

# 2017 OMS Foundation Student Research Training Award Application

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## *Oral and Maxillofacial Surgery Foundation*

### *Application Instructions*

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#### **Application Tips:**

- Please link to and review the **revised** application guidelines prior to beginning your application.
- Please upload any required/requested attachments only in the format specified.
- Please note that character limits include spaces and punctuation.
- Please insert page numbers in uploaded documents that are more than one page.
- Your work is auto-saved every 100 characters or so. You can also use the save button to save your work as you go and return to the application until you are ready to submit.
- It is recommended that you retain a print copy of your application; however, you will also be able to view (but not edit) your application via the grant portal once it is submitted.
- The deadline for application submission is **Saturday, July 15, 2017 at 11:59 p.m. CDT.**

#### **Institution Name\***

Please share the name of the institution applying for the Student Research Training Award. This will become the unique identifier for your application.

*Character Limit: 250*

### *Applicant Information*

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#### **Is the applicant the Student Program Director?\***

If the registered applicant is not the Student Program Director, information about the Director needs to be provided.

Yes

No

#### **Student Program Director Information**

If applicant is the Program Director, contact information has already been provided. If applicant **is not the Program Director**, please provide the Program Director's full name, title, full mailing address, telephone and email.

*Character Limit: 1000*

**Student Program Director Degrees Earned\***

Please select all degrees earned.

DDS  
DMD  
MD  
MS  
MSD  
PhD

**Other Student Program Director Degrees Earned (if applicable)**

*Character Limit: 25*

**Program Director OMS Foundation Donor and AAOMS Member Status\***

Please indicate if the Student Program Director is a 2017 donor of the OMS Foundation **and** a fellow or member of AAOMS. To verify current status contact [pgillespie@omsfoundation.org](mailto:pgillespie@omsfoundation.org).

Yes  
No

**Payment Information\***

Please provide the following information to help us properly route the grant payment, if funded:

- Institution Name
- Full name and address of the individual to whom the grant disbursement should be directed

*Character Limit: 1000*

**Student Program Director Assurance Signature\***

I agree to accept responsibility for the scientific conduct of the research projects. Please upload the signature of the Student Program Director in jpeg or pdf format only. Please include the Director's printed name below the signature.

*File Size Limit: 1 MB*

**Administrative Official to be notified if award is made\***

Provide full name, title, full mailing address, telephone and email.

*Character Limit: 500*

**Official Signing for Applicant Organization Info\***

Provide full name, title, full mailing address, telephone and email.

*Character Limit: 500*

## Certification and Acceptance\*

I certify that the statements herein are true and complete to the best of my knowledge. Upload signature of Official signing for the applicant organization in jpeg or pdf format only. Please include the Official's printed name below the signature.

*File Size Limit: 1 MB*

## Budget and Budget Justification

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### Budget and Narrative\*

Upload a budget for the four (4) potential projects of the award. Include a narrative justification.

- Funds are to be used to support 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 OMS Foundation research project. The remaining \$2,000 is to be allocated by the program director for stipend and lab supplies.
- Additional funds required to carry out the project (e.g., equipment, publication costs, etc.) are to be obtained from other sources. Refer to Section III of the guidelines for additional details.
- Include a statement of assurance that the additional funds to support the budget will be available. Limit to two (2) pages total.

*File Size Limit: 2 MB*

## Biographical Sketches - Only current NIH format will be accepted

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Provide a biographical sketch for the Student Program Director and other key individuals (research mentors or supervisors) who will be involved in the work. Limit each biosketch to a maximum of five pages for each individual. Follow the most current NIH Biographical Sketch [format](#) and upload in pdf format. The biosketch should have four sections: **Section A. Personal Statement**; **Section B. Positions and Honors**; **Section C. Contribution to Science**; **Section D. Research Support**. An example of a compliant biosketch can be found [here](#). **Curriculum Vitae will not be accepted as a substitute for the biosketch, nor will earlier versions of the NIH biosketch.**

### Student Program Director Biographical Sketch\*

Please upload the Student Program Director's biographical sketch in pdf format using the current NIH template. Please include the Program Director's name in the file name. **Curriculum Vitae will not be accepted as a substitute for the biosketch, nor will earlier versions of the NIH biosketch.**

*File Size Limit: 1 MB*

### Research Mentor Biographical Sketch

Please upload the Research Mentor's (if applicable) biographical sketch in pdf format only using the current NIH template. Please include the Mentor's name in the file name. **Curriculum Vitae will not be accepted as a substitute for the biosketch nor will earlier versions of the NIH biosketch.**

*File Size Limit: 1 MB*

### Supervisor Biographical Sketch

If applicable, please include the biographical sketch for the Supervisor in pdf format using the current NIH template. Please include the Supervisor's name in the file name. **Curriculum Vitae will not be accepted as a substitute for the biosketch, nor will earlier versions of the NIH biosketch.**

*File Size Limit: 1 MB*

**Biographical sketches for additional key individuals who will be involved in the work must also be submitted.** To submit additional biographical sketches, please email them as pdf files in the current NIH format to [pgillespie@omsfoundation.org](mailto:pgillespie@omsfoundation.org) for addition to your application packet.

## Approvals and Institutional Support

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### Letter of Support\*

The Director and/or Chief of the unit (e.g., department, service, laboratory) at the institution from which the application is submitted must endorse the proposal in writing stating the support of the unit and the institution for the proposed work. Please upload the letter of support here in pdf format only.

*File Size Limit: 1 MB*

### Human Subjects or Vertebrate Animals\*

Please indicate if your research projects will involve the use of human subjects and/or vertebrate animals. Refer to important application guidelines for procedures to be followed for use of human or animal subjects.

Human subjects

Vertebrate animals

Human subjects and vertebrate animals

None

### IRB and/or IACUC Approval Document

If your research project involves the use of human subjects and/or vertebrate animals, please upload the approval letter(s) received from the certifying institution. Refer to application guidelines for further requirements.

*File Size Limit: 1 MB*

## IRB and/or IACUC Approval Pending

If your research project(s) plan to involve the use of human subjects and/or vertebrate animals and you do not yet have your IRB or IACUC approval, please indicate where you currently stand in the approval process. Please be sure to email the OMS Foundation at [pgillespie@omsfoundation.org](mailto:pgillespie@omsfoundation.org) with your approval letter(s) once received. If a grant is awarded, funds will not be disbursed until all approvals are received. A copy of your approval letter(s) will be attached to your application packet upon receipt.

I am awaiting approval from the certifying institution.

I have not yet submitted for certification approval.

## Other Research Support

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### Other Research Support

Other support is defined as all funds or resources (federal, non-federal, or institutional) available to the applicant, Program Director or other key personnel in direct support of endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes and other means. Include all individuals who participate in the scientific development or execution of the project(s). Describe all currently active support and all applications and proposals pending review or award, whether pertinent to this project or not. If support is part of a larger project, list the other key personnel. Include:

- Source Name and ID number (if assigned)
- Key personnel Name(s) and Project Title
- Your role on project and % effort
- Dates and costs of project
- Dates and costs of current year
- Specific project aims
- Scientific and budgetary overlap with the OMS Foundation support request.
- Budgetary and project adjustments you will make if funded by OMS Foundation

*Character Limit: 7000*

**If you have additional "Other Research Support" beyond what space allows, please email the additional information as requested above to [pgillespie@omsfoundation.org](mailto:pgillespie@omsfoundation.org). Upon receipt, the documents will be attached to your application packet.**

## Commercial Relationships

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### Commercial Relationships

If the applicant(s) has an ownership or an economic or financial relationship with a commercial organization that is involved with products related to the research described in the application, a

signed and dated statement concerning such a relationship must be provided with the application. Limit to one page and upload in **pdf format only**.

*File Size Limit: 1 MB*

## *Resources and Environment*

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Describe the personnel, facilities and equipment available to the applicant including laboratory, clinical, animal, computer, administrative and scientific. Limit to one page. \*

*Character Limit: 3400*

## *Research Plan for the Proposed Project(s)*

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Share your research plan **including literature citations**. Limit to ten pages and upload in pdf format. Please number each page. Additional pages may be submitted for procedures to be followed for use of human or animal subjects, if applicable. Include:

- Name of Applicant Institution and Program Director
- Plan for announcing the program within the applicant institution
- Method for selection of student trainees.
- Plan for assessing the impact of the program on the institution and the trainee.
- Identification of research mentors and description of their specific role in the program.
- Description of four (4) potential research projects and identification of the mentors who will oversee the projects.
- Statement of Assurance from the Program Director to include 1) The funds to support the program will be provided by the institution and 2) The institution will comply with all provisions of the OMS Foundation guidelines.
- Procedures to be followed for use of human or animal subjects, if applicable.

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*File Size Limit: 5 MB*

## *Prior OMS Foundation Funding*

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### **Outcomes of Previous SRTA Funding**

1. List prior year(s) that the applying institution received OMS Foundation funding for a Student Research Training Award. Funding year is the year the application was submitted.

2. Provide outcome(s) of previously funded Student Training Award(s) by summarizing the institution's students' experience. Include the following information:

- Student's Name, Mentor Name, Title of Project

- Student's current status and plans:
  - Student
  - Resident in OMS or other
  - Private Practice in OMS or other
- Current Status of Project:
  - Abstract Presented (Title, Location, Date)
  - Manuscript(s) Published (include copy of citation)

*Character Limit: 10000*

**If you have more outcomes of previous SRTA funding to share, please email the additional information as requested above to [pgillespie@omsfoundation.org](mailto:pgillespie@omsfoundation.org).**