AMSSM Foundation-ACSM Foundation Clinical Research Grant Award 2019 Request for Proposals

GRANT PROPOSAL INSTRUCTIONS

MISSION STATEMENT

The purpose of the AMSSMF-ACSMF Clinical Research Grant Award is to foster original scientific investigations with a strong clinical focus among physician members of AMSSM and ACSM.

SCOPE OF RESEARCH

The AMSSMF-ACSMF Clinical Research Grant Award Review Committee (CGRC) seeks research proposals that investigate research questions within the broad discipline of sports medicine. This would include proposals to study clinical practice, injury prevention and rehabilitation, basic science, epidemiology and education. Proposals must be led by a physician who is a member of both AMSSM and ACSM (see below).

ELIGIBILITY

The principal investigator of the grant must be a physician and a member of both the AMSSM and ACSM at the time of grant submission and maintain those memberships if awarded the grant for the entire period of the grant award. Associate, Affiliate, International, Resident and Fellow AMSSM members may apply as the principal investigator (PI) if the following criteria are met: 1) The PI is a current ACSM member, and 2) A minimum of one member of the AMSSM who has achieved an “Active Membership” status must be listed as a co-investigator at the time of grant submission and for the entire grant cycle. The definition of an AMSSM Active member, along with other membership categories, can be found on the AMSSM website (www.amssm.org).

SCOPE OF FUNDING

The maximum total grant award is $20,000 (direct + indirect expenses) which will be awarded to a single research proposal for a time period of a two-year grant cycle. Overhead or indirect costs will be supported to a maximum of 10% of direct costs.

The principal investigator, along with the institution where the PI is employed, will assume full administrative, fiscal, ethical and scientific responsibility for the conduct of the project.

Part of the funding must be devoted to research education for the PI. It is required that the PI budget between $500 and $2000 of the $20,000 grant award for this purpose. These funds may go toward items such as attending a conference that focuses on research methodology appropriate to the funded topic, spending time at a facility with special expertise or with an established investigator in the funded topic and research course work (i.e., study design, biostatistics, grant writing, etc.) or conference. This item must be included in the detailed budget. If you have questions regarding this portion of the grant funding, please contact the CGRC Chair, Steven Stovitz, MD at stovitz@umn.edu.
GRANT APPLICATION INSTRUCTIONS

• **Deadlines:** A completed grant proposal must be received by the AMSSM National Office by **February 9, 2018.** Applicants will be notified with a decision in April 2018. (See Review Process below.) Grant awards for proposals receiving funding will be distributed no earlier than May 1, 2018.

• **Human Subjects:** Human Subjects approval (or provisional approval pending minor revisions) of the proposed research project by your Institutional Review Board is required for release of grant funding to your institution. If your institution does 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, David Berkoff, MD prior to submission. A copy of the Humans Subject approval can be sent via email to: **Stephanie Kliethermes, PhD at skliethermes@amssm.org.** Confirmation must be received before funding can be released. It is the sole responsibility of the principal investigator and his/her 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 skliethermes@amssm.org.

• **Format:** The complete application should be in a PDF format, 1 inch margins, 12 point font, and single 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 Proposal 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. Please include both AMSSM and ACSM membership numbers and date of membership expiration. 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 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 two years. Funds may be used to support supplies and small 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 or ACSM annual meetings are 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. Remember to include expenses (up to $2,000) related to enhancing the PI’s research education as discussed above under “Scope of Research Funding”.

5) **Research Proposal.** The total research proposal (not including the abstract, budget, biographical sketches, references, and appendices) should not exceed 2,500 words (approximately 5 pages single 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:** When appropriate, 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 and the hypothesis (when appropriate) 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. **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 4 pages and include the following elements: name, institution, education, relevant past research, prior research funding, and relevant publications (see Appendix II: NIH Format for Biographical Sketch). Please make sure to indicate if publications in press are articles or abstracts.

7) **Timetable:** Provide a tentative timetable for the project including the start and end date (two-year cycle is the maximum allowable time period).

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:**
     
• Book chapter:

• World Wide Web:

9) Appendix: Examples of items that could be included in this section are: surveys, research instruments, and equipment specifications, along with publications pertinent to the proposed research. Up to 3 publications per investigator may be included. They must be published or in press.

10) Institutional Signatures
 a. Please include the name and contact information for the appropriate institution/individual for payment routing/processing in the event that your proposal is awarded funding.
 b. Please provide that individual’s signature to verify their office has reviewed this application. Please include the name and contact information for the appropriate institution/individual responsible for the scientific conduct of this study, who is authorized by the institution to certify that the institution will comply with the granting stipulations of AMSSM and ACSM. Please provide the signature of this individual, to verify that he/she has reviewed the application.

REVIEW PROCESS

The review process is modeled after that used by the National Institute of Health and comparable national sports medicine organizations. The AMSSM-ACSM Clinical Research Grant Award Review Committee (CGRC) will score each grant proposal 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. If none of the submitted research grant proposals meet the above criteria as determined by the CGRC, the committee has the option to forego awarding funding for that year. Those funds will then be applied to the pool of funding for the following year. Funding decisions will be made based on established review criteria for the CGRC and the availability of funds. The funding decisions of the CGRC will be final and not subject to further approval from the AMSSM Board of Directors or the ACSM Board of Trustees.

The CGRC will consist of 3 appointed representatives from the AMSSM and 3 appointed representatives of the ACSM. These representatives must be members of both the AMSSM and the ACSM. Representatives will be appointed for a 1-3 year term which can be renewed.

The CGRC will appoint one member of the committee to serve as the “Project Officer” and this person will be responsible for fielding phone calls/email inquiries from PIs that cannot be answered by the administrative staff, while preparing their submissions.

UNFUNDED PROPOSALS

In an effort to promote research education and foster the development of future research proposals, all unfunded proposals will receive formal feedback from the CGRC.
REVIEW CRITERIA

The CGRC evaluates the scientific merit of each grant proposal according to specific criteria. The principal criteria for the review of grant proposals include:

1. Scientific and/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.

PROGRESS REPORT

- A progress report must be submitted to the CGRC (send to AMSSM) 30 days following 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 funding should be submitted as a complete Research Grant Proposal, and that significant progress must be demonstrated in order to receive funding for a second cycle.
- A final progress report and report of expenditures is due within 90 days of the end of the grant cycle. The final progress report should highlight significant project results and their relevance to the field.
- The CGRC should also be notified at least 30 days prior to any significant change in study protocol or budget line item.
- Progress reports and all communications should be electronically submitted via an attachment to: skliethermes@amssm.org.

PRESENTATIONS AND PUBLICATIONS

The AMSSM-ACSM CGRC encourages 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 and the American College of Sports Medicine Foundation. The opinions expressed herein are those of the authors and do not necessarily reflect the opinions of the AMSSM and/or ACSM”. All presentations and posters should include a similar acknowledgment. AMSSM and ACSM impose no restrictions on copyrighting publications by grantees.

It is expected that any completed project funded by an AMSSM-ACSM Clinical Research Grant Award will be submitted for presentation for either the AMSSM Annual Meeting or the ACSM Annual Meeting and will be judged with all other research submissions by guidelines previously established by the respective organization.
APPENDIX I: Checklist for Completed Proposal Prior to Submission

☐ Deadline: **February 8, 2019** (skliethermes@amssm.org)

☐ Human Subjects approval confirmation: (mail, email or fax) Cover Page

☐ Abstract

☐ Table of Contents

☐ Budget

☐ Research Proposal Background, Preliminary Studies, Purpose/Specific Aims, Study Design/Methods, Significance of Study)

☐ Biographical Sketches Timetable

☐ References

☐ Appendix: Copies of relevant prior publications, surveys, equipment specifications, etc.

☐ Institutional Signatures

APPENDIX II: Format for Biographical Sketch

See attached NIH format and example.