

## **Detailed Application for the Medical Toxicology Foundation (MTF)/Society for Academic Emergency Medicine (SAEM) Foundation Toxicology Research Grant**

All applications, including letters of recommendation, must be submitted electronically to [grants@saem.org](mailto:grants@saem.org). All applications must be received by 5 pm (Central time) on their due date. Applications must be submitted in a single file (PDF format only) attached to an email. The subject line of the email should indicate the grant for which the applicant is applying (MTF/SAEM Toxicology Research Grant).

No additional material (updates, publications, 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 "MTF/SAEM Toxicology 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 MTF/SAEM Toxicology 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 \$10,000).

**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 \$10,000).

**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 \$10,000).

**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 \$10,000).

**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 MTF/SAEM Toxicology 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 \$10,000 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 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 MTF/SAEM Toxicology Research Grant budget should not exceed \$10,000 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 MTF/SAEM Toxicology 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 AND ENVIRONMENT (Blank/Plain Pages)**

Include a brief description of the facilities and resources available to the applicant explaining their relevance to the MTF/SAEM Toxicology 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 7 pages (up to 1 page for the abstract and the rest for the Research Proposal) 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 science of medical toxicology in emergency medicine, and the proposal should seek to foster collaboration between members of ACMT and SAEM. This award does allow for preliminary data collection, analysis or collection of pilot data that will further support greater research endeavors.

The proposal should be divided into the following subheadings:

- i) Background: Provide a concise overview of existing knowledge, making clear what is not known. Note any preliminary data, where appropriate, and explain how the proposed research represents an innovation that will advance the field.
- ii) Objectives: Provide an explicit, succinct description of the overall objective(s) of the proposed research.
- iii) Approach and methods
  - i. Setting – outline where the proposed research will be conducted, and briefly describe the support environment as it pertains to the proposed work.
  - ii. Data sources – for studies using previously collected data, describe in detail the source(s) of data that will be used to conduct the proposed research.
  - iii. Design – provide a description of how the proposed research will be performed. This will include not only the general nature of the study design (volunteer study, cohort study, chart review, animal study, etc.) but a detailed explanation of how the research plan will be implemented. A sample size calculation related to the primary outcome must be provided where appropriate.
  - iv. Analytical plan – describe in detail the analysis plan. For example, if the research involves statistical modeling, describe not only the general nature of the model (e.g. linear or logistic regression, survival analysis, etc.), but what terms will be employed in the model and how model fit will be assessed.
  - v. Ethics – where appropriate, provide evidence of IRB approval or submission for approval. Applications involving research on human subjects or animals that do not do so will not be considered further.
  - vi. Research team – list all members of the research team, and provide a description of the anticipated role of each team member in the proposed work.

- iv) Anticipated challenges and mitigation strategies: Characterize the potential threats to successful completion of the proposed work, and outline what steps will be taken to mitigate risk.
- v) Knowledge translation: Describe how the research findings will be communicated to the scientific community and/or other relevant groups (eg. the public), where appropriate.
- vi) Implications: Describe the importance of the proposed work, and how it is expected to advance the science of medical toxicology.
- vii) Timelines and feasibility: Describe the anticipated timelines of the proposed research and its various elements, and justify the feasibility of the proposed research within the requested funding period. It may be helpful to show a figure in this regard, which may be included in the body of the application.
- viii) Summary: Briefly summarize the novelty and importance of the planned research.

## **REFERENCES (Blank/Plain Pages)**

Provide a bibliography of any references cited in the description of the proposed training grant. The bibliography will not be included in the page count, but is limited to 1 page.

## **PERSONAL STATEMENT**

Only applications with a trainee as a principal investigator require a personal statement. When a trainee will lead the proposed research, the trainee should submit a personal statement addressing:

- a. the applicant's interest in the topic and this project,
- b. the applicant's perception of his/her role in the project, and
- c. any additional pertinent experience or interests the applicant wishes the committee to consider.

## **LETTER OF SUPPORT FROM PRECEPTOR**

When the proposed research will be led by a trainee, include a letter of support from the preceptor on institutional letterhead, expressing support for the project and describing his or her qualifications as preceptor, and his or her anticipated involvement in the proposed research project. This letter should be no more than 1 page.

## **APPENDIX**

This section is not required, but may be used for letters of support, questionnaires, informed consent documents, previously published manuscripts of relevance (first page only), or any other materials the applicants deem relevant. Do not use the appendix to circumvent page limitations for research plans, including experimental

methods, protocols or figures that should be incorporated within the Description of the Proposed Project above.