

**AMSSM Foundation
Foundation Research Grant Awards
(Applications Due by November 3, 2023)**

Grant Application Instructions

Mission Statement

The purpose of the AMSSM Foundation Research Grant Awards is to foster original scientific investigations by members of AMSSM.

Scope of Research

The AMSSM Foundation and the AMSSM Research Committee welcome research grant proposals that investigate issues within the broad discipline of primary care sports medicine, including clinical practice, injury prevention and rehabilitation, quality improvement, basic science, epidemiology and education. Grant topics and names of prior award winners can be found under [AMSSM Research Grants](#).

Eligibility

The primary investigator of the grant must be an AMSSM member at the time of grant submission. Resident and Fellow AMSSM members may apply as the principal investigator but must have at least one full AMSSM member listed as a co-investigator at the time of application. Applications where directions are not followed will not be considered.

Scope of Funding

Grant awards are designed to provide support for promising, innovative research projects. Grantee institutions are expected to provide all necessary basic facilities and services that normally would be expected to exist in any institution qualified to undertake such research. Overhead or indirect costs will be supported to a maximum of 10% of direct costs.

The Research Committee intends to award 2 or more high-quality research grants each year that address a wide range of sports medicine topics and issues. **As such, the maximum grant award is \$25,000.** Historically successful proposals are those that propose to answer meaningful and focused research questions which are both feasible and appropriate given the time frame and budget. The principal investigator will assume full administrative, fiscal, ethical, and scientific responsibility for the conduct of the project.

Policy and Dissemination

All AMSSM and AMSSM Foundation grant recipients will be required to meet with the leadership of the Practice and Policy Committee and the Director of Policy and Advocacy before the submission of their final grant report.

As part of the final grant report, grant recipients will submit a dissemination plan. This should include a description of where and when the results are expected to be published and/or presented, any other ways the team plans to share the work with the community, and the expected next steps in this line of research.

Grant Application Instructions

- **Deadlines:** A completed grant application must be submitted through the AMSSM Research Grant Portal by **November 3, 2023**. Applicants will be notified with a funding decision in December 2023. (See **Review Process** below.)
- **Start Dates:** Proposed start dates should be listed on the application cover page and start dates must be no later than September 1, 2024. *Earlier start dates are strongly encouraged, but a September 1st date will allow for school year data collection, if applicable.* If a start date is not listed at the time of the application, the start date will default to February 15, 2024. The study timeline for this award is up to 1 year. Investigators should plan to finish data collection no later than 1 year from the study start date listed in the award notification letter and agreed upon in the letter of agreement (provided after award notification).

- **Disbursement of funds:** AMSSM will not release grant funds to an investigative team until a signed letter of agreement and proof of IRB approval are received via the grant portal. Regardless of the proposed grant start date, these documents must be received by AMSSM through the grant portal no later than April 1st, 2024. If these documents are not submitted by this date, AMSSM reserves the right to not award funding for the project. ***To avoid unanticipated delays, it is highly encouraged that investigators begin the IRB submission process prior to award notification.***
- **Human Subjects:** Human Subjects approval of the proposed research project by your Institutional Review Board is required to be funded. Letters of Agreement and proof of IRB approval are required no later than April 1, 2024. No funds will be distributed to grantee without proof of the IRB approval. If you do not have an Institutional Review Board, review of your project by your hospital Human Subjects Committee or equivalent is required for funding. If your hospital does not have a Human Subjects Committee or equivalent, please contact the AMSSM Research Committee Chair prior to submission (research@amssm.org). A copy of the Human Subjects approval can be submitted in the AMSSM Grant Portal. It is the sole responsibility of the principal investigator and their institution to ensure the work is carried out within the required guidelines.
- **Electronic Submission Process:** All required components of the grant application must be submitted via the [AMSSM Grant Portal](#) on the [AMSSM website](#). ***E-mailed submissions will not be accepted.*** The grant portal can be accessed on the research grants page under the Research tab.
- **Format:** The complete application should be in **PDF format**, 12-point font and double spaced. Please number all pages beginning with the cover page.
- **Page Limits:** Although there are no limits to the total length of the application, the following word and page limits should be followed:
 - Abstract: 300 words
 - Research proposal: 6 pages
 - Biosketch: 5 pages (per investigator)

Complete Proposal

The complete proposal should include the following sections (see Appendix I: Checklist for Completed Application Prior to Submission – **(Applications submitted that do not follow the directions will not be considered)**):

1. **Cover Page:** Including the title of the proposed study, principal investigator with complete contact information (name, title, institution, address, phone, and email), and the names, titles and institutions of all co-investigators. At the bottom of the cover page, please also list the start and end dates of the project and the requested funding amount.
2. **Abstract Page:** Limited to 300 words. The abstract should include the following elements: Title, Background, Purpose/Specific Aims, Methods/Study Design, Hypothesis and Significance of Study.
3. **Detailed Budget:** Provide a detailed budget itemized by expense categories. The term of the proposal is one year. Funds may be used to support supplies and equipment, investigators, technicians, research assistants, study coordinators, or statistical support. Institutional overhead costs may be covered to a maximum of 10% of direct costs minus equipment and tuition. The budget should list the names and roles of all funded personnel to be involved in the project during the twelve-month period. In cases where an individual cannot be identified at the time of submission, providing the proposed position title and role are sufficient. Fringe benefit costs for these personnel may be included. If graduate student support is included, indicate the amount of tuition and the amount of the stipend. If equipment is purchased, each item of equipment with a unit acquisition cost must be listed. Please give the justification for significant items of equipment and any unusual costs. A maximum of \$750 is allowable for travel expenses directly related to conducting the project (travel to the AMSSM annual meeting is not covered). In addition, existing grants or other funding sources being utilized for the same project should be listed separately by briefly stating the funding agency, amount, and general description of how the funds will be utilized. **The committee strongly recommends applicants identify indirect costs and budget accordingly.**
4. **Research Proposal:** The research proposal (**excluding the abstract, budget, biographical sketches, and references**) should not exceed 6 pages. Please include the following sections:

- **Background:** Briefly describe the problem that the proposed research project addresses. Include evaluation of existing studies relevant to the project.
 - **Preliminary Studies:** Describe any preliminary studies conducted by the principal or co-investigators pertinent to this application and their results. This information will help with determine the experience and competence of the investigators to pursue the proposed project and assist the reviewers in assessing the likelihood of success and completion of the study. (Copies of publications by the investigators pertinent to the proposed research may also be included as an appendix.)
 - **Purpose/Specific Aims:** Concisely state the primary objective of the project as well as the specific aims that the research project intends to answer. A maximum of three specific aims is recommended to ensure the study is appropriately focused.
 - **Hypothesis:** State the study hypothesis and provide a brief explanation for the scientific basis for this hypothesis based on prior studies.
 - **Study Design/Methods:** Describe the overall strategy, methodology, and statistical analysis plan. Include the setting and how the data will be collected and analyzed. Describe any novel proposed approaches, tools or technologies. A power analysis justifying the total number of subjects, specimens, or other samples should be included. Discuss any potential difficulties or limitations of the proposed methods and potential solutions/alternative approaches that may be considered if necessary.
 - **Significance of Study:** State the importance and relevance of the research described and the potential impact on the field of primary care sports medicine.
5. **Biographical Sketch.** An NIH-style biographical sketch should be submitted for the principal investigator as well as any co-investigators. NIH biographical sketches are limited to five pages. Instructions and examples can be found on the NIH website (<https://grants.nih.gov/grants/forms/biosketch.htm>)
 6. **Timeline:** Provide a tentative timeline for the project including the start and end date as well as any important anticipated milestones. Studies should be able to be completed within 12 months of the proposed start of funding.
 7. **References:** Please number all references in the order in which they appear in the proposal. Commonly accepted reference styles include the Vancouver Style and the AMA Style. Sample format for references are given below:
 - a. Journal article:
 - i. Newcomer KL, Laskowski ER, Idank DM, et al. Corticosteroid injection in early treatment of lateral epicondylitis. *Clin J Sport Med.* 2001; 11:214–222.
 - b. Book chapter:
 - i. Claessens AL. Elite female gymnasts: a kinanthropometric over-view. In: Johnston FE, Eveleth P, Zemel B, eds. *Human Growth in Context.* London: Smith-Gordon and Co; 1999:273–280.
 - c. World Wide Web:
 - i. Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS web site]. June 1, 1996. Available at: <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997.
 8. **Appendix:** Copies of publications by the investigators (not to exceed three) *pertinent to the proposed research* may be included but are not necessary. They must be published or in press.

Review Process

The review process is modeled after that used by the National Institute of Health and comparable national sports medicine organizations, including the AMSSM Collaborative Research Network. The Research Grant Review Committee (RGRC) will consist of at least 5 members from the AMSSM Foundation, AMSSM Research Committee, AMSSM Board of Directors or AMSSM at-large. RGRC members are not eligible if they have applied for any AMSSM Foundation Research Grant as a principal investigator or co-investigator during that cycle of review, or if they have any real or perceived conflict of interest. The RGRC will score each grant proposal solely on its scientific merit. To receive funding, a grant proposal must be of sufficient scientific quality and be relevant to the field of sports medicine. The RGRC scores and recommendations will be presented to the AMSSM Board of Directors during the winter or spring Board of

Directors meeting or via teleconference at other times of the year, where a final decision for funding will be made. Funding decisions will be made based on established review criteria for the RGRC and the availability of funds.

Review Criteria

The RGRC evaluates the scientific merit of each grant application according to specific criteria. The principal criteria for the review of grant applications can be found [here](#) and include:

1. Strength of proposed study background, design and methodology
2. Qualifications and research experience of the principal investigator and co-investigators, strength of the study environment and feasibility of the proposed study, including the proposed budget and study duration
3. Relevance, Impact and innovation of proposed study

Progress Report

- A progress report must be submitted to the AMSSM Foundation and AMSSM Research Committee via the AMSSM Research Grant Portal by the conclusion of the first year. An annual report of expenditures should be submitted with the progress report. Any balance of more than \$200 must be refunded to AMSSM within sixty days of completion of the project, or a grant extension should be requested at least one month in advance and submitted with the progress report.
- The progress report may be submitted earlier if applying for additional funding on the same project. Please note that competitive renewals for subsequent year funding should be submitted as a complete Research Grant Application, and that significant progress must be demonstrated in order to be eligible for funding for a second year. A research award in the prior year does not guarantee funding in a new award cycle.
- A final progress report and report of expenditures is due within 60 days of the end of the grant support. The final progress report should highlight significant project results and their significance. **It should also include a dissemination plan that describes where and when the results are expected to be published and/or presented, any other ways the team plans to share the work with the community, and the expected next steps of the line of research.**
- **Prior to the submission of the Final Progress Report, grant recipients must meet with the leadership of the Practice and Policy Committee and the Director of Policy and Advocacy.**
- If a significant change to the study protocol is necessary, approval should be requested in advance from the RGRC at least 30 days prior to any plan to implement changes.
- Progress reports and all communications should be electronically submitted through the AMSSM Research Grant Portal.

Presentations and Publications

The AMSSM Foundation and AMSSM Research Committee encourage publication of research findings by the grantee in scientific journals. All publications resulting in whole or in part from the grant must include a statement similar to: ***"Funded in part by a grant from the American Medical Society for Sports Medicine (AMSSM) Foundation. The opinions expressed herein are those of the authors and do not necessarily reflect the opinions of the AMSSM."*** All presentations and posters should include a similar acknowledgment. AMSSM imposes no restrictions on copyrighting publications by grantees.

It is expected that any completed project funded by an AMSSM Foundation Research Grant Award will be submitted for presentation for the AMSSM Annual Meeting and will be judged with all other research submissions by guidelines previously established by the AMSSM Research Committee.

Appendix I: Checklist for Completed Application Prior to Submission

- Deadline: November 3, 2023 (application to be submitted via AMSSM Grant Portal)
- Cover Page
- Abstract

- Budget
- Research Proposal (Background, Preliminary Studies, Purpose/Specific Aims, Study Design/Methods, Hypothesis, Significance of Study)—Maximum of six pages
- Biographical Sketches
- Time Table
- References
- Appendix: Copies of relevant prior publications

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