

RESEARCH STIMULATION GRANT APPLICATION GUIDELINES

Administered by the AAFP Foundation

Research grant applications will be considered only if submitted in the exact format of the official Research Stimulation Grant application form as attached to these instructions. Proposals submitted in other formats will not be considered and will be returned to the applicant. NOTE: Proposals must be typed using **font size 12**.

- The AAFP Foundation will only fund **new uniquely identifiable research projects**.
- The principal investigator or one of the co-investigators must be a **member of the AAFP**.

ELECTRONIC SUBMISSION REQUIRED

One copy of the completed application and appendices **formatted** appropriately for **Microsoft Word (doc. file)** must be **e-mailed to smorantz@aafp.org** or sent on **CD**. (The Application in MS Word format is available by e-mail request to smorantz@aafp.org.) **Attachments such as charts and photographs from other sources will be accepted in hard copy.**

In addition, **mail** the original copy of the completed application and appendices to:

Chair AAFP FOUNDATION RESEARCH COMMITTEE (RC)
 Attention: Susie Morantz
 AAFP FOUNDATION,
 11400 Tomahawk Creek Parkway
 Suite 440
 Leawood, KS 66211-2672

Please review these instructions and follow them closely in the preparation of the grant application.

These instructions parallel the items in the grant application and are so identified.

- A. TITLE OF THE PROJECT** – The title should be brief and descriptive of the intent of the proposed project.
- B. NAME, TITLE, OFFICE ADDRESS, TELEPHONE NUMBER, E-MAIL AND AAFP ID NUMBER OF THE INVESTIGATOR(S) WHO ARE MEMBERS:** – Provide the name, title, office address, phone, e-mail and AAFP ID number (if applicable) for each investigator involved in the project. **NOTE: The principal investigator must be a family medicine researcher**, the one individual designated by the applicant organization to direct the project. If the proposed project is to be under the direction of co-investigators, identify these individuals as "co-investigators."
- C. TOTAL AMOUNT OF GRANT FUNDS BEING APPLIED FOR FROM THE AAFP/F, THE TOTAL COST OF THE STUDY, AND THE PERCENT OF THE TOTAL PROJECT COST THE AAFP/F AMOUNT REPRESENTS** – Specify the amount of AAFP/F grant funds being applied for and the total cost of the project (calculate the percent of the total cost the AAFP/F funds will represent.) Include other grant funds already secured and in-kind support.
- D. PROPOSED LENGTH OF TIME FOR THE STUDY TO BE COMPLETED** – Indicate the anticipated start date and the completion date.
- E. NAME OF THE APPLICANT ORGANIZATION/INSTITUTION OR INDIVIDUAL** – The organization, institution, or individual conducting or sponsoring the proposed project must be identified.

F. NAME OF AUTHORIZED OFFICIAL, TITLE, OFFICE ADDRESS AND TELEPHONE NUMBER

– Specify the name of an official at the organization or institution who is authorized to commit the organization or institution to conduct the study as proposed and ensure that the requirements established by the AAFP/F are met. Include the title, office address and telephone number.

G. APPLICANT AGREEMENT – All applicants should be aware of and acknowledge their understanding that, in the event an application is approved, the grant award will be contingent upon agreeing to the following conditions:

1. Grant funds must be used exclusively for the purposes and in the manner set forth in the application. If the funds are not used in keeping with the grant application as approved by the AAFP/F, the grant will be voided and the total amount of grant funds awarded returned to the AAFP/F upon demand;
2. Unexpended grant funds at the conclusion or suspension of the project will be returned to the AAFP/F;
3. Approval from the AAFP/F must be obtained, in writing, for any re-budgeting of grant funds prior to any re-allocation of grant funds;
4. Adherence to the timeline set forth in the grant application. If circumstances prevent adherence to the approved timeline, grantee must submit written explanation of those circumstances to AAFP/F and set forth exact date of expected project completion. The timeline will not be considered revised unless and until AAFP/F notifies grantee of AAFP/F's acceptance of the revised expected completion date;
5. Submission of written progress reports at the midpoint of the project and a report of the final results upon completion;
6. Financial reports detailing the expenditure of grant funds must be provided mid project and a final accounting summary of the expenditure of grant funds will be due upon completion of the project;
7. Ninety percent (90%) of the grant funds will be distributed in two payments. Following the first allocation, the subsequent distribution will be made only when the required financial and progress reports have been received by AAFP/F;
8. The final ten percent (10%) of the grant funds will be distributed upon completion of the project and submission of all required financial and progress reports;
9. Reports delinquent in excess of 90 days will prompt a reminder notice from AAFP/F. If grantee does not either obtain an approved timeline extension from AAFP/F (See Section G3) or submit the necessary reports within 60 days of the reminder notice, AAFP/F will consider the project terminated. No further funds will be provided to grantee;
10. In the event the research project involves human subjects, the applicant must agree to submit the project to an Institutional Review Board (IRB) and obtain approval for research on human subjects prior to the receipt of funding. Grant funds from the AAFP/F will not be released until a copy of the IRB approval or waiver notification is received by the AAFP/F;
11. The grantee will acknowledge the grant support of the AAFP/F and AAFP in any published reports of the project by stating, "Funding was received from the AAFP/F-AAFP as a Research Stimulation Grant award. The grantee will also provide the AAFP/F with a copy of any resulting published research articles;
12. The grantee agrees to abide by any additional condition(s) specified at the time an award notification is made by the AAFP/F.

H. HYPOTHESIS – In **120 words or less**, state the research question(s) and hypothesis (if applicable), specifying what is expected to be answered by this project.

I. ABSTRACT – Summarize the proposed project, in **250 words or less**, outlining succinctly the objectives and methodology. Include a discussion of how the proposed study will lead to the development or completion of a larger project and/or substantive results such as a publication/presentation, etc.

BACKGROUND, DESIGN AND ANALYSIS SECTIONS – The applicant should **complete these sections using no more than 2 – 3 pages**. Under each section address the information requested:

J. BACKGROUND – Provide the following:

1. A statement of the **purpose and specific goals and objectives** of the proposed study and an explanation of the needs or problems it is intended to address.
2. A discussion of how it is anticipated that the **proposed project will lead to the completion of a larger project and/or substantive results (publication, presentation, etc.)**.
3. A description of **related work by others and previous work by the applicant** to solve related problems and an explanation of how the proposed research will expand upon or complement those efforts.
4. An explanation of **who will benefit from this research study** and how the results of the project will be communicated to those who will benefit.

K. METHODS – Provide the following:

1. An explicit and complete description of the proposed research design(s) covering both **what** is to be done and **how** it is to be accomplished. The attempt should be made to use conventional language of research methodology found within the scientific research literature when referring to the design(s), for example, cross-over, cross-sectional study, longitudinal study, randomized clinical trial, double-blind placebo controlled, pilot study, descriptive study, etc.
2. A description of the sample population and the number in the study sample(s) and explain why this is the appropriate population. (see L.1.below)
3. If a survey is to be used, the instrument **must be included as an appendix**.
4. A timetable for the accomplishment of specific tasks and objectives.

L. ANALYSIS – Provide the following:

1. Describe your reason/rationale for the nature and size of your sample(s). If you based your sample size estimation on a power analysis, please describe briefly.
2. A description of major variables or phenomena to be measured and how they will be measured and/or observed. What are the statistical tests you will use for addressing the research questions and/or testing the hypotheses? What specific results or findings are expected?

M. REFERENCE SECTION – The applicant must provide a bibliography of the references cited in the above section(s).

N. BUDGET – Provide a detailed budget with a breakdown of estimated project costs. List separately the amounts of in-kind support being provided by the applicant institution, the amounts to be covered by other grant funds which have been secured by the applicant, and the amounts requested from the AAFP/F. The budget must include all major direct expenses for the project. **Note: The AAFP/F does not provide grant funds for indirect or overhead costs.**

GUIDELINES FOR SPECIFIC EXPENSE CATEGORIES:

1. **Salaries and Wages** – All personnel who are to participate in the project should be listed by position and/or title. Indicate the associated full-time equivalency (F.T.E.) and projected costs for each position.
 2. **Payroll Taxes and Fringe Benefits** – Specify the amount and the percent of total salary that taxes and benefits represent.
 3. **Consultants** – Specify the type of consultant and associated costs. Indicate the number of days of consulting the figure represents.
 4. **Travel** – Specify the type of travel expense (lodging, transportation, meals) and the projected amount. Only travel expenses directly related to the study will be acceptable. **Note: AAFP/F funds cannot be used to support the travel of an investigator to present his/her findings at a professional meeting or seminar.**
 5. **Equipment Support** – Specify the type of equipment required and the associated costs. **Note: The AAFP/F funds generally will not be used to support the purchase of equipment. If rental of equipment is necessary, the type and associated cost must be stated. If rental would be more costly than purchase, documentation should be provided to justify purchase.**
 6. **Communications** – Specify type of expense (e.g., postage or telephone) and the associated costs.
 7. **Supplies and Materials** – Specify the type of expendable supplies and materials and the associated costs.
 8. **Other Direct Expenses** – Specify by type and amount any other direct costs not attributable to one of the above classifications.
- O. BUDGET JUSTIFICATION** – For each category of expense provide a brief statement justifying the expense, in the context of the proposal and how or why the expense relates to the work required.
- P. APPENDIX** – In the event the applicant wishes to provide supporting materials such as informed consent form, survey instruments or supporting letters, it is requested that a listing be made on the "Appendix" page of the application with the corresponding page numbers for those appendices. **NOTE:**
1. If a survey or data collection instrument to be used in the project has been developed, a copy must be enclosed along with any information relative to pre-testing results or assumptions used.
 2. If the project requires informed consent, a draft of the informed consent form must be included in the appendix of the proposal.
- Q. IRB AND INFORMED CONSENT** – Discuss the ethical implications of this study and how human subjects will be protected. In the event the research involves human subjects, the applicant is asked to briefly describe the requirements that must be met to submit the project to an Institutional Review Board (IRB). **If applicable, include a draft of the informed consent form in the appendix.**
- R. BIOGRAPHICAL SKETCH(ES)** – The applicant is asked to provide a brief biographical sketch for the principal investigator(s) and co-investigator(s).

**For additional information or clarification, you may contact Susie Morantz at the AAFP/F:
Call 1-800-274-2237, Extension 4470, or e-mail smorantz@aafp.org**

The Research Stimulation Grant program is administered by the AAFP Foundation, the philanthropic arm of the Academy.