



## Joint Grant Awards Program APPLICATION INSTRUCTIONS

**Overview:** Research grant applications are considered only if submitted in the format of the official AAFP Foundation Grant application form and will be returned to the applicant if they do not adhere to the page limit and formatting requirements.

- Proposals must be typed in Arial font style size 12
- Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- Page/word limits are indicated for each section (where applicable).

**Review and Priorities:** Proposals are reviewed by the Research Committee (RC) in May and November. Multiple proposals can be submitted, but each must be for a separate and unique project. Priority will be given to new researchers and those who mentor new investigators by including them as part of the research team.

**Application Submission:** Electronic submission is required. The Application in MS Word format is available at [www.aafpfoundation.org/research](http://www.aafpfoundation.org/research). Applications are due by 5 p.m. Central Time the day of the cycle deadline. If the deadline date falls on a weekend or holiday, proposals are due the following work day. Please email one copy of the completed application and appendices to [shunt@aafp.org](mailto:shunt@aafp.org).

### **Application Instructions**

**A. Study Title** - The title of the proposed project is to be brief and descriptive.

**B. Contact Information** – Provide the following for the principal investigator and each co-investigator:

- Name and academic degree
- Title and department affiliation
- Office address
- Phone
- Email
- AAFP ID

The principal investigator or one of the co-investigators must be a member of the AAFP. The principal investigator is to be a family medicine physician or family medicine researcher, i.e., the individual designated to direct the project. If the proposed project is to be under the joint direction of co-investigators, identify these individuals as "co-investigators."

**C. Total Amount of Grant Funds Requested, the Total Cost of the Proposed Project, and the Percent of the Total Project Cost the AAFP Foundation Amount Represents**

Specify the amount of AAFP Foundation grant funds being applied for and the total cost of the project (calculate the percent of the total cost the AAFP Foundation funds will represent). Include other grant funds already secured and in-kind support.

**D. Proposed Length of Project Including the Anticipated Beginning and Completion Dates.**

Indicate the anticipated start date and the completion date. The start date of the project is not to be before the announcement of funding decisions (June 1 and December 1).

## **E. Name of the Applicant Organization/Institution**

The organization or institution, conducting or sponsoring the proposed project must be identified. Please note if an individual is named, they will incur a tax liability.

## **F. Name of Authorized Official, Title, Office Address and Phone Number**

Specify the name of an official at the organization or institution who is authorized to commit that the organization or institution will conduct the study as proposed and ensure that the requirements established by the AAFP Foundation are met. Include the title, office address and telephone number.

## **G. Hypothesis**

State briefly in 120 words or less, the research question and specifically what is expected to be answered by this project.

## **H. Abstract**

Summarize the proposed project in 250 words or less, outlining succinctly the objectives and methodology.

## **I. Background, Design, and Data Analysis Section**

The applicant should complete this section in 5 pages or less.

### **1. Background**

Provide the following:

- A statement of purpose and specific goals and objectives of the proposed study and an explanation of the needs or problems it is intended to address.
- A description of related work by others and previous work by the applicant to solve related problems and an explanation of how the proposed research will expand upon or complement those efforts.
- An explanation of who will benefit from this research study and how the results of the project will be communicated to those who will benefit.
- In the case of long-term or continuous study, an explanation of how the project or activity would be continued upon expiration of the requested grant.

### **2. Methods and Design**

- An explicit and complete description of the proposed research design and procedures covering what is to be done and how it is to be accomplished. Conventional research methodology language when referring to the design, e.g. cross-over, cross-sectional study, longitudinal study, randomized clinical trial, double-blind placebo controlled, pilot study, descriptive study, etc...is to be used.
- A description of the sample population and the number in the study group; explain why this is the appropriate population
- If a survey is to be used, include the instrument in the appendices.
- A timetable for implementing the project objectives within the specified timeline is to be included.

### **3. Analysis of Data**

- An explanation of how the effectiveness of the project or activity will be measured. If appropriate, a power analysis should be used to determine sample size.

- An explanation of the criteria or indicators that will be used in this analysis. How will they be measured? What are the appropriate statistical tests: What specific results are expected?

## J. Reference for Background, Methods and Analysis Section

The applicant should provide a bibliography of the references cited in their narrative of the project's background, methods and analysis.

## K. Budget

Applications for up to \$50,000 will be accepted to support research projects that pose questions of high relevance to Family Medicine using rigorous design and appropriate statistical analyses. The Research Committee also welcomes applications for smaller scale studies with lower costs.

Provide a detailed budget breaking down estimated costs using the format provided (or a similar table) in the application. List separately the amounts of in-kind support being provided by the applicant institution, the amounts to be covered by other grant funds which have been secured by the applicant, and the amounts requested from the AAFP Foundation. The budget must include all major direct expense categories that apply as enumerated below. The AAFP Foundation does not provide grant funds for indirect or overhead costs.

The following are additional guidelines for specific budget areas:

1. **Salaries and Wages** – All personnel who are to participate in the project should be listed by position and/or title. Indicate the associated full-time equivalency (F.T.E.) for each position and the associated projected costs for each position. If salaries are included for investigators who are also full-time faculty members, justification must be provided as to the need for funds to cover this compensation.
2. **Payroll Taxes and Fringe Benefits** – Specify the amount and the percent of the total salary that the taxes and benefits represent.
3. **Consultants** – Specify the type of consultant and associated costs. Indicate the number of days of consulting the figure represents.
4. **Travel** – Specify the type of travel expense (lodging, transportation, meals) and the projected amount. Only travel expenses directly related to the study will be acceptable. AAFP Foundation funds cannot be used to support the travel of an investigator to present his/her research findings at a professional meeting, conference or seminar.
5. **Computer Support** – Specify the type of support required and the associated costs. AAFP Foundation funds cannot be used for the acquisition of computers or other electronic hardware.
6. **Communications** – Specify type of expense (e.g., postage or telephone) and the associated costs.
7. **Supplies and Materials** – Specify the type of expendable supplies and materials and the associated costs.
8. **Equipment** – Specify the type of equipment required and the associated costs. AAFP Foundation funds generally cannot be used to support the capital acquisition of equipment. Should the applicant rent or lease any equipment, the type and associated cost must be stated. If rental would be more costly than purchase then documentation should be provided to justify purchase.
9. **Other Direct Expenses** – Specify any other direct costs by type and amount not attributable to one of the above classifications. In the event there are no costs for a particular category, the applicant should indicate this notation by placing N.A. (not applicable) in that section.

## L. Budget Justification

For each category of expense indicated on the budget summary page, provide a brief statement justifying the expense in the context of the proposal and how or why the expense relates to the work required

## M. Institutional Review Board (IRB) Approval and Informed Consent

Discuss the ethical implications of this study and how human subjects will be protected. If applicable, include a draft of the informed consent form in the appendix of the proposal.

Please note: If awarded, a copy of your IRB approval or statement that your proposal is exempt from formal IRB approval is required before award monies are released. Although this doesn't guarantee a proposal will be awarded, applicants are advised to start the IRB process as soon as possible after submitting their proposal.

## N. List of Appendices

- In the event the applicant wishes to provide supporting materials such as informed consent form, survey instruments or supporting letters, it is requested that a listing be made on the "Appendix" page of the application with the corresponding page numbers for those appendices.
- If a survey or data collection instrument to be used in the project has been developed, enclose a copy along with any information relative to pre-testing results or assumptions used.

## O. Biographical Sketch(es)

The applicant is asked to provide a brief biographical sketch using the format provided for the principal investigator(s) and co-investigator(s) **OR** in lieu of a biographical sketch, a copy of his/her curriculum vita (c.v.).

## P. Special Section for Applications that are Resubmitted for Consideration

As the AAFP Foundation research grant programs have evolved; several applications and the associated critiques have been returned to the applicants for possible rework and resubmission in a subsequent review cycle. In those cases, the applicant must include a summary of how the deficiencies cited in the original application have been addressed in the resubmitted application. Also, be sure to note in your transmittal letter that this application is a resubmission and reference the application number assigned to the original application. Every effort should be made to include this information with the application.

## Q. Applicant Agreement

All applicants should be aware of and acknowledge their understanding that, in the event an application is approved, the grant award will be contingent upon agreeing to the following conditions:

- 1. Research Involving Human Subjects:** In the event the research project involves human subjects, the applicant must either agree to submit the project to an Institutional Review Board (IRB) and obtain approval for research on human subjects prior to the receipt of funding, or provide a letter from an appropriate authority (i.e., member of an IRB, experienced researcher, practice manager, head of an Academic Medical Center, affiliated health system, etc.) describing why the project meets federal guidelines for exemption from IRB review. A claim of exemption would need to be reviewed and approved by the research committee. If the project is deemed to require IRB review, grant funds from the AAFP Foundation will not be released until a copy of the IRB approval or waiver notification is received by the AAFP Foundation.

- 2. Fund Use:** Grant funds must be used exclusively for the purposes and in the manner set forth in the application. If the funds are not used in keeping with the grant application as approved by the AAFP Foundation, the grant will be voided and the total amount of grant funds awarded returned to the AAFP Foundation upon demand.
- **Payment:** Ninety percent (90%) of the grant funds over the life of the project and to distribute those funds on an established periodic basis depending on the project timeline. The final ten percent (10%) of the grant funds will be distributed upon completion of the project and submission of all required final financial and progress reports; if the grant period is less than one year, the funds will be distributed in two installments; following the initial allocation, all subsequent distributions will be made only when all required financial and progress reports have been received by AAFP Foundation.
  - **Unused Funds:** Any unexpended funds at the conclusion or suspension of the project will be returned to the AAFP Foundation.
  - **Request to Re-budget:** Approval from the AAFP Foundation must be obtained, in writing by the principal investigator for any re-budgeting of grant funds prior to any re-allocation of grant funds.
- 3. Timeline Adherence:** If circumstances prevent adherence to the approved timeline, grantee must submit a written explanation of those circumstances along with the expected date of project completion to the AAFP Foundation. If grantee does not obtain an approved timeline extension from AAFP Foundation or submit the required reports within 60 days of notice, the timeline will not be considered revised.
- 4. Project Reports:** Written and financial reports are due at project midpoint and 45 days after project completion. Report templates will be provided. Delinquent reports in excess of 90 days will prompt a reminder notice from the AAFP Foundation. If grantee does not submit the necessary reports within 60 days of the reminder notice, AAFP Foundation will consider the project terminated and no further funds will be provided. If a report of your findings is submitted for publication, please provide a reprint or draft.
- 5. AAFP Foundation Acknowledgement:** The grantee agrees to acknowledge the support of the AAFP Foundation in any published reports of the project by stating, "Funding was received from the AAFP Foundation as a Practice Based Research Network Stimulation award." The grantee will also provide the AAFP Foundation with a copy of any resulting published research articles.
- 6. Program Evaluation:** Grantees will be required to complete an end-of-project questionnaire and a follow-up evaluation survey two years after completion of the project.
- 7. Additional Conditions:** The grantee agrees to abide by any additional condition(s) specified at the time an award notification is made by the AAFP Foundation.
- 8. Information Disclosure:** The AAFP Foundation may disclose information only from proposals of successfully funded projects, including the title of the project, the grantee institution, the principal investigator and the abstract.

## **Policy on Information Available to the General Public**

The AAFP Foundation makes information about grants it supports available to the public. These programs include awards from the AAFP Foundation Joint Grant Awards Program (JGAP), Research Stimulation Grant, Practice Based Research Network (PBRN) Stimulation Grant and Resident Research Grant programs.

For research awardees, permission is deemed granted upon submission of an application for a grant to the AAFP Foundation. Therefore, the AAFP Foundation may disclose information only from proposals of successfully funded projects, including the title of the project, the grantee institution, the principal investigator and the abstract. The purposes of such disclosure include providing models for novice researchers who are designing their own applications to the AAFP Foundation, publicizing grant awards, assessing research programs/awardees relative to subsequent success in obtaining funding from other agencies and determining the contribution of awardees to print and online research publications as well as other grants and databases.

**Questions?**

[www.aafpfoundation.org/research](http://www.aafpfoundation.org/research)

## **AS YOU PREPARE YOUR PROPOSAL, USE THIS CHECKLIST AS A GUIDE**

### **Hypothesis**

- Is the value to Family Medicine evident?
- Is the research question clearly delineated?
- Is this topic already highly researched?
- Is the question researchable?

### **Background**

- What makes this research of interest to the AAFP Foundation?
- Will the study result in **Patient-Oriented Evidence that Matters**?
- Have you provided an adequate, but brief description of relative literature?

### **Methodology**

- Is the methodology appropriate to the question?
- Is the research design clearly defined?
- Is the plan appropriate to the feasibility and scope of the study?
- Is the study population appropriate?
- Have you addressed IRB requirements?

### **Analysis Plan**

- Is your plan of analysis reasonable and is it appropriate to the study?
- Is the plan clearly delineated?
- Is the data set appropriate for the design?

### **Research Team**

- Is the principal investigator a Family Medicine researcher?
- Is at least one investigator an academy member?
- Are the principal investigator's qualifications included?
- What is the expertise of the other members of the research team?
- Have you sought adequate statistical and design support?

### **Resources**

- Are you using resources appropriate to the research?
- Have you enlisted adequate personnel to manage the study?
- Is the work plan realistic and do-able?
- Do you have access to a patient-base, if one is required in your study?

### **Budget**

- Does your funding request adhere to the budget restrictions outlined in the JGAP guidelines?
- Is your budget reasonable for the work plan?
- Is the total amount correct?
- Have you provided adequate justification for all study costs?

### **Overall**

- Have you adhered to the formatting and page limit requirements?