



ASHNR Core Curriculum Research Seed Grant Overview

Purpose:

To enable investigators (medical students, MDs or MD-PhDs) to conduct research related to imaging of the head and neck. Strong consideration will be given to applicants who are young investigators and for projects, which have potential for subsequent major publication or external grant funding.

Targeted Projects:

- Any research related to the radiology of head and neck diseases including, but not limited to:
 - Morphologic and functional imaging that addresses biologic or clinical questions
 - Applications of advanced technologies and sciences
 - Development of imaging technology
 - Outcomes analyses and comparative effectiveness
 - Educational mechanisms

Eligibility:

- Applicant must be an ASHNR Member at the time of application. If the applicant is an ASHNR *In-Training* Member (fellow, resident, or medical student) the scientific advisor or co-investigator must be a dues-paying member.
- Applicant or the sponsoring member must hold a position in a department of radiology or nuclear medicine within an educational institution.
- Applicant/co-principal investigator(s) must not be agent(s) of any for-profit, commercial company in the radiologic sciences.
- Acceptance of an award from another source for the same project or component of the project in the same year is prohibited unless the source provides only salary support.

Grant Amount:

Up to \$3,000.00 USD for a project. No salary support for the principal or co-investigators will be provided.

Following is a sample of expense items that are covered by the Grant Amount:

- Computer equipment and software
- Illustrations
- Imaging or laboratory equipment
- Laboratory tests
- Reader time (not co-investigators or co-authors on study)
- Research scan time
- Research coordinator's time
- Statisticians

Please note:

- Travel expenses for scientific meetings may not be paid for by this Grant.
- Unexpended funds must be returned to the ASHNR Core Curriculum Fund.
- Research Grants may run July 1 – June 30 or January 1 – December 30.

Application Schedule:

A. The deadline for receipt of full proposal submissions is August 1, 2015. Incomplete applications, applications that do not comply with the instructions, and/or those that do not have the appropriate executed signatures will not be reviewed. Full proposals should be submitted in electronic form (.pdf or .doc) to kcammarata@asn.org. On the subject line of the e-mail submission, indicate the following: "ASHNR Core Curriculum Research Seed Grant Application Submission"

B. Selection of award recipients will be in August, 2015 with subsequent notification of the recipient and institution by September 2015. All those with interests in the award, or employees of an institution that may be involved in the award, shall recuse themselves from voting on such applications.

C. Announcement of the ASHNR Core Curriculum Research Seed Grant will be made at the ASHNR 49th Annual Meeting, September 9-13, 2015 and posted on the website.

Selection Criteria/Review Process:

The members of the ASHNR Research Committee will review and score the grant applications. The decision by the ASHNR research committee will be subject to approval by the ASHNR Executive Committee.

The evaluation will assess the following criteria:

- Significance, relevance and innovation of the proposed project to clinical care or the advancement of radiologic technology in the evaluation of head and neck sciences.
- There must be a defined plan for the protection of human subjects. Investigators must address issues related to inclusion based on gender, minorities and children.
- The hypothesis should be clear and well developed, and the experiments designed to appropriately test the hypothesis.
- The proposed statistical analysis of the data must be defined.
- The project should stand a good chance of being completed within the time frame of the grant with a realistic budget.
- Evaluate the suitability of the applicant related to the proposed research. Does the applicant have the appropriate experienced advisor(s) that can advise and guide them throughout the proposed project?
- Evaluate the facilities and commitment of the institution, the department and individual research labs where applicable to provide adequate support for the applicant.

Rules and Conditions

1. Final Reports

Recipients must submit a final report within 3 months (90 days) after completion of the project. Reports will be distributed to the ASHNR Executive Committee to determine the success of the program.

Failure to comply with the final report requirement may negatively affect the home institution's eligibility to receive future funds. Reports are to be submitted electronically (MS-Word). Complete reports must address each of the following:

- a) A summary statement.
- b) The specific aims/goals of the research and the results of the work toward each aim/goal.
- c) Disclose any deviations from the original research plan and justify them.
- d) Outline expenditures that have been made thus far.
- e) Indicate if the results from the research are being prepared for publication.
- f) Indicate if the results from the research will be used as preliminary data to obtain additional funding.
- g) Address the role the ASHNR grant had on your career.

2. Publications

Scientific and educational manuscripts resulting from the ASHNR funding must first be submitted for consideration for presentation at the ASHNR Annual Meeting, and/or the American Society of Neuroradiology (ASNR) Annual Meeting, and for publication to the *American Journal of Neuroradiology (AJNR)* or *Neurographics*. Manuscripts that are not accepted for publication in the *AJNR* may then be submitted to journals of the author's choosing. One reprint of each publication produced as a result of the ASHNR funded work should be sent to the ASHNR.

3. Acknowledgement

All posters, publications, and oral presentations of ASHNR-funded projects must contain appropriate acknowledgment of the Society's support.

4. Extension

Extension of the terms of the grant may be requested to extend the final budget period up to 12 months beyond the original ending date. Approval of an extension does not include the awarding of additional funds. A request for an extension must be made in writing to the Chair of the ASHNR Research Committee. The request must state the reason(s) for the extension, length of extension requested, and review the progress in the original grant period. Requests must be co-signed by the department chair and research advisor and submitted to the chair of the Research Committee two months (60 days) prior to the original ending date.

5. Termination of Support

The ASHNR Executive Committee reserves the right to modify or terminate the amount of any funds granted under the terms of the Core Curriculum Research Seed Grant program. If such a modification is deemed necessary, the grant recipient will be notified in writing within 90 days prior to termination. The investigator will have the option to modify the research plan or terminate the grant.



ASHNR Core Curriculum Research Seed Grant *Application Instructions and Guidelines*

The application should be formatted in 12-point Arial font. Email completed applications no later than **August 1, 2015** to: **kcammarata@asnr.org**.

Section I: Title and Summary of Research Proposal

Provide a succinct description of the proposed project (< ½ page). The abstract should state the long-term goals of the research, potential clinical significance of the research, and the methods to be used to conduct the research.

Section II: Investigator(s)

A. Applicant (Principal Investigator)

- Contact information: address, email, cell phone
- Institution
- Department
- Citizenship
- Current year of training, or faculty position/rank- (If currently in a training program, include letter from Program Director confirming status and ensuring individual will be provided appropriate time to complete the project)
- Curriculum Vitae

B. Priority Statement:

Describe your area of professional/scientific interest(s) and long-term career goals. Briefly (< 1 page) describe the relevance of the proposed research to the priorities of your departmental research programs.

C. Scientific Advisor: to be completed by advisor

- Name, degree(s), title/faculty rank, percentage part-time or full-time
- Provide description of your role as mentor for the applicant and CV
- List other investigators or advisors who will participate in the project and their role in the project

Section III: Proposal

A. **Research Plan:** Not to exceed 2 pages (not including timeline and bibliography).

Specific Aims

List the objectives and goals of the specific research proposed. State the hypothesis, the specific problem to be solved, the development of new technology, etc.

Background and Significance

Provide the background information leading to the proposed project. Review and analyze existing knowledge, and identify the gaps that the project is intended to fill. How do the specific aims translate to achieving the long-term objectives? How will knowledge or clinical practice be impacted by the results of the research?

Research Design and Methods

Describe the research design, conceptual or clinical framework, procedures, new methodologies, and analyses to be used to accomplish the specific aims of the project. Include how the data will be

collected, analyzed, and interpreted. Describe the applicant's specific roles in the project. Discuss potential limitations of the proposed project and alternative approaches to address the aims.

Timeline of Events

Provide a sequence and timetable for the project.

Bibliography

B. Research Assurances

Will the project involve any of the following?

- Human subjects (Yes/No)
- Vertebrate animals (Yes/No)
- Ionizing radiation/radioactive isotopes (Yes/No)

Funded applicants will be required to submit to IRB before grant funds are released.

C. Resources and Environment

Describe major equipment, laboratory, clinical, animal, office/computer, support services, educational resources, and other facilities that will be available for this project.

Section IV – Budget

A. Budget

Provide a complete budget including information on equipment that will be purchased or rented, materials, and salary support if a laboratory assistant or other assistant will be paid by this grant. Explain how costs not covered by this grant will be paid (departmental funds, etc). The ASHNR does not pay institutional overhead or indirect costs. Travel expenses for the ASHNR Annual Meeting may not be paid from this grant.

B. Payment Information

If the grant is awarded, please supply the payee. The institution will serve as the fiscal agent.

- Grant checks payable to:
- Grant checks sent to: Include contact name, mailing address, phone number, and e-mail.

Section V: Signatures

Enter the names and contact information for each individual that will sign the completed, printed application.

- Department Chair or equivalent:
- Scientific Advisor
- Grant Administrator:
- Grant Applicant:

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