Research Foundation
American Society of
Colon & Rectal Surgeons

Special Emphasis Limited Project Grant: Colorectal Surgery and Health Equity

<u>**Preparing Application Materials**</u>:

Research project applications to the Research Foundation of ASCRS are submitted based on Public Health Service grant application form PHS 398. The PHS grant application process has had a long history of satisfactory operation. By using PHS 398, the process of renewal or extension to subsequent Research Foundation or NIH funding, if applicable, will be facilitated. The Research Committee of the Research Foundation will make every effort to perform a comprehensive review of your application in an expeditious manner. This review may require assignment of appropriate expertise from the scientific community outside of the colon and rectal surgical field.

Applicants will be asked to enter or upload the following information in the web-based portal (list is not inclusive):

When submitting required application support documents for consideration, kindly ensure that all documents are consolidated into a single PDF. Applications without proper inclusion of the required support documentation in the specified order and format may regrettably not be reviewed and considered for funding. Thank you for your understanding and adherence to the submission guidelines.

Required documentation must be in the following order and the PDF will be uploaded in Step 5: Disclosures of the application.

- *Project Summary*
- *Relevance*
- *Research Plan*
- *Budget for Entire Proposed Period of Support*
- *Biographical Sketches*
- *IRB Approval, if applicable*
- *Vertebrate Animals, if applicable*
- *Resubmission of Grant Request, if applicable*

Step 2: Title/Body
- **Title of Project**
- **Project Summary** (<u>PDF upload</u>; Limit to 500 words): The project summary description is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other people working in the same or related fields and insofar as possible understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person.
- **Relevance** (<u>PDF upload</u>; Two/Three sentences): Describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.
- **Research Plan** (<u>PDF Upload</u>): Include sufficient information in this section to facilitate an effective review without relevance to any previous application. Be specific, informative, and avoid redundancies. Brevity and clarity are encouraged.

- Preparing Research Plan Document: name on all pages, numbers on all pages, use Arial or Times New Roman font, minimum font 11pt, margins: top 0.5", sides 0.5", bottom, 0.5" and single spaced.
- Organize the following sections to include:
  - Research Proposal
  - Health Equity Impact Statement
  - Budget, Timeline and Research Environment
  - Bio-sketches of the investigators. Bio-sketches will be uploaded in Step 4: Applicants
- Research Proposal: Include a brief background (1/4 - 1/2 page), rationale (1/4 page), environment (1/4 page) and a clear problem that is proposed to address. The approach to solving the problem should be outlined using the SMART Goals.
  - **S**pecific Goals. Goals are clearly stated and outlined. This considers the stated hypothesis of the application.
  - **M**easurable outcomes establishing progress towards accomplishing the stated goals.
  - **A**chievable outcomes during the time and funding allowed with this application.
  - **R**ealistic and relevant to the stated goals of the project.
  - **T**imely, i.e., outlines a defined timeline that clearly states when goals will be achieved.
  - Do not exceed three (3) pages.
- Health Equity Impact Statement:
- Address the following:
  - How the project addresses the Robert Wood Johnson Foundation definition of Equity "for the purposes of measurement, health equity means reducing and ultimately eliminating disparities in health and its determinants that adversely affect excluded or marginalized groups".
  - Discussion of how it will engage patient and/or community partners.
  - Contextualization of the project within the National Institute on Minority Health and Health Disparities Framework and how the project will impact the framework. https://www.nimhd.nih.gov/about/overview/research-framework/nimhd-framework.html
  - Do not exceed one (1) page.
- Budget, Timeline and Research Environment:
  - Outline the budget, timeline, and research environment.
  - Do not exceed one (1) page
- Identify Type of Research (Basic, Translational, Clinical, Health Services or Other)
- Administrative official to be notified if award is made (name, title, address, telephone, fax, email and organization)
- Official Signing for Applicant Organization (name, title, address, telephone, fax, email, and organization)

Step 3: Properties
- Other Support: List support that will be received from any other sources including government, non-government, and institutional. If none, state "none". Include for each percent overlap with the current proposal. (Active support, Applications or proposals pending review of funding, Applications and proposals planned on being prepared for submission)
- Budget for entire Proposed Period of Support (PDF Upload)
  - Salary support for the Primary Investigator is NOT permitted.
  - Funding is limited to "Direct Cost Only" budgets. Additional indirect costs will not be approved.

Step 4: Applicants
- Senior/Key Personnel and Other Significant Contributor
  - Conflict of Interest Statement/Disclosures
  - Affiliation

- Role on Project (principal investigator, co-principal investigator, co-investigator, mentor, co-mentor, collaborator, researcher, statistician, other)
  - Major Subdivision
- Biographical Sketch (PDF Upload). Biographical sketches are required from senior/key personnel and other significant contributors (i.e., principal investigator, co-investigators, mentor, collaborator). Biographical sketches should be no greater than five (5) pages in length. Be sure page numbers are at the bottom of each page.

Step 5: Disclosures
- Applicant Organization Certification and Acceptance (applicant organization hereby represents, warrants, and acknowledges, required)
- IRB Approval. Compile all documents into a single PDF for upload. (PDF Upload)
  - Evidence of IRB approval is necessary for all human subject research. If you have questions about your specific proposal and if this applies to you, please email.
  - IRB approval for human studies is important; unapproved studies can cause delays. To that end, the absence of an IRB at the time of submission will be taken into consideration by the Research Committee during the grant review.
- Vertebrate Animals
  - Evidence of Animal Welfare Assurance approval is necessary for all projects where live vertebrate animals are involved. If you have questions about your specific proposal and if this applies to you, please email.
  - Evidence of Animal Welfare Assurance approval is important, unapproved studies can cause delays. To that end, the absence of an Animal Welfare Assurance number at the time of submission will be taken into consideration by the Research Committee during the grant review.
- Resubmission of Grant Request (yes/no – yes, upload document highlighting all aspects that have been altered, including the letter from the Research Foundation indicating what needed to be altered from the original submission)
- *SUPPORT DOCUMENT – THIS IS WHERE YOU UPLOAD THE SINGLE PDF.*
  - Compile the following application support document into a single PDF for upload. Applications without proper inclusion of the required documents in the specified order and format may regrettably not be reviewed and considered for funding. Thank you for your understanding and adherence to the submission guidelines.
    - Project Summary
    - Relevance
    - Research Plan
    - Budget for Entire Proposed Period of Support
    - Biographical Sketches
    - IRB Approval, if applicable
    - Vertebrate Animals, if applicable
    - Resubmission of Grant Request, if applicable
- Confirmation (check box): I confirm that all required documents have been compiled into one PDF for upload. Failure to include the required documents in the specified order and format may, regrettably, not be reviewed and considered for funding.

Step 6: Review & Submit
- DON'T FORGET TO CLICK THE SUBMIT BUTTON. If you exit the system without submitting, the submission will appear in the "Draft" section of your "View Submissions" page when you re-enter the system.

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