigators and Collaborators must submit an original Letter of Support for their involvement in your research project (see chart above for requirements). Letters of Support are addressed to the applicant and should describe the Co-PI/Co-Investigator/Collaborator's credibility, intended contribution, role, commitment, and provide support for the work being proposed. If the Sponsor and/or Mentor is also serving as a Co-PI, Co-Investigator or Collaborator, then the Sponsor and/or Mentor Letter from this individual will suffice. The Sponsor and/or Mentor should indicate that they are also serving as a Co-PI, Co-Investigator or Collaborator for the project. A separate letter from each Co-PI/ Co-Investigator/ Collaborator is required.

**Institutional Commitment to Candidate's Research Career Development:** The Department or Division Chairman should provide a document on institutional letterhead that describes his/her commitment to the candidate and the candidate's career development. The document should include the Chairman's agreement to provide adequate time and support to the candidate to devote the proposed protected time to research and career development for the entire period of the proposed award. The institution should provide the equipment, facilities, and resources necessary for a structured research career development experience. It is essential to document the institution's commitment to the retention, development and advancement of the candidate during the period of the award.

*Upload each section of the Research Plan as separate PDFs into proposalCENTRAL even if you are indicating N/A.*

## **Research Plan (A - E)**

- A. Specific Aims (1 PAGE):** This section should include a brief introductory paragraph. The introduction should give a brief overview of the project and state its significance and central hypothesis. Each Specific Aim shall be comprised of a title, rationale and hypothesis.

**B. Research Strategy (6 PAGES):** 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 this section and provide the full reference in the Literature Cited section. Tables and Figures should be included within the text of this section.

*Significance*

- Explain the importance of the problem or critical barrier to progress or gap in knowledge 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.

*Innovation*

- Explain how the application challenges current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

*Approach*

- Discuss the PI's preliminary studies, data, and/or experience pertinent to this application.
- Provide detailed plans for analysis including statistical methods, control and experimental groups, as well as expected outcomes
- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Please make sure to include discussion of your sample size justification and your power calculations, if applicable.
- Cite relevant publications to support your approach.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. Provide detailed pitfalls and alternative strategies. Consider and discuss how negative data will be used or interpreted.
- 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.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
- State how the findings from this study will inform the next stage of research.
- State expected outcomes and any potential limitations/obstacles to obtaining results.

**C. Human Subjects (1 PAGE):** If applicable, briefly summarize the use of human subjects, including specific references to adherence of accepted standards, and documentation of the project's review by an appropriate IRB or hospital ethics board. This includes Protection of Human Subjects, Inclusion of Women and Minorities, Inclusion of Children, and Targeted/Planned Enrollment Tables for Race and Ethnicity. Do not include the entire IRB application. In addition, if available include copies of all Approval Letters from the appropriate IRB Board(s), including BioSafety and/or Radiation Safety (if applicable). Indicate N/A if you are not using Human Subjects within your research.

**D. Vertebrate Animals (1 PAGE):** If applicable, briefly summarize the use of animals in scientific research, including specific reference to adherence to accepted standards (e.g. NIH publication No. 86 23). In addition, if available upload the documentation of the project's review by the appropriate institutional committee, including BioSafety and/or Radiation Safety. Indicate N/A if you are not using Vertebrate Animals within your research.

**E. Literature Cited:** Please list all references in order of occurrence of their first mention in your proposal, in number or superscripted form.

**IRB/IACUC:** Institutional IRB/IACUC approval letters must be on file in The PSF Executive Offices within ninety (90) days of written notification of the Award. If the approval is not on file within the ninety (90) day time frame, the Award will

be rescinded by The PSF. All annual renewals of IRB/IACUC approvals must be sent to The PSF Executive Offices within thirty (30) days of receiving such renewal.

### Special Situations and Agreements

**Resubmissions:** In addition to resubmitting all required application documents, resubmissions must be accompanied by a cover letter that summarizes the substantial additions, deletions or changes to the application. If you were provided a summary statement from your previous review, please also include a point-by-point discussion of the issues raised in your summary statement critiques. Please upload your Cover Letter in the Research Plan & Other Attachments section of your application in proposalCENTRAL. Note: Only those resubmitting a grant application must upload a Cover Letter.

**No-cost extensions:** Written requests for extensions must be received ninety (90) days before the expiration of the original grant period and are subject to approval by the Chair of The PSF Research Grants Committee. An approval of an extension DOES NOT include the award of additional funds. In addition, the Principal Investigator must provide The PSF with additional progress reports (technical and financial) six (6) months and twelve (12) months past the original project end date.

**Additional Funding:** The Principal Investigator may apply for additional funding. Those who want to expand upon their project at the end of the original time period will need to re-apply for additional funding.

**Transferring Institutions:** This grant is NOT transferable to another individual within the Institution and NOT transferable to another institution OR to operating funds. If the Principal Investigator or Sponsor leaves the Institution, the Principal Investigator, Sponsor and the Institution must notify The PSF within thirty (30) days and all unused funds MUST be returned.

**Budget Changes:** A certain degree of latitude to re-budget within and between budget categories to meet unanticipated needs is allowable. If your expenses fall outside of your original approved budget categories by a degree of more than 10% of your total award, prior written approval will be required, along with a revised budget and a justification for why the changes are necessary to complete your project. In addition, inclusion of any budget category that was not included in the original approved budget must also be approved by The PSF. All reallocation requests are subject to the current grant guidelines and must be approved by The PSF.