

**AMSSM Foundation**  
**AMSSM Minority Research Grant Award**  
**(Applications due by February 14, 2025)**

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## Grant Application Instructions

### Mission Statement

The purpose of the AMSSM minority research grant is to provide research opportunities specifically for historically underrepresented minorities in biomedical research to advance representation across diverse backgrounds and promote health equity in sports medicine research.

### 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. Applications that address health disparities within sports medicine are encouraged, but not required for a successful proposal.

### Eligibility

The Principal Investigator (PI) of the grant must be an AMSSM member at the time of grant submission and **identify with one or more underrepresented populations in research as defined by the NIH Statement on Diversity** (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-031.html>). Current AMSSM fellow and resident members are eligible to apply as PI, but must have at least one full AMSSM member listed as a co-investigator at the time of application. Co-investigators do not need to meet the underrepresented population criteria. 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. The total amount of available funding is \$10,000. **The AMSSM Research Committee seeks to award one project. 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 prior to application. 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 aims to ensure early career investigators receive appropriate mentorship and guidance from experienced researchers throughout the entire process, from study and proposal development through publication. All applicants must have at least one mentor with significant research experience. If the primary research mentor is not an active member of AMSSM, a second mentor who is an active member of

AMSSM with experience relevant to the proposed research must also be included. If applicants have not identified appropriate mentors, they may contact the grants subcommittee co-chairs at least two months prior to the application deadline for assistance. Mentors must provide a signed letter of support attesting to their involvement in the proposed research as part of the grant application. Mentors and mentees are expected to meet regularly throughout the grant period. **Grant recipients are required to 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:** **February 14, 2025 at 5p ET- (application to be submitted via [AMSSM Grant Portal](#)).** Applicants will be notified of funding decisions by early April 2025. (See **Review Process** below.) Grant awards for proposals receiving funding will be distributed no earlier than May 1, 2025.
- **Start Dates:** Proposed start dates should be included on the application cover page with start dates between May 1 and September 1, 2025. *Earlier start dates are strongly encouraged, but a September 1<sup>st</sup> date is 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 Institutional Review Board (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 August 1, 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 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 obtained by August 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](mailto: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 submitted as a **single file in PDF format**. 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: maximum 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:** Examples of previously funded Minority Research Grant Applications and their resulting published manuscripts are available for members to review under the [Research Resources](#) page (Note: you must be logged in to view these proposals). Please note that some instructions may have changed and the most up-to-date instructions for submission in this document must be followed for submissions to be considered.

### Complete Proposal

Applications where instructions are not followed will not be considered. The complete proposal should include the following sections (see below: Checklist for Completed Application Prior to Submission):

1. **Cover Page:** include title of the proposed study, principal investigator with complete contact information (name, title, institution, address, phone, and email), and the name, titles and institutions of all co-investigators. Indicate which co-investigator(s) are serving as mentor(s). At the bottom of the cover page, please include the proposed start and end dates of the project and the requested funding amount.
2. **Abstract:** Maximum 300 words. The abstract should include the following elements: Title, Background, Purpose/Specific Aims, Hypothesis, Study Design/Methods, and Significance of Study.
3. **Research Proposal:** The research proposal (excluding the abstract, budget, biographical sketches and references) should not exceed 3 pages, single-spaced, 11pt Arial font, minimum 0.5" margins. Please include the following sections:
  - **Background:** Briefly describe the clinical problem that the proposed research project addresses. Include evaluation of existing studies relevant to the project, with appropriate citations, identifying gaps in current knowledge and practice.
  - **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.
  - **Significance of Study:** Describe the importance and relevance of the proposed research, anticipated next steps, and potential long-term impact on the field of primary care sports medicine.

4. **Timeline:** Provide a tentative timeline for the project including the start and end date as well as any important anticipated milestones. Data collection and analysis should be completed within 12 months of the proposed start date.
5. **Budget & Budget Justification.** 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.
  - 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, FTE, and budgeted costs for all 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 requested, indicate the amount of tuition and the amount of the stipend.
  - If equipment is to be purchased, each item with a unit acquisition cost must be listed. Please provide justification for significant equipment purchases and any unusual costs.
  - A maximum of \$1000 is allowable for travel expenses related to the project. This does not include conference attendance for presenting the results.
  - A detailed budget justification should be included to provide additional information in each budget category where applicable (salary, equipment, travel, publication fees).
  - If additional funding is required and has been obtained to complete the proposed research project, please provide information including the funding agency, amount received, as well as justification for the additional funds requested in this proposal.
6. **Mentor(s) letter of support:** All AMSSM grants of less than \$25,000 require a signed letter of support from at least one mentor with significant research experience. Mentor(s) should also be listed as co-investigators on the application. If the primary research mentor is not an active member of AMSSM, a second mentor who is an active member of AMSSM with experience relevant to the proposed research must also be included as a mentor/co-investigator. All mentors listed on the application should provide a letter of support. Mentor letters of support should include a brief description of the mentor's research background, nature and duration of the relationship between the young investigator and mentor(s), role of the mentor(s) in study design and preparation of the grant application, and plan for mentorship/support including provision of resources (personnel, equipment, access to potential research subjects), and anticipated meeting frequency.
7. **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.
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:
  - 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.

- 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.
  - 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:** 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.
  - 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.

### Review Process

The review process is modeled after the process used by the National Institute of Health and similar national sports medicine organizations, including the AMSSM Collaborative Research Network. The Minority Research Grant Review Committee (Minority-RGRC) will consist of at least five members from the AMSSM Foundation, AMSSM Research Committee, AMSSM Board of Directors, or AMSSM members at-large. Individuals applying for the AMSSM Minority Research Grant as a principal investigator or co-investigator are not eligible to review during that cycle, and anyone with a 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 the below review criteria and availability of funds.

### Review Criteria

The Minority-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.



- 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, 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 Grants Subcommittee Co-Chairs at least 30 days before any changes are implemented.
- 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) Minority 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 Minority 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 AMSSM 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.

**Checklist for Application Submission (please compile into a single PDF)**

- 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
- Letter(s) of support from mentor(s)
- NIH Biographical sketch for all named investigators
- References
- Appendix (optional):
  - Surveys/questionnaires
  - 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

For questions on this RFP and AMSSM Grant Portal, please contact the Research Program Manager, Sarah Sund, [ssund@amssm.org](mailto:ssund@amssm.org).