



**AMSSM Foundation**  
**AMSSM Minority Research Grant Award**  
**(Applications due by June 9, 2023)**

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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**

To be eligible for this award, the principal investigator (PI) should identify with one of the following racial and ethnic groups who have been shown to be underrepresented in biomedical research: Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders (NIH statement on Diversity: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-031.html>). The PI must be an AMSSM member at time of submission. 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 coinvestigator at the time of application. Co-investigators do not need to meet the underrepresented minority criteria.

**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 normally would be expected to exist in any institution or practice qualified to undertake such research. Overhead or indirect costs will be supported to a maximum of 10% of direct costs. The total amount of available funding is \$10,000 and 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 by request from the PI.

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

A mentor from the AMSSM Research Committee will be assigned to each winner to assist and monitor grant winners' progress.

**Mentorship**

The AMSSM Research Committee intends to match the award winner with an experienced AMSSM researcher who will help provide guidance for the winner as they progress with their research project. PIs can request a specific mentor at the time of grant submission, but they must include a letter of support from their desired mentor with their application.

If no desired mentor is specified, the winner will work with leaders of the research committee to identify an appropriate mentor for the researcher and their project. Mentors and mentees are expected to interact regularly for the duration of the grant. Grant winners will be expected to provide a written update on their study progress to AMSSM in conjunction with their assigned mentor at 6 months and at the end of the project. **In addition, grant recipients will submit a mentorship report with all grant updates. This requirement 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 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 by June 9, 2023. Applicants will be notified, at the latest, with a funding decision in July 2023. (See **Review Process** below.) Grant awards for proposals receiving funding will be distributed no earlier than August 1, 2023.
- **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 within six months of acknowledgement of approval of grant. 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.*** Access to the grant portal can be found [here](#).
- **Format:** The complete application should be in PDF, 12 point font. Please number all pages beginning with the cover page.
- **Page Limits:** Although there are no limits to the total length of the application, the following word and page limits should be followed: Abstract no longer than 300 words, research proposal no longer than six pages and each biographical sketch no longer than five pages if using the NIH format or two pages if using the format provided in this packet. Applications that do not adhere to these guidelines will not be reviewed.

### 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 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. **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. 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 \$1000 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, mentorship plan, biographical sketches and references**) should not exceed 6 pages. 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. **Hypothesis:** State the study hypothesis and a brief explanation based on the background information or preliminary studies presented.
  - e. **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 should be included in the statistical design. Discuss any potential difficulties and limitations of the proposed procedures.
  - f. **Significance of Study:** State the importance and relevance of the research described and the potential impact on the field of sports medicine.
5. **Biographical Sketch.** A biographical sketch for each investigator should be submitted. NIH biographical sketches are permitted and encouraged. NIH biographical sketches are limited to five pages. However, investigators may also use the AMSSM template provided (see Appendix II: Format for Biographical Sketch). If using the AMSSM template, each biographical sketch should be limited to two pages and include the following elements: name, institution, education, relevant past research, prior research funding and relevant publications.
6. **Mentorship plan:** All AMSSM grants of less than \$25,000 require a mentorship plan. Please describe how you plan to engage mentors. Mentorship plans should not exceed 500 words.
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:
  - 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. 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, 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 at-large. Minority-RGRC members are not eligible if they have applied for the AMSSM Minority 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 Chair or designee of the AMSSM Research Committee will appoint a member of the research committee as the Chair of the Minority-RGRC. The Chair of the Minority-RGRC will select the other members of the YI-RGRC committee on a yearly basis, with the approval of the Chair of the AMSSM Research Committee. The Minority-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. Funding decisions will be made based on established review criteria for the Minority-RGRC and the 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 include:

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

### Progress Report

- A progress report must be submitted to AMSSM every six months in conjunction with the assigned mentor. The progress report should be no longer than 1 page and indicate relevant areas of grant progress and any issues or obstacles to date. 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 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 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,**

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 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.
- AMSSM 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 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.

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

- Deadline: June 9, 2023 - (application to be submitted via AMSSM Grant Portal)**
- Human Subjects approval confirmation (if available): (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: Any necessary additional material

**Appendix II: Format for Biographical Sketch**

Name, Institution, and Address:

Year of graduation from Sports Medicine Fellowship:

Education:

Past Research Experience:

Prior Research Funding:

Relevant Publications:

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

OLD RFP