Eligibility

Applicants must...

- be a MD or DO
- hold a full-time plastic surgery position at the Institution where the research will be conducted
- be a US citizen or foreign national with permanent resident status (proof required)
- be a plastic surgeon who has completed their training* and wishes to engage in research
- obtain sponsorship from an Active ASPS member at your institution

*Eligible plastic surgeons include junior faculty within the first five years of practice who are pursuing a career with a primary focus on wound healing and care. At least 25% of time must be dedicated to research.

Grant Description: This grant is to promote and support the career development of junior surgeon-scientists who are focused on advancing wound healing patient care through research and are interested in building a competitive research lab. Eligible applicants must be plastic surgeons within the first five years of entering practice and interested in establishing an academic research career with a clinical focus in wound care. Competitive applications must describe a multi-year structured research plan that includes conduct of basic and/or clinical research with emphasis on biochemical and molecular biologic mechanisms of wound healing and/or clinical innovation. Applicants must demonstrate a long-term commitment to a career in research and be interested in competing for federal funding (NIH, DOD, NSF, etc.). This funding mechanism allows up to $50,000 of the annual award to be allocated to institutional indirects. Funds awarded through this grant can be used to support post-doc fellows, technicians or plastic surgery residents. Budgets CAN include up to 10% of total budget for salary support for PI and/or Co-Investigator. Funding cannot be used for capital equipment. Evaluation of the application will place emphasis on the research project, commitment to research and applicant academic potential.

Award Amount: Up to $150,000 per year
Project Duration: 24 months
Additional Funding: Successful applicants may re-apply for a second grant period after completion of the grant
Earliest Start Date: July 1, 2020
Award Announcements: May 2020
Reporting: Progress reports (technical and financial) are due at six (6), 12, and 18 months and final reports (technical and financial) are due at twelve (24) months. Details on reporting post-grant 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.

Online Application: All Applications must be submitted online through proposalCENTRAL. (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. Applicants who have not previously logged in to plasticsurgery.org or ednet.plasticsurgery.org should click the ‘Create New Account’ link at the login screen to create a Medical Professionals account in order to gain access to the Grant Writing Module.
Templates: Bio-sketch, 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)
- Budget
- Budget Justification

Budget: Complete all sections of the budget following these limitations:
- Budgets can NOT include: Travel, publications costs, or capital equipment*.
  - *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, iPads, software, cameras, cryogenic systems, incubators, dry boxes, cell counters, etc.). Exceptions might be granted in critical to the project and costs are less then 25K, with approval of The PSF.
- Budgets CAN include up to 10% of total budget for salary support for PI and/or Co-Investigator
- Budgets CANNOT include salary for Collaborators.
- Budgets CAN include salary for post-doc fellows, research assistants, plastic surgery residents and lab technicians who are not also serving in other key personnel roles (see Key Personnel Chart above).

Budget Justification: Please clarify and describe the purpose and need for each item listed on the Budget page, i.e., Personnel, Consultant Costs, Supplies, etc. Under Personnel, roles for each person should match what you’ve entered into proposalCENTRAL. For a study that requires more resources than this grant provides, please describe any institutional or other support you have.

Documents to Upload- Page Limits will be Strictly Enforced

- Signed Face Page
- Cover Letter for Resubmissions*
- Biographical Sketch: 5 PAGES each
- Other Support
- Resources
- Respective Contributions: 1 PAGE
- Goals for Academic Career: 1 PAGE
- Activities Planned: 1 PAGE
- Training/Mentorship: 2 PAGES
- Program Director Letter*
- Letter of Reference from Department Chairman
- Sponsor / Mentor Letter*
- Letters of Support*
- Institutional Commitment
- Research Plan: (Please upload each section separately)
  - Specific Aims: 1 PAGE
Documentation is required from the following personnel

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Role Description</th>
<th>Biosketch</th>
<th>Other Support</th>
<th>Letters of Support</th>
<th>Sponsor / Mentor Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI (Applicant)</td>
<td>Applies for and writes the grant. Oversees and directs the research.</td>
<td>✓</td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>Co-Investigator</td>
<td>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.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Collaborator</td>
<td>Moderately involved in the scientific development or execution of the project. Contributes measurable effort. Typically, from the same institution as the PI.</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor</td>
<td>Required for non-ASPS applicants and those in training. Can also serve another role on the grant but isn't required to.</td>
<td>✓</td>
<td>*</td>
<td>*</td>
<td>✓</td>
</tr>
<tr>
<td>Mentor</td>
<td>Applicant's project mentor. Must be an ASPS member at applicant's institution.</td>
<td>✓</td>
<td>✓</td>
<td>*</td>
<td>✓</td>
</tr>
<tr>
<td>Other</td>
<td>Research Fellows, Research Assistants, Technicians, Paid Consultants, etc.</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

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

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. The proposed research program must focus on wound healing and care with an emphasis on biochemical and molecular biologic mechanisms of wound healing. 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, and in particular, wound healing and patient care.
Biography: In language suitable for the public, please include a professional biography highlighting experience pertaining to wound healing.

*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.

Biographical Sketch (5 PAGES): Submit an NIH bio-sketch 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.

Goals for Academic Career (1 PAGE): Describe your overall career goals, and explain how the proposed research funding 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 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. Explain how these activities will prepare the applicant for career success.

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 applicant’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 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, and in particular, how they will advance the field of knowledge regarding wound healing and patient care. 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 applicant is suited for this research and academic development 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.

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-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-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-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-Investigator or Collaborator for the project. A separate letter from each 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 applicant and the applicant’s research and academic career development. The document should include the Chairman’s agreement to provide adequate time and support to the applicant 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 applicant 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 (12 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 in breast reconstruction and patient care.
• 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 Bio-Safety 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 Bio-Safety 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.
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.