



Resident Research Grant (RRG) Application Instructions

Overview: Resident Research Grant (RRG) applications are considered only if submitted in the format of the official AAFP Foundation Grant application form and will be returned to the applicant if they do not adhere to the page limit and formatting requirements.

- Proposals must be typed in Arial font style size 12
- Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- Page/word limits are indicated for each section (where applicable).

Application Submission: Electronic submission is required. The Application in MS Word format is available at www.aafpfoundation/research. Applications are due by 5 p.m. Central Time the day of the cycle deadline. If the deadline date falls on a weekend or holiday, proposals are due the following work day. Please email one copy of the completed application and appendices to shunt@aafp.org. Attachments such as charts and photographs from other sources will be accepted in PDF format.

Award announcements are made by June 1.

Application Instructions

A. Study Title - The title of the proposed project is to be brief and descriptive.

B. Name, Title, Department, Office Address, Phone, E-Mail and AAFP ID number of the Resident Investigator (where applicable) - The principal investigator must be a resident member of the AAFP.

C. Name, Title, Department, Office Address, Phone, E-mail of the Mentor(s) – Provide the name, title, office address, phone, and email for each mentor involved in the project.

D. Total Amount of Grant Funds Requested, the Total Cost of the Project, and the Percent of the Total project Cost the AAFP Foundation Amount Represents - Specify the amount of AAFP Foundation grant funds being applied for, the project cost and percent of total project cost the AAFP/F represents. Include other Grant funds secured and in-kind support.

E. Proposed Project Length Including the Anticipated Beginning and Completion Dates.

Indicate the anticipated start date and the completion date. The start date of the project is not to be before the announcement of funding decisions (June 1).

F. Name of the Applicant Organization/Institution

The organization or institution, conducting or sponsoring the proposed project must be identified. Please note: If an individual is named, they will incur a tax liability.

G. Name of Authorized Official, Title, Office Address and Phone Number

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

H. Hypothesis

State briefly in 120 words or less, the research question and specifically 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.

J. Background, Design, and Data Analysis Section

The applicant should complete this section in 3 pages or less. Provide the following:

1. Background

- A statement of purpose and specific goals and objectives of the proposed study and an explanation of the needs or problems it is intended to address.
- 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.

2. Methods and Design

- An explicit and complete description of the proposed research design and procedures covering what is to be done and how it is to be accomplished. The conventional language of research methodology when referring to the design, e.g. cross-over, cross-sectional study, longitudinal study, randomized clinical trial, double-blind placebo controlled, pilot study, descriptive study, etc...is to be used.
- A description of the sample population and the number in the study group; explain why this is the appropriate population.
- If a survey is to be used, include the instrument in the appendix.
- A timetable for implementing the project objectives within the specified timeline.

3. Analysis of Data

- An explanation of how the effectiveness of the project or activity will be measured. If appropriate, a power analysis should be used to determine sample size.
- An explanation of the criteria or indicators that will be used in this analysis. How will they be measured? What are the appropriate statistical tests? What specific results are expected?

K. Reference for Background, Methods and Analysis Section

The applicant should provide a bibliography of the references cited in their narrative of the project's background, methods and analysis.

L. Budget

Provide a detailed budget with a breakdown of estimated project costs. List the amounts requested from the AAFP Foundation for all major direct expenses of the project, e.g., salaries and wages, payroll taxes and fringe benefits, consultants, computer support, communications, supplies and materials, and equipment rental. The budget must include all major direct expense categories that apply as enumerated below. The AAFP Foundation does not provide grant funds for indirect or overhead costs.

The following are additional guidelines for specific budget areas:

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.) for each position and the associated projected costs for each position. For compensated positions, indicate the number of hours/days of time/effort the cost figure represents. For non-salaried positions, such as the principal investigator, specify the percent of time/effort devoted to the project.
2. **Payroll Taxes and Fringe Benefits** – Specify the amount and the percent of the total salary that the 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. AAFP Foundation funds cannot be used to support the travel of an investigator to present his/her research findings at a professional meeting, conference or seminar. **Please note:** The AAFP Foundation reimburses travel up to \$1,000 to the AAFP National Conference for RRG awardees to present his/her research findings.
5. **Computer Support** – Specify the type of support required and the associated costs. AAFP Foundation funds cannot be used for the acquisition of computers or other electronic hardware.
6. **Program Evaluation** – Grantees will be required to complete an end-of-project questionnaire and a follow-up evaluation survey two years after completion of the project.
7. **Communications** – Specify type of expense (e.g., postage or telephone) and the associated costs.
8. **Supplies and Materials** – Specify the type of expendable supplies and materials and the associated costs.
9. **Equipment** – AAFP Foundation funds generally cannot be used to support the capital acquisition of equipment. Should the applicant rent or lease any equipment, the type and associated cost must be stated. If rental would be more costly than purchase then documentation should be provided to justify purchase.
10. **Other Direct Expenses** – Specify any other direct costs by type and amount not attributable to one of the above classifications.

In the event there are no costs for a particular category, the applicant should indicate this notation by placing N.A. (not applicable) in that section.

M. Budget Justification

For each category of expense indicated, provide a brief statement justifying the expense in the context of the proposal and how or why the expense relates to the work required.

N. Institutional Review Board (IRB) Approval and Informed Consent

Indicate whether you will use Human subjects. If so, 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 IRB. If applicable, include a draft of the informed consent form in the appendix. Please note: Institutional Review Board approval is required before funds are dispersed.

O. List of Appendices

- 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.
- If a survey or data collection instrument to be used in the project has been developed, enclose a copy along with any information relative to pre-testing results or assumptions used.
- If the project requires informed consent, include a draft of the informed consent form in the appendix of the proposal.

P. Biographical Sketch(es)

The applicant is asked to provide a brief biographical sketch using the format provided for the principal investigator(s), co-investigator(s) and Mentor(s) **OR** in lieu of biographical sketches, copies of vita (C.V.) will be accepted.

Q. 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. Research involving Human Subjects:** In the event the research project involves human subjects, the applicant must either 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, or provide a letter from an appropriate authority (i.e., member of an IRB, experienced researcher, practice manager, head of an Academic Medical Center, affiliated health system, etc.) describing why the project meets federal guidelines for exemption from IRB review. A claim of exemption would need to be reviewed and approved by the research committee. If the project is deemed to require IRB review, grant funds from the AAFP Foundation will not be released until a copy of the IRB approval or waiver notification is received by the AAFP Foundation.
- 2. Fund Use:** 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 Foundation, the grant will be voided and the total amount of grant funds awarded returned to the AAFP Foundation upon demand.
 - **Payment:** Ninety percent (90%) of the grant funds will be distributed upon receipt of an acceptance letter and IRB approval, if applicable. The final ten percent (10%) of the grant funds will be distributed upon completion of the project and submission of all required final financial and written reports.
 - **Unused Funds:** Any unexpended funds at the conclusion or suspension of the project will be returned to the AAFP Foundation.
 - **Request to Re-budget:** Approval from the AAFP Foundation must be obtained, in writing by the principal investigator for any re-budgeting of grant funds prior to any re-allocation of grant funds.
- 3. Timeline Adherence:** If circumstances prevent adherence to the approved timeline, grantee must submit a written explanation of those circumstances to AAFP Foundation and provide the exact date of expected project completion. The timeline will not be considered revised until AAFP Foundation notifies grantee of AAFP Foundation's acceptance of the revised expected

completion date.

4. **Project Reports:** Written and Financial reports are due 30 days upon completion of the project. (Report templates will be provided). Delinquent reports in excess of 90 days will prompt a reminder notice from AAFP Foundation. If grantee does not obtain an approved timeline extension from AAFP Foundation or submit the necessary reports within 60 days of the reminder notice, AAFP Foundation will consider the project terminated. No further funds will be provided to grantee. If a report of your findings is submitted for publication, please provide a reprint or draft
5. **AAFP Foundation Acknowledgement:** The grantee agrees to acknowledge the support of the AAFP Foundation in any published reports of the project by stating, "Funding was received from the AAFP Foundation as a Resident Research Grant award." The grantee will also provide the AAFP Foundation with a copy of any resulting published research articles.
6. **Program Evaluation:** Grantees will be required to complete an end-of-project questionnaire and a follow-up evaluation survey two years after completion of the project.
7. **Additional conditions:** The grantee agrees to abide by any additional condition(s) specified at the time an award notification is made by the AAFP Foundation.
8. **Information disclosure:** The AAFP Foundation may disclose information only from proposals of successfully funded projects, including the title of the project, the grantee institution, the principal investigator and the abstract. (See "Policy on Information Available to the General Public" below for more detail.

Policy on Information Available to the General Public

The AAFP Foundation makes information about grants it supports available to the public. These programs include awards from the AAFP Foundation Joint Grant Awards Program (JGAP), Research Stimulation Grant, Practice Based Research Network (PBRN) Stimulation Grant and Resident Research Grant programs.

For research awardees, permission is deemed granted upon submission of an application for a grant to the AAFP Foundation. Therefore, the AAFP Foundation may disclose information only from proposals of successfully funded projects, including the title of the project, the grantee institution, the principal investigator and the abstract. The purposes of such disclosure include providing models for novice researchers who are designing their own applications to the AAFP Foundation, publicizing grant awards, assessing research programs/awardees relative to subsequent success in obtaining funding from other agencies and determining the contribution of awardees to print and online research publications as well as other grants and databases.

Questions?

Please contact Sharon Hunt at shunt@aafp.org
or by calling 1-800-274-2237, Ext. 4474.