

AMSSM Foundation
Foundation Research Grant Awards
(Applications Due by November 1, 2024)

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 Principal Investigator (PI) 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 instructions are not properly 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 to complete the proposed research. Overhead or indirect costs will be supported at a maximum of 10% of the total budget. 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. **The maximum grant award is \$25,000.** Historically, funded proposals are those that seek to answer meaningful and focused research questions within the limited time frame and budget. The PI assumes 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 1, 2024**. Applicants will be notified with a funding decision in December 2024. (See **Review Process** below.)
- **Start Dates:** Proposed start dates should be included on the application cover page with start dates between January 1 and September 1, 2025. *Earlier start dates are strongly encouraged, but a September 1st date will be accepted if necessary for school year data collection.* Data collection should be completed within 1 year of the study start date listed in the signed 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, 2025. If these documents are not submitted by this date, AMSSM reserves the right to withdraw funding for the project. **To avoid unanticipated delays, investigators are highly encouraged to begin the Institutional Board Review (IRB) submission process prior to award notification.**

- **Human Subjects Protections:** IRB approval (or exemption, if appropriate) is required for release of funds. Proof of IRB approval must be provided by April 1, 2025. 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 should be submitted in the AMSSM Grant Portal. It is the sole responsibility of the principal investigator and their institution to ensure research 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 **one PDF format**, 11-point font and singled-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 below limits must be followed for specific sections:
 - Abstract: maximum 300 words
 - Research proposal: 3 pages, single-spaced, 11pt Arial font, minimum 0.5" margins.
 - Biographical sketch: 5 pages (per investigator), following NIH guidelines (see below for details)
- **Examples:** The [Research Resources](#) page (Note: you must be logged in to view these proposals) of previously funded Foundation Grant Winner Applications and their resulting published manuscripts for members to review. **Please note that some instructions may have changed and the most up-to-date instructions for submission in this document must be followed in order for submissions to be considered.**

Research Proposal Instructions

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

- **Cover Page:** Include the title of the proposed study, PI 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 include the proposed start and end dates of the project and the requested funding amount.
- **Abstract Page:** Maximum 300 words. The abstract should include the following elements: Title, Background, Purpose/Specific Aims, Hypotheses, Study Design/Methods, and Significance of Study.
- **Research Strategy:** The Research Strategy should not exceed 3 pages, single-spaced, 11pt Arial font, minimum 0.5" margins. 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 (optional):** Describe the results of any relevant published or preliminary results generated by the principal or co-investigators to support the rationale and/or feasibility of the proposed studies.
 - **Purpose/Specific Aims:** Concisely state the overall objective of the proposed research as well as the specific aims that the proposal intends to answer. Include a hypothesis of the outcome for each specific aim and a brief scientific rationale supporting this hypothesis. A maximum of three specific aims is recommended to ensure the study is appropriately focused.
 - **Study Design/Methods:** Describe the overall strategy, methodology, and statistical analysis plan. Include the setting, approach to data collection, and analysis. Describe any novel proposed approaches, tools or technologies. A power analysis justifying the total number of subjects, specimens, or other samples must be included. If the proposal is a pilot study, a scientifically-based rationale for the proposed sample size is required in lieu of a formal power analysis.

- **Potential pitfalls/alternative strategies:** Discuss any anticipated difficulties or limitations of the proposed methods and potential solutions/alternative approaches that may be considered if necessary.
- **Significance of Study:** Describe the overall importance and relevance of the research, anticipated next steps, and potential long-term impact on the field of primary care sports medicine.
- **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.
- **Budget & Budget Justification:** Provide a detailed budget itemized by expense categories.
 - Funds may be used to purchase supplies and equipment, as well as support investigators, technicians, research assistants, study coordinators, or statisticians.
 - Include institutional overhead costs (indirect costs) to a maximum of 10% of direct costs minus equipment and tuition. If the PI's institution does not require indirect costs for this type of award, this must be specifically stated in a letter from the Department Chair or other appropriate institutional official and included in the appendix of the application.
 - Include name, role, full-time equivalent (FTE), and budgeted costs for all key personnel 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 is adequate. Fringe benefit costs for personnel should be included as appropriate. 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 directly related to conducting the project (travel to the AMSSM annual meeting is not covered).
 - A detailed budget justification should be included to provide additional information in each budget category where applicable (salary, equipment, travel, publication fees). **NEW for 2024!**
 - If additional funding has been obtained to complete a portion of the proposed research, please provide information including the funding agency, amount received, as well as justification for the additional funds requested in this proposal.
- **Biographical Sketch.** An NIH-style biographical sketch should be submitted for the principal investigator as well as any named 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>). Please follow the format for non-fellowship biographical sketches.
- **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.
- **Appendix:** The following materials may be included in the appendix as appropriate:
 - For proposals that include surveys/questionnaires, a copy of the survey/questions should be included.
 - If IRB approval has been obtained, include a copy of the approval letter. If the study has been deemed to be exempt from IRB approval, this documentation should also be provided.

- A letter from the Department Chair or other designated institutional official if indirect costs are not required by the PIs institution.
- Copies of up to three peer-reviewed publications authored by one or more of the investigators ***pertinent to the proposed research*** may be included. These manuscripts must be published or in press.

Applications that do not follow the above instructions will not be considered.

Review Process

The review process is modeled after that used by the National Institute of Health and other 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 members at-large. Individuals applying for the AMSSM Foundation Research Grant as a principal investigator or co-investigator are not eligible to review during that cycle, and individuals with any real or perceived conflict of interest will also be excluded from the review process. To receive funding, a grant proposal must be of high scientific quality and have clear relevance to the field of primary care sports medicine. 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 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. If needed, a no-cost extension should be requested at least one month prior to the scheduled end date of the project 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, other ways the team plans to share the work with the community, and the anticipated 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 before any changes are implemented.
- Progress reports and all communications should be submitted electronically via 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

- Cover Page
- Abstract (max 300 words)
- Research proposal (max 3 pages, single spaced, 11pt Arial font, 0.5" margins)
 - Background
 - Preliminary Studies (optional)
 - Purpose/Specific Aims
 - Study Design/Methods
 - Potential pitfalls/alternative strategies
 - Significance of Study
- Timeline
- Budget/Budget Justification
- NIH Biosketch for all named investigators
- References
- Appendix
 - Surveys/questionnaires (if relevant)
 - IRB approval/exemption letter
 - Letter of exemption from indirect costs,
 - Copies of up to 3 relevant peer-reviewed publications authored by PI or co-investigators