OMS FOUNDATION

2019 Research Support Grant Application Guidelines

These guidelines are applicable to the Research Support Grant
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, 2019

Application Deadline
July 15, 2019 at 11:59 p.m. CDT

I. PURPOSE OF THE RESEARCH SUPPORT GRANT

A. Further the development of scientific investigators who are committed to problems related to oral and maxillofacial surgery.
B. Foster inter-professional research collaborations.
C. Encourage promising lines of basic, translational, and patient-oriented research consistent with the research priorities established by the specialty.

II. ELIGIBILITY REQUIREMENTS

A. Applicant must have obtained a doctoral degree.
B. Applicant oral and maxillofacial surgeon (OMS) must have completed an oral and maxillofacial surgery training program accredited by the Commission on Dental Accreditation of the American Dental Association (CODA). If the Principal Investigator (PI) is not an OMS, there must be a qualified OMS as Co-PI and the relationship of the PI to the specialty must be specifically stated. The Co-PI must have an active role in the project, and the time commitment of the Co-PI to the project must be stated in objective terms (e.g., hours/days per week, days per month). The OMS Co-PI must contribute at least a 10% effort to the project.
C. The OMS who is the PI or Co-PI, as the case may be, must be a fellow or member of the American Association of Oral and Maxillofacial Surgeons (AAOMS) and must be a donor of the OMS Foundation.
D. There are no age limitations.
E. Citizenship: Either the applicant and/or the OMS Co-PI must be a 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 Research Support Grant, have been lawfully admitted to the United States for permanent residence.

III. CONDITIONS OF THE AWARD

A. The maximum disbursement to the grant will be $75,000.
B. The grants are offered for periods of 12 months with an opportunity to apply for one (1) additional year of funding. To apply for additional funding, applicants must re-submit the original research application with an addendum that includes a progress report, budget, and the rationale for requesting additional funding. The request for additional funding should be submitted using the OMS Foundation Research Support Grant Application Guidelines.
C. Any unused funds will be returned to the OMS Foundation with a budget indicating how the balance of grant funds were utilized.
D. The period of the grant will begin on January 1.
E. The grant funds are to be used for direct support of the proposed research (i.e., technical assistance and supplies). <u>Salary support (including fringe) for investigators and other personnel may not exceed 50% of the total budget</u>. <u>Indirect overhead costs will not be supported by the OMS Foundation</u>.
F. Up to $1,500 may be used to support travel to a national or international meeting to present the results of the OMS Foundation research project. Other travel necessary to conduct the project, such as for grant planning or training, is not capped.
G. Capital equipment purchased with grant funds may not exceed 50% of the total funds disbursed to the grant. Capital expenditures greater than 50% of the grant disbursement must be requested in writing and approved by the OMS Foundation Committee on Research.
H. Other sources of funding support that will contribute to the proposed project must be identified. The following items of information must be included in such disclosures: source of funding, amount of funding, duration of funding, title of funded project, and role of the PI and/or Co-PI in the funded project. This information is submitted in the "Other Research Support" section of the online application.
I. Research Environment and Institutional Relationship:
   1. Prior to application, each applicant must have a formal relationship with a health care institution engaged in research that certifies its willingness to provide the facilities and adjunctive support necessary to carry out the research plan. **Certification of this relationship must be provided in writing by the individual identified on the application as the Official Signing for the Applicant Organization.**
   2. The award will be made to the applicant's certifying institution on behalf of the awardee. Each investigator is directly responsible to the certifying institution for the proper management of funds and project performance, including award disbursement to other institutions and departments/units involved in the project.
   3. If the certifying institution is tax-exempt, then the award is non-taxable.
   4. Deviations from the approved project will be allowed only if applied for in writing to the OMS Foundation Committee on Research (COR). A written response will be provided.
   5. OMS Foundation will not control or attempt to influence any research conducted.
   6. The Certification and Acceptance signature requested in the application will serve as the grant agreement, which indicates agreement with the terms, conditions and reporting requirements set forth by the OMS Foundation.
J. Requests for no-cost extensions are discouraged and will <u>only</u> be granted in

extraordinary conditions. The following guidelines must be followed when submitting a no-cost extension request:

1. Requests must be received prior to the end of the grant period (i.e. December 31).
2. Requests must be in writing and authorized by an appropriate official of the institution other than the PI. The request must include a rationale for the no-cost extension and a description of the goals to be accomplished during the extension.
3. The maximum period of the extension will be one (1) year.
4. An interim progress report **must** accompany the no-cost extension request.

IV.　APPLICATION PROCEDURES

A.　Application Forms and Format:

1. All applications must be submitted online via our grant management software. Click on the 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 <u>not be considered.</u>*
6. 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.
7. Applications that do not adhere to the guidelines will not be reviewed.

B.　Application Resubmission:

1. Applicants may resubmit an application that was not previously funded one (1) time.
2. All applications must be submitted online via the OMS Foundation grant management software. Click on the Link to start the application and select the Resubmission application process. 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.* Applicants who are resubmitting an application must upload a cover letter and an introduction (less than three pages). In the cover letter, state the year originally applied. In the introduction, address all the reviewers' issues that were stated in your project reviews by the OMS Foundation.
   a. Highlight your reviewers' comments in your introduction and the body of the Research Plan. If changes are so extensive that most text would be affected, explain them in the introduction only.
   b. Carefully address each point, stating how you dealt with all of the criticisms.
3. You are encouraged to enhance your application by adding any new information and data.
   a. Make new text easy to distinguish—use bold, italics, brackets, indents, or other marker (no color).
   b. Include any new preliminary data you have and strengthen the application even in areas your reviewers did not question.

C. <u>**Timing of the Application:**</u>

1. Applications must be submitted online to the OMS Foundation by **July 15, 2019** 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, the OMS Foundation is only able to provide comments on funding decisions after all applicants have been notified. Funding will be provided to the awardees in January/February of 2020.

D. <u>**Review Procedures:**</u>

OMS Foundation research grants are awarded 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 Research Support Grant awardees from recommendations provided by the 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.
3. The application will be evaluated on the basis of:
   - Significance to the specialty
   - Investigator
   - Innovation
   - Approach
   - Environment
4. Please note that collaboration by a number of sites is strongly encouraged.

V. FINAL PROGRESS REPORT AND PUBLICATIONS

A. <u>**Final Progress Report:**</u>

1. Award recipients **must** submit a report describing the results and conclusions of their research to OMS Foundation within six (6) months after completion of the project year (i.e., by July 1). The Final Progress Report must be submitted online via the OMS Foundation grant management portal.
2. When completing the progress report, recipients are not to list pending publications; rather, they may list preliminary data that indicates progress has been made.
3. It is required that citation of manuscripts (accepted or published) be provided.
4. A budget showing the final balance of the grant is required.
5. **Failure to submit a report will <u>disqualify</u> the <u>individual</u> from all OMS Foundation research award competitions until the report has been received.**

B.	**Publications:**

1. Award recipients are strongly 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 Research Support Grant from the Oral and Maxillofacial Surgery Foundation."
2. Award recipients are encouraged to communicate with the OMS Foundation when and where any publication related to OMS Foundation funding has 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 should be accompanied with certification from a certifying institution that signifies protocol review and approval by its Institutional Review Board (IRB) or confirmation that IRB certification is in progress.
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).

Applications involving the use of vertebrate animals should be accompanied with certification from the sponsoring institution that signifies protocol review and approval by its Institutional Animal Care and Use Committee (IACUC) or that the certification is in process. 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. seq.) 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