

**AMSSM Foundation  
Research Grant Awards**

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**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 sports medicine, including clinical practice, injury prevention and rehabilitation, basic science, epidemiology, and education.

**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.

**Scope of Funding**

Grant awards are designed to provide partial support of 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.

It is anticipated that the requested support will fall into one of three ranges. 1) \$500 to \$2,500 total costs annually for mailings, supplies, equipment, and technical support of small or pilot projects; 2) \$2,500 to \$10,000 total costs annually for a project larger in scope than the previous category and may provide partial support of research assistants or study coordinators; and 3) \$10,000 to \$25,000 total costs annually for a significant project that includes well documented pilot or previous studies and may provide partial salary support for key investigators. The maximum grant award is \$25,000.

The principal investigator will assume full administrative, fiscal, ethical, and scientific responsibility for the conduct of the project.

**Grant Application Instructions**

- **Deadlines:** A completed grant application must be received by the AMSSM Central Office by November 1, 2011. Applicants will be notified with a decision in January 2012. (See **Review Process** below.) Grant awards for proposals receiving funding will be distributed no earlier than February 1, 2012.
- **Human Subjects:** Human Subjects approval (or provisional approval pending minor revisions) of the proposed research project by your Institutional Review Board is required for the application to be considered. If you do not have an Institutional Review Board, review of your project by your hospital Human Subjects Committee or equivalent is required. If your hospital does not have a Human Subjects Committee or equivalent, please contact the

AMSSM Research Committee Chair, Suzanne Hecht, [suzanne.hecht@gmail.com](mailto:suzanne.hecht@gmail.com) prior to submission. A copy of the Human Subjects approval should be sent via mail to: AMSSM, Attn: Foundation Grant Awards, 4000 W. 114th St., Suite 100, Leawood, KS 66210, or faxed to (913) 327-1491. **Confirmation must be received before the application deadline.** 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:** The full grant application should be sent via an attachment to **office@amssm.org**.
- **Format:** The complete application should be in MS WORD or PDF format, 12 point font, and double spaced. Please number all pages beginning with the cover page.

### **Complete Proposal**

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 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, Investigators, Background, Purpose/Specific Aims, Methods/Study Design, Hypothesis, and Significance of Study.
3. **Table of Contents.**
4. **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.
5. **Research Proposal.** The total research proposal (not including the abstract, budget, biographical sketches, and references) should not exceed 2,500 words (approximately 10 pages double spaced). Please include the following sections:
  - a. **Background:** Briefly describe the background leading to the present application and evaluate the existing studies relevant to this project.
  - b. **Preliminary Studies:** Provide an account of preliminary studies conducted by the principal or co-investigators pertinent to this application. This information will also help to establish 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 be included as an appendix.)

- c. **Purpose/Specific Aims:** Concisely state the primary objective of the project. List also any other specific aims of the project.
- d. **Study Design/Methods:** Describe the research methods, design, and statistical analyses to be used to accomplish the project. Include the setting and predicted sample size, and how the data will be collected and analyzed. Describe any novel approaches, tools, or technologies for the proposed study. A power calculation that justifies the number of subjects, or specimens, or other samples is encouraged in the statistical design. Discuss any potential difficulties and limitations of the proposed procedures.
- e. **Hypothesis:** State the study hypothesis and a brief explanation based on the background information or preliminary studies presented.
- f. **Significance of Study:** State the importance and relevance of the research described and the potential impact on the field of sports medicine.

6. **Biographical Sketch.** A biographical sketch for each investigator should be submitted. Each biographical sketch should be limited to 2 pages and include the following elements: name, institution, education, relevant past research, prior research funding, and relevant publications (see Appendix II: Format for Biographical Sketch).

7. **Time Table:** Provide a tentative timetable for the project including the start and end date (one year term).

8. **References:** Please number all references in the order in which they appear in the proposal. Sample format for references are given below:

- Journal article:
  - Newcomer KL, Laskowski ER, Idank DM, et al. Corticosteroid injection in early treatment of lateral epicondylitis. *Clin J Sport Med.* 2001;11:214–222.
- Book chapter:
  - 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.
- World Wide Web:
  - 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. 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. 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.

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### **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 include:

1. Scientific or medical significance and originality of the proposed research.
2. Appropriateness, feasibility, and adequacy of the experimental approach and methodology proposed to carry out the research.
3. Qualifications and research experience of the principal investigator and co-investigators, particularly but not exclusively in the area of the proposed research.
4. Appropriateness of the proposed budget and duration in relation to the proposed research.

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### **Progress Report**

- A progress report must be submitted to the AMSSM Foundation and AMSSM Research Committee 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 receive funding for a second year.
- A final progress report and report of expenditures is due within 90 days of the end of the grant support. The final progress report should highlight significant project results and their significance.
- The RGRC should also be notified at least 30 days prior to any significant change in study protocol.
- Progress reports and all communications should be electronically submitted via an attachment to: [office@amssm.org](mailto:office@amssm.org)

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### **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.



Name, Institution, and Address:

Education:

Past Research Experience:

Prior Research Funding:

Relevant Publications:

If you use Microsoft Outlook as your default email program then you can fill in this form and submit it.  
If you use a different email program then you will need to print this form and fax it to **913-327-1491**.