



# 2017 Student Research Training Award Application Guidelines

These guidelines are applicable to the Student Research Training Awards (SRTA) sponsored by the OMS Foundation.

Guidelines are revised from year to year, so please read them in their entirety prior to beginning your application.

**The OMS Foundation Grant Cycle Opens April 15, 2017**

**Application Deadline  
July 15, 2017 at 11:59 p.m. CDT**

## I. PURPOSE OF THE STUDENT RESEARCH TRAINING AWARD

- A. Attract highly qualified health profession students to biomedical and behavioral research applicable to oral and maxillofacial surgery.
- B. Increase the number and quality of investigators within the field of oral and maxillofacial surgery.
- C. Interest dental students in the specialty of oral and maxillofacial surgery.
- D. Provide additional support to institutions where there are active and productive programs of oral and maxillofacial surgery research.

## II. ELIGIBILITY REQUIREMENTS

### A. Institutions:

Institution eligibility requirements for the Student Research Training Award are:

- 1. Departments and/or divisions of oral and maxillofacial surgery within schools of dentistry and teaching hospitals accredited by the Commission on Dental Accreditation of the American Dental Association (CODA) are eligible to compete for grants to support the training program.
- 2. The program director must be a faculty member within the department and/or division of oral and maxillofacial surgery.
- 3. The program director of the oral and maxillofacial surgery department at the applicant institution must be a fellow or member in good standing of the American Association of Oral and Maxillofacial Surgeons (AAOMS) and must be a donor of the OMS Foundation.

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4. The program director must have a demonstrated record of success in conducting research and in establishing research activities within the department.
5. Citizenship: The program director must be citizen or non-citizen national of the United States or its possessions and territories or must, at least one year prior to signing the application for the fellowship, have been lawfully admitted to the United States for permanent residence.
6. Applicant Institutions must have the staff and facilities to support the research training awards. See also Section III, A.
7. Only one grant application per institution may be submitted for each review cycle.
8. Institutions may have only one active Student Research Training Award at any time.
9. Institutions that have previously been awarded must include a summary of their students' experience by including information about mentors, abstracts, residency selection and other relevant progress since the last application was made. The summary statement should include the following for each student:
  - i. Student's name
  - ii. Mentor's name
  - iii. Title of project
  - iv. Abstract of the project
  - v. Current status of the project:
    - a. Still in progress
    - b. Abstract presented (where, title, when)
    - c. Manuscript published (copy of citation)
    - d. Student's current status and plans

**B. Student Trainees:**

Student trainee eligibility requirements for the Student Research Training Award are:

1. Student trainees must be matriculated as full-time dental students and must have completed at least one semester.
2. Students in Ph.D. or postdoctoral programs are not eligible for support since the awards are intended to introduce students to research who are not otherwise exposed through their regular course of study.
3. There are no age limitations.

**III. CONDITIONS OF THE AWARD**

**A. Institutions:**

1. The maximum disbursement for the award will be \$12,500.
2. The award is offered for periods of two (2) years.
3. The period of the award will begin on January 1<sup>st</sup>.
4. The Student Research Training Award is to be used to support five (5) student research trainees' stipend and travel at a per student allocation of \$2,500 each. Up to \$500 of the \$2,500 disbursement may be used to support travel to a national or international meeting to present the results of the OMS Foundation research project. The remaining \$2,000 is to be allocated by the program director for stipend and lab supplies.
5. Additional funds required to carry out the program (e.g., equipment, publication costs, etc.) are to be obtained from other sources.
6. The program budget, as well as a statement of assurance that the funds to support the budget will be available, must accompany the application.
7. The five student research training awards must be completed by December 31, twenty-four (24) months after the beginning of the period covered by the award.

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8. Sponsorship and Commitment:
  - a. The program director will be responsible for selecting a research mentor for each of the five trainees.
  - b. The trainee's mentor will be responsible for designing and overseeing the work during the period of the award and for assuring that a progress report is completed.
  - c. Students are required to commit at least 20 hours per week to the research program during the period of the award.
  - d. Deviations from the approved program will be allowed only if applied for in writing to the OMS Foundation Committee on Research. A written response will be provided.
9. A report of the outcomes of the research that the trainee conducted during the period of the award must be prepared by the program director/designee. These reports must be submitted online via the OMS Foundation grant management portal **within six (6) months following completion of the training period** (i.e. July 1).
10. OMS Foundation shall not exercise any control over the sponsoring Institution, the student trainee, or the research.

**B. Student Trainees:**

1. The maximum disbursement to a student trainee for each twelve (12) week period will be \$2,500. Up to \$500 of the disbursement may be used to support travel to a national or international meeting to present the results of the OMS Foundation research project.
2. The awards are offered for periods of twelve (12) weeks.
3. An application for a subsequent award to cover an additional twelve (12) week period will be judged on the basis of eligibility, previous accomplishment, and the merit of the new application. No more than two (2) awards will be given to any one individual.
4. The period of the student research training award will begin on January 1<sup>st</sup>.
5. The trainee's status, title, and staff privileges will be determined by the Institution according to established policies.

**IV. APPLICATION PROCEDURES**

**A. Application Forms and Format:**

**Institutions:**

1. All applications must be submitted online via our grant management software. Click on the **Grant Portal** link to start the application.
2. Attachments must be uploaded only in the formats specified in the application.
3. A link to the most current NIH biosketch format will be provided in the body of the application. Only the most current NIH biosketch format will be accepted.
4. Please insert page numbers in any attachment that is more than one page.
5. Conformity to the prescribed format will be taken into account in the review process. ***Copies of applications that have been previously submitted to other funding sources in other formats will be rejected.***
6. Applications should describe a plan for widely announcing the program throughout the applicant Institution to assure active competition for awards.
7. The method of selection for student trainees and their mentors must be described. Criteria for selection must be identified.
8. Applications must include descriptions of at least four (4) potential research projects which address clinical problems in oral and maxillofacial surgery or basic biomedical science underlying the practice of the specialty. The role the student trainee will play in the research project and the name of the mentor must be identified. Each of the potential research project descriptions must be no more than one page.

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9. A plan for assessing the impact of the program on both the Institution and the trainee must be described.

**Student Trainees:**

1. The procedures to be employed by students when applying for the training awards will be determined by the institutions and will be described in the grant application.

**B. Timing of the Application:**

1. Applications must be submitted online to the OMS Foundation by **July 15, 2017** and received by **11:59 p.m. CDT**.
2. **ONLY applications submitted following the OMS Foundation application guidelines will be accepted.**
3. Notification will be made by December 31 to all applicants, whether the program has been selected for funding or not (including renewals). As a matter of policy, OMS Foundation is only able to provide comments on funding decisions after all applicants have been notified. Funds disbursement will be provided in full to the awardees in January/February of 2018.

**C. Review Procedures:**

*The awarding of OMS Foundation Student Research Training awards is made entirely on the basis of merit after a rigorous review by the Committee on Research.*

1. The OMS Foundation Board of Directors will, at its sole discretion, select the Student Research Training Award recipients from recommendations provided by its Committee on Research.
2. All eligible applications will be reviewed against previously established criteria determined by the Committee on Research and endorsed by the OMS Foundation Board of Directors.

**V. FINAL PROGRESS REPORT AND PUBLICATIONS**

**A. Final Progress Report:**

1. A Final Progress Report must be submitted for student training award recipients within six (6) months following completion of the training period (i.e., July 1). The institutional program director will be responsible for assuring that reports are submitted to the OMS Foundation on their respective student trainees. See Section III, 8.
2. The Final Progress Report must be submitted online via the OMS Foundation grant management portal.
3. When completing the progress report, recipients are not to list pending publications; rather, they may list preliminary data that indicates progress has been made.
4. Failure to submit progress reports will disqualify the institution and members of its staff from all OMS Foundation research award competitions until the reports have been received.

**B. Publications:**

1. Student Research Training Award recipients are encouraged to publish the results of their investigations in the *Journal of Oral and Maxillofacial Surgery* and are free to disseminate such results through public communication media. When there is a

publication, authors must acknowledge OMS Foundation support by attaching the following footnote:

***"This investigation was supported (in part) by a Student Research Training Award from the Oral and Maxillofacial Surgery Foundation"***

2. Award recipients are encouraged to present the results of their research in an abstract format at the International Association for Dental Research Annual Meeting.
3. Award recipients are encouraged to communicate with the OMS Foundation when and where any publications related to OMS Foundation funding have been published.

## **VI. PROCEDURES TO BE FOLLOWED FOR USE OF HUMAN OR ANIMAL SUBJECTS**

**A. Human Subjects:** (Include all IRB documentation, including either confirmation of submission or IRB certification).

1. Applications involving the use of human subjects must be accompanied with certification from a certifying institution that signifies protocol review and approval by its Institutional Review Board (IRB).
2. Applicants whose research will involve fetuses, pregnant women, children, human *in vitro* fertilization, or prisoners must assure compliance with the provisions of Department of Health and Human Services (DHHS) regulation, 45 CFR 46, Protection of Human Subjects, which is available from the Office of Protection from Research Risks, National Institutes of Health, Bethesda, MD 20892.
3. Research Investigators have a direct and continuing responsibility to safeguard the rights and welfare of the individuals who are or may become subjects of research and should be in compliance with DHHS regulations, which are based on established, internationally recognized ethical principles. Further, they should follow the requirements and determinations of their IRB concerning the conduct of research and must assure the minimum of unnecessary risks to subjects by using procedures which are consistent with sound research design.

**B. Vertebrate Animals:** (Include all IRB documentation, including either confirmation of submission or IRB certification).

1. Applications involving the use of vertebrate animals must be accompanied with certification from the sponsoring institution that signifies protocol review and approval by its Institutional Animal Care and Use Committee (IACUC).
2. Institutions in which the use of vertebrate animals will be employed should be in compliance with applicable provisions of the Animal Welfare Act as amended (7 USC 2131 et. Sec.) and other Federal statutes and regulations relating to animals. Established and recognized policies and procedures to ensure the humane use of vertebrate animals are contained in the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions and the associated Guide for the Care and Use of Laboratory Animals. These documents are available from the Office for Protection from Research Risks, National Institute of Health, Bethesda, MD 20892.

[Access the Grant Portal Here](#)