

**AMSSM Foundation**  
**Young Investigator's Research Grant Awards**  
**(Applications due by October 6, 2023)**

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**Grant Application Instructions**

**Mission Statement**

The purpose of the AMSSM Foundation Young Investigator Research Grant Awards is to foster original scientific investigations by members of AMSSM in the early stages of their careers.

**Scope of Research**

The AMSSM Foundation and the AMSSM Research Committee welcome research grant proposals that investigate issues within the broad discipline of 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 (PI) of the grant must be an AMSSM member at the time of grant submission. A young investigator is defined as 5 years or less since completion of sports medicine fellowship training. Current AMSSM fellow and resident members are eligible to apply. Resident AMSSM members may apply as the principal investigator but must have at least one full AMSSM member listed as a mentor/co-investigator at the time of application. **You are only eligible to receive this grant one time.** 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. The PI's institution or practice is expected to provide all necessary basic facilities and services that to complete the proposed research. Overhead or indirect costs will be supported to a maximum of 10% of direct costs. The total amount of funding available is \$15,000. **The research committee seeks to fund two grant awards for a maximum of \$7,500 per award. Grants will be awarded for a one-year cycle length.** Additional one year no-cost extensions will be considered on a case-by-case basis upon request by the PI.

The Research Committee welcomes applications to fund start-up or pilot projects and will consider partial funding of projects if matching funds have been secured. All matching funds should be explicitly described in the budget. The principal investigator assumes full administrative, fiscal, ethical, and scientific responsibility for the conduct of the project.

**Mentorship**

The AMSSM Research Committee intends to ensure that early career investigators receive appropriate mentorship and guidance from experienced researchers as they develop and progress with their research project. Resident/fellow applicants are required to have a mentor who is an active AMSSM member, and all applicants should have at least one mentor with a strong track record in related research. If applicants need assistance with finding a mentor, they may contact the grants subcommittee co-chairs at least two months prior to the application deadline and an appropriate mentor will be identified. A letter of support from at least one mentor attesting to their involvement in the proposed research is required as part of the grant application. Mentors and mentees are expected to interact regularly for the duration of the grant. **Grant recipients are required submit a mentorship report with grant updates (6 and 12 months), which can be fulfilled by submitting a mentorship report OR minutes of mentor meetings.**

**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 avenues through which 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 by October 6, 2023. Applicants will be notified, at the latest, 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 1<sup>st</sup> 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. 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 or other necessary regulatory approvals 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 1<sup>st</sup>, 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. Proof of IRB approval will be required by April 1, 2023. 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](mailto: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/Word Limits:** Although there are no limits to the total length of the application, the below limits should be followed for the following sections:
  - Abstract: 300 words
  - Research proposal: 6 pages
  - Biosketch: 5 pages (per investigator)

### Complete Proposal (Applications where directions are not followed will not be considered.)

The complete proposal should include the following sections (see Appendix I: Checklist for Completed Application Prior to Submission):

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 proposed 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. Funds may be used to support supplies and equipment, investigators, technicians, research assistants, study coordinators, or statistical support. The budget should include institutional overhead costs (indirect costs) 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 provide justification for significant equipment purchases and any unusual costs. A maximum of \$750 is allowable for travel expenses related to the project. 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.

4. **Research Proposal:** The research proposal (**excluding the abstract, budget, biographical sketches and references**) should not exceed 6 pages. Please include the following sections:
  - a. **Background:** Briefly describe the problem that the proposed research project addresses. Include evaluation of existing studies relevant to the project.
  - b. **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.)
  - c. **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.
  - d. **Hypothesis:** State the study hypothesis and provide a brief explanation for the scientific basis for this hypothesis based on prior studies.
  - e. **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.
  - f. **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. **Mentor(s) letter of support:** All AMSSM grants of less than \$25,000 require a letter of support signed by at least one experienced research mentor who should be listed as a co-investigator on the study. The letter should include a brief description of the mentor's research background, the prior and current relationship between the young investigator and mentor, role of the mentor in study design and preparation of the grant application, plan for ongoing engagement between the PI and mentor including provision of resources (personnel, equipment, access to potential research subjects) and anticipated meeting frequency. For resident/fellow PIs, at least one of the mentor letters should be provided by an active AMSSM member with significant research experience.
6. **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>)
7. **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.
8. **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.

9. **Appendix:** Copies of publications by the investigators (not to exceed three) *pertinent to the proposed research* may be included. These manuscripts 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 Young Investigator's Research Grant Review Committee (YI-RGRC) will consist of at least five members from the AMSSM Foundation, AMSSM Research Committee, AMSSM Board of Directors or AMSSM at-large. YI-RGRC members are not eligible if they have applied for the AMSSM Foundation Young Investigator's 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 YI-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 primary care sports medicine. Funding decisions will be made based on the review criteria and the availability of funds.

### Review Criteria

The YI-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 Research Committee every six months. A 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 no-cost extension should be requested at least one month in advance and submitted with the progress report.
- 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 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 YI-RGRC at least 30 days prior to any plan to implement changes.
- Progress reports and all communications should be electronically submitted to the AMSSM 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 the American Medical Society for Sports Medicine (AMSSM) Foundation Young Investigator's Research Grant. 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 Young Investigator's 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.

### Grant Program Outcomes

The Research Committee will monitor success of this program through outcome measurements to include:

1. Rates of successful completion of projects

2. Quality of completed projects
3. Rates of submission to AMSSM annual meeting
4. Acceptance rates
  - a. Poster
  - b. Podium
5. Publication rates
6. Grant Award winner survey of process and AMSSM support
7. Future research grant application submissions and successful funding to AMSSM or other funding sources by previous Grant winners.

It is expected that grant winners will facilitate the collection of this outcome data by responding in a timely fashion to requests for the above information when requested by the AMSSM Research Committee.

**Appendix I: Checklist for Completed Application Prior to Submission**

- Deadline: October 6, 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
- Mentorship Plan
- Biographical Sketches
- Time Table
- References
- Appendix: Copies of relevant prior publications