Detailed Application for the SAEMF/Academy of Women in Academic Emergency Medicine (AWAEM) Research Grant

All application components, including letters of support, must be submitted through the SAEM Foundation Grant Portal. All applications must be received by 5 pm (Central time) on their due date. No additional material (e.g. updates, publications, corrections, etc.) will be accepted after the application deadline.

Font type and size should be Arial 11 point, including literature cited. Single line spacing is acceptable. Figures, charts, tables, and legends or captions may be in smaller size font but must be clear and legible.

Blank/Plain 8 ½ x 11" paper can be used as needed in lieu of continuation pages or when no form is specified to be used. The margins must have a minimum of the following dimensions: top: 0.8, bottom: 0.5, left: 0.5, right: 0.5.

Applicants must use the most current version of the National Institutes of Health (NIH) PHS 398 forms which can be downloaded at: http://grants1.nih.gov/grants/funding/phs398/phs398.html#forms. If there are questions regarding formatting, formatting which conforms to NIH guidelines will always be accepted.

The latest NIH biosketch format should be used.

1. Title Page
FACE PAGE (Form Page 1)

Item 1. Title of Project
Do not exceed 81 characters, including the spaces between words and punctuation. Choose a title that is specific and descriptive, rather than general.
Item 2. Response to Specific Request for Applications (RFA) or Program Announcement (PA)
Mark "Yes". For "Title," type in "SAEMF/AWAEM Research Grant"
Leave "Number" blank.
Item 3. Program Director/Principal Investigator (PD/PI)
New Investigator. Do not check one of the boxes.
Item 3a. Name of Program Director/Principal Investigator Name the individual applying for the SAEMF/AWAEM Research Grant.
Item 3b. Degree(s)
Indicate up to three academic and professional degrees or other credentials, such as licenses (e.g., M.D.)
Item 3c. Position Title
Provide the academic or professional title of the principal investigator. If more than one title, indicate the one most relevant to the proposed project, such as "Assistant Professor of Emergency Medicine".
Item 3d. Mailing Address
Provide complete information (including room number, building, and street address) necessary for postal delivery to the PI. Award letters and summary statements will be sent to this address. Enter the appropriate electronic mail address.

Item 3e. Department, Service, Laboratory, or Equivalent
Indicate your organizational affiliation, such as "Emergency Medicine".
Item 3f. Major Subdivision
If there is no such subdivision, enter "None."
Item 3g. Telephone and Fax Numbers
Provide a daytime telephone number and, if available, a fax number.
Item 3h. eRA Commons User Name
May leave blank.
Item 4. Human Subjects
Indicate whether the research proposed will involve human subjects' research.
Item 4a-d.
May leave blank.
Item 5. Vertebrate Animals
Indicate whether the research proposed will involve vertebrate animals.
Item 5a. Animal Welfare Assurance
May leave blank.
Item 6. Dates of Proposed Period of Support
Must be one year in duration.
Item 7. Costs Requested for Initial Budget Period
Item 7a. Direct Costs Requested for Initial Budget Period
Enter the direct costs for year 1 (up to $5,000).
Item 7b. Total Costs Requested for Initial Budget Period
The direct costs and the total costs for the initial budget period are the same. The grant does not provide for indirect costs. The total in Items 7a and 7b should be the same number (up to $5,000).
Item 8. Costs Requested for Proposed Period of Support
Item 8a. **Direct Costs Requested for Proposed Period of Support**
Enter the direct costs for the entire project (up to $5,000).
Item 8b. Total Costs Requested for Proposed Period of Support
The direct costs and the total costs for the entire grant period are the same. The grant does not provide for indirect costs. The total in Items 8a and 8b should be the same number (up to $5,000).
Item 9. Applicant Organization
Enter the name and address of the applicant organization.
Items 10-11.
May leave blank.
Item 12. Administrative Official to be Notified if Award is Made (should be the site that will receive the funds and distribute them)

Name the applicant organization administrative official to be notified if an award is made (i.e., Grants Administrator, Fund Manager, etc.). This official should be from the Sponsored Programs Office (or equivalent) at your institution. The award letter and grant agreement will be sent to this address. Provide a complete address for postal delivery and the telephone, fax, and electronic mail address for the administrative official.

Item 13. Official Signing for Applicant Organization
Name an individual authorized to act for the applicant organization. Provide a complete address for postal delivery and the telephone, fax, and electronic mail address for the signing official.

Items 14. Applicant Organization Certification and Acceptance
Signature of official named in Item 13 must be provided.

PROJECT SUMMARY/RELEVANCE/PERFORMANCE SITES/PERSONNEL (Form Page 2)

Project Summary and Relevance
In this space provide a brief synopsis of the proposed project. Please note that if the application is accepted for funding, a copy of the synopsis may be published on the SAEMF website. The summary must be completed in the space provided and should include:
1. A statement of the goals of the project;
2. A statement of the specific aims and hypothesis of the proposed research project, including its relevance and importance to emergency medicine; and
3. A description of the methods or techniques to be used in the project.

Project/Performance Sites
Self-explanatory.

Senior/Key Personnel
Include the applicant and any mentors or co-investigators on the project. Avoid listing faculty and persons not directly related or responsible for the project.

Other Significant Contributors
Include other significant contributors if they will contribute to the scientific development or execution of the project.

TABLE OF CONTENTS (Form Page 3)

Provide the page number for each category listed on the Table of Contents. Place page numbers at the bottom of each page and consecutively number pages throughout the application. Do not include unnumbered pages in the application. Do not use suffixes for page numbers (e.g., 5a, 5b, etc.).

BUDGET (Form Pages 4 and 5)

A detailed budget and budget justification showing how the award will be spent and additional funds available to support the goals of the SAEMF/AWAEM Research Grant is necessary to ensure that adequate support and time is dedicated towards the completion of the stated goals.

SAEMF will provide up to $5,000 for one year for this grant.

Funds from the grant may be used for direct costs related to the project. Travel expenses must be consistent with the SAEM travel policy. Funds from the grant may not be used for faculty salary support. Indirect costs (i.e., facilities and administrative costs), and ultrasound equipment purchases are not supported by this grant. No additional costs are supported by the SAEMF; any other costs are the responsibility of the applicant's host institution. Any residual funds will be returned to SAEMF at the end of the award period.

Include a budget justification section following Form Pages 4 and 5 outlining the proposed budget and any additional funds (e.g., institutional, departmental, or other funding sources) contributing to the support of the application.

Costs included in the SAEMF/AWAEM Research Grant budget should not exceed $5,000 per year, as provided by SAEMF. However, the budget justification should reflect all pending and active sources of funding relevant to the project (e.g., funds from another source that will be used for the project). Funds that will be added to those provided by the SAEMF/AWAEM Research Grant (e.g., from departmental in-kind contributions, institutional intramural funds, or other awards), and what these funds will support, should be described in the budget justification section. Use additional blank pages as necessary with the margins described above.

BIOGRAPHICAL SKETCH (Biographical Sketch Format Page)

A biographical sketch is required for the candidate and his/her mentor and/or co-mentors. See [biosketch instructions](#) for further information.

OTHER SUPPORT (Blank/Plain Pages)

For the applicant and all key personnel, provide information regarding other research support and percent effort held at the time of application. List role on project and amount available to the key personnel. Provide information about existing and pending projects.

RESOURCES (Blank/Plain Pages)

Include a brief description of the facilities and resources available to the applicant explaining their relevance to the SAEMF/AWAEM Research Grant project (i.e., space, computers, administrative support, etc.). Use additional blank/plain pages, as necessary.

CHECKLIST (Checklist Form Page)

A checklist form page is not requested and should not be submitted.

DESCRIPTION OF THE PROPOSED PROJECT (Blank/Plain Pages)

The main part of the grant must be no longer than **5** pages (up to 1 page for the specific aims and the rest for the Research Strategy) in length (excluding references), but shorter applications will be accepted

This section should provide a clear and concise description of the proposed research project. The project focus should be on the support of one early career investigator (fellow, instructor, assistant professor) who wishes to address a research question in line with the core ideology of the Academy of Women in Academic Emergency Medicine. This award is intended to allow for preliminary data collection, analysis or collection of pilot data that will further support greater research endeavors.

This portion of the grant should be divided into the following sections.

<u>Specific Aims and Hypotheses</u>. List the objectives and the goal of the specific proposed research, including the hypotheses of the study.

<u>Background and Significance</u>. Provide a brief overview of the field to be studied, including what is known of the topic, what remains to be explored, and how the proposed research will advance understanding in the field or bridge gaps in knowledge. Include a rationale for conducting research in the proposed field (e.g., the area's significance to medicine broadly and to emergency medicine in particular, or potential for this area to serve as a launching point in the applicant's research career).

<u>Approach</u>. Describe the overall strategy, methodology, and analyses in order to accomplish the specific aims of the project. Include a discussion of proposed inclusion and exclusion criteria, variables to be collected including well-defined outcome measures, statistical methods, anticipated sample size, and data management. This section may also incorporate preliminary data if appropriate.

BIBLIOGRAPHY AND REFERENCES CITED (Blank/Plain Pages)

Provide a bibliography of any references cited in the description of the proposed training grant.

APPENDICES

The following materials must be included with the application. Documents may be scanned and inserted as images as needed. It is the applicant's responsibility to ensure that all of the following materials are legible. Applications which are not legible may be considered incomplete and may not be evaluated.

Letters of Support

1. <u>Letters of Support from key personnel:</u> Provide letters from key personnel for whom biographical sketches were provided.

2. <u>Departmental Chair's Letter of Support:</u> A letter of support from the Departmental Chair/Division Chief (or equivalent) is required. This letter must outline support of the chair/chief for completion of this project. If additional resources or financial support (beyond those provided by the SAEMF/AWAEM Research Grant) are required, this letter should document that the necessary resources and support to complete the project will be available.

Additional Materials/Appendix

Any surveys, learner assessments, data gathering tools, or other instruments may be included in this section. In addition, no more than two (2) manuscripts or abstracts relevant to the project that are not in print may be included. It is sufficient to provide citations for easily retrieved articles. Copies of articles are not required if all supplementary references and material are already in print or otherwise available.