Detailed application instructions for the SAEMF Research Training Grant (RTG)

GENERAL INSTRUCTIONS

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. Single line spacing is preferred for supplemental material that is submitted, such as manuscripts not yet in press.

Blank/Plain 8 ½ x 11" pages can be used as needed in lieu of formatted NIH 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".

On the top of each page, please list the applicant's name (last, first, middle initial). 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.).

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 version of the NIH biosketch format should be used.

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 Research Training Grant." Leave "Number" blank.
Item 3: Program Director/Principal Investigator (PD/PI). For the purposes of the Research Training Grant, the applicant (trainee) is the Principal Investigator.
New Investigator: Do not check one of the boxes.
Item 3a: Name of Program Director/Principal Investigator
Name the individual applying for the Research Training 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 two (2) years 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 $150,000).

Item 7b: Total Costs Requested for Initial Budget Period
The direct costs and the total costs for the initial budget period are the same. This grant does not provide for indirect costs. The total in Items 7a and 7b should be the same number (up to $150,000).

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 $300,000).

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. This grant does not provide for indirect costs. The total in Items 8a and 8b should be the same number (up to $300,000).

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 and Contracts Specialist, Sponsored Programs Officer, etc). This official should be in 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 training program. Please note that if the application is accepted for funding, a copy or portion of the abstract 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 research training program;
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 to train the applicant.

Project/Performance Sites
List the organization(s) where the proposed research project will be performed.

Senior/Key Personnel
Include the applicant, mentor, and sub-mentors or members of the applicant's advisory committee. Avoid listing faculty and persons not directly related or responsible for the training program or research 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 page listed on the Table of Contents.

BUDGET AND BUDGET JUSTIFICATION (Form Pages 4 and 5)

A detailed budget and budget justification showing how the award will be spent <u>and additional funds available</u> to support the goals of the Research Training Grant are necessary to ensure that adequate support, time, and resources are dedicated towards

the completion of the stated goals. In the budget and budget justification, the applicant may include expenses that are critical to the completion of the project, but are being supported by funds *other* than the proposed award from SAEMF. These items should be listed with the alternative source(s) of support.

The SAEMF Research Training Grant funds only may be used for the applicant's salary. Fringe benefits are permissible in addition to salary, but the total of salary and fringe benefits may not exceed $150,000 per year for two years. No additional costs, such as project costs, tuition, travel, and indirect costs, are supported by SAEMF. Any other costs are the responsibility of the fellow's host institution or another group specified in the budget justification.

The award may not be used to support training in administrative, financial or management skills, travel costs, publication or presentation costs, or tuition or educational costs. Funds cannot be used for the support of the mentor, technicians, research assistants, project manager, or clerical staff. Facilities and administrative (i.e., indirect) costs are not allowed.

Under personnel, list the applicant as "Fellow". The type of appointment should be for the duration of the proposed training period (24 months). Clinical (including moonlighting), administrative, teaching or other non-research obligations cannot exceed 12 hours per week during the award period. The institutional base salary and salary requested should reflect the applicant's institution's standard pay for the trainee's academic rank.

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.

Total direct costs included in the Research Training Grant budget should not exceed $150,000 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 grant (e.g., from departmental in-kind contributions, institutional intramural funds, or other awards) should be noted in the budget justification, including a description of what these funds will support. Use additional blank pages as necessary with the margins described above.

BIOGRAPHICAL SKETCH (Biographical Sketch Format Page)

A biographical sketch is required for all key personnel. Please follow the instructions on the "Biographical Sketch Format Page". The biographical sketch may be up to five pages in length for each key personnel. The latest NIH biosketch format (Forms Version D) should be used.

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 also any pending grants or contracts.

FACILITIES AND RESOURCES (Blank/Plain pages)

Include a brief description of the facilities and resources available to the applicant explaining their relevance to the research project and training plan (i.e., space, computers, administrative support, etc.). Describe the intellectual environment in which the applicant will be working. The description should include intra- and extra-departmental research efforts and collaborations and evidence of the department's academic productivity (e.g., publication record, success in achieving extramural funding, providing prior mentorship, etc.). Describe also the research environment and how this environment, the facilities, resources, and support available to the project will ensure its success.

CHECKLIST (Checklist Form Page)

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

PHS INCLUSION ENROLLMENT REPORT

A PHS inclusion Enrollment Report is not requested and should not be submitted.

ALL PERSONNEL REPORT

An All Personnel Report is not requested and should not be submitted.

DESCRIPTION OF THE PROPOSED RESEARCH TRAINING GRANT (Continuation Pages)

PAGE LIMITS: Limit 1 page for the Specific Aims page and 12 pages total for the Training Plan and Research Strategy. Shorter applications will be accepted. The Specific Aims page should describe the specific aims of the project including the Specific Aims of the Training Plan and Research Strategy. References are not included in that page limit. Although not required, it is recommended that the training plan make up approximately 4-5 pages while the research strategy make up approximately 7-8 pages, such that the total is 12 pages. However, it is acceptable to vary from this page limit guideline depending on the individual grant application.

1. Training Plan: Provide a description of the training program in which the applicant will participate during the award period. This program may include, but is not limited to, formal didactic course work and less formal training under the research mentor(s). If there are plans to obtain an advanced degree, then this should be outlined in this section. Applicants seeking an advanced degree should explain how the course work

will integrate with the research strategy and applicant's career goals. For example, a clinical investigator might pursue a research degree in study design, statistical analysis, or public health (e.g., masters or doctoral degrees in biostatistics, epidemiology, or public health, etc.). Laboratory-based investigators might pursue an advanced degree in their particular area of study (e.g., masters or doctoral degrees in physiology, immunology, etc.). A list of courses being taken during the two years is suggested.

Other training that can be described in this section may include participation in departmental research activities, such as journal clubs.

This section also should include a description of the primary mentor's research focus and funding history, the mentor's prior training experience, any prior mentoring between the applicant and mentor, and their anticipated interactions during the award period. A description of how the applicant's progress will be formally evaluated must be included.

Conclude this portion by describing how the proposed training plan will further the applicant's career.

2. Research Strategy: Provide a detailed description of the proposed research. The research strategy should be divided into the following sections:

Specific Aims and Hypotheses: List the objectives and the goal of the specific proposed research, including the hypotheses of the study.

Significance: 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).

Innovation: Describe how the research will challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Approach: 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 also should incorporate preliminary studies conducted by the applicant or his/her mentor, as applicable to the proposed project.

BIBLIOGRAPHY AND REFERENCES CITED (Blank/Plain Pages)

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

REQUIRED SUPPORTING MATERIALS

The following materials must be included with the application. Documents may be scanned and inserted as images as needed, but should be contained within the single submitted PDF document. 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>Mentor's Letter of Support</u>: This letter should indicate: (1) mentor's interest and experience in emergency medicine research; (2) track record for mentoring other research trainees; (3) statement of support for supervision of the fellow's overall research training experience and the specific research project; and (4) agreement to provide the necessary resources for the fellow to conduct the proposed research.

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

3. <u>Department/Division Chair's (or equivalent) Letter of Support</u>: This letter must document that the applicant's clinical and administrative responsibilities will be reduced during the award period to allow for the required effort. It should also indicate that the trainee's clinical (including moonlighting), administrative, teaching or other non-research obligations will not exceed 12 hours per week during the award period. The Chair should also indicate that monetary support will be available for all research costs not covered by the SAEMF award or provided by the applicant's research mentor, or provide a rendering of the source of this support. The letter also should indicate that department will provide the financial support for the awardee to attend the SAEM national meeting during both years of the award.

ADDITIONAL MATERIALS/APPENDIX

Any data-gathering tools or other instruments pertinent to the application may be included in this section. In addition, no more than two (2) manuscripts or abstracts to the project (only if not already available in print) relevant may be included in <u>single line</u> spaced format. 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. These materials are available for optional review by the review committee, so content critical to the application should be included in the main proposal. The appendix should NOT be used to circumvent page limits.