Lymphatic Education & Research Network

Lymphatic Education and Research Network & American Society for Reconstructive Microsurgery Combined Pilot Research Grant

Eligibility

Applicants must…

- be a MD, DO, or PhD
- hold a full-time clinical or research position in a U.S. or Canadian Institution where the research will be conducted
- be an Active or Candidate ASRM member or have a Co-PI who is an Active or Candidate member of ASRM

Grant Description: The Lymphatic Education and Research Network (LE&RN) and the American Society for Reconstructive Microsurgery (ASRM) recognize the importance of fostering the development of surgeon scientists prepared to undertake innovative research in lymphedema and microsurgery. Both LE&RN and ASRM are committed to increasing the availability of research funding dedicated to pilot research studies in this area. The purpose of the grant is to support a basic science, translational or clinical research grant in the area of lymphedema/lymphatic dysfunction. This grant will provide seed funding and is intended to allow researchers to conduct preliminary studies that set the stage for applications to external funding sources.

Requirement: Principal Investigators who are awarded a grant are required to present their work at the ASRM Annual Meeting.

Award Amount: Up to $5,000	**Period: July, 2019 – June, 2020**
Project Duration: 12 months	**Award Announcements: April, 2019**

Reporting: Progress reports (technical and financial) are due at six (6) months and final reports (technical and financial) are due at twelve (12) months. Details on reporting requirements will be sent to the PI once awarded.

ASRM is dedicated to fostering the growth of research in microsurgery, reconstructive and plastic surgery. In order to ensure ASRM is successful in building a diverse, committed, inclusive, and self-sustaining research community, applications may also be evaluated on whether the PI is currently funded by ASRM, the PI has an open no cost extension by ASRM, or whether there are multiple grant submissions from the same lab at the same institution.

Preparing to Apply

Application: All Applications must be submitted to the ASRM Central Office

Submission Instructions: All material must be uploaded to the ASRM private Drop Box account https://www.dropbox.com/request/PTrsbNsvTtc2KxDGt9Hm . Please label all documents with the Primary Investigators full name and deliverable title (i.e. project summary, biography, budget). This account is private and for requested files only. This account can't be viewed by anyone other than designated Central Office administrators and reviewers.

Deadline: Grants must be submitted by February 15, 2019 11:59 P.M. (EASTERN) on or before the deadline. NO late submissions will be accepted. Corrections of oversights/errors discovered after the deadline will not be allowed.

Multiple Submissions: Applicants may submit more than one grant application ONLY if they are scientifically different, but only one research project may be funded.

Deliverables

Check List with Page Limits

- ☐ Project Summary (2,500 characters max, including spaces)
- ☐ Impact Statement (800 characters max, including spaces)
- ☐ Biography (1,500 characters max, including spaces)
- ☐ Signed Face Page
- ☐ Cover Letter for Resubmissions*
- ☐ Budget
- ☐ Budget Justification (2 PAGES)
- ☐ Biographical Sketch (5 PAGES each)
- ☐ Other Support
- ☐ Resources
- ☐ Research Plan
  - ☐ Specific Aims (1 PAGE)
  - ☐ Research Strategy (6 PAGES)
  - ☐ Human Subjects (1 PAGE)
  - ☐ Vertebrate Animals (1 PAGE)
  - ☐ Literature Cited
  - ☐ Leadership Plan (1/2 PAGE)
  - ☐ Consortium/Contracts*
- ☐ IRB /IACUC Approval Documentation*
- ☐ Sponsor Letter*
- ☐ Letters of Support*
- ☐ Grant Writing Module*
- ☐ Appendix*

Formatting Requirements:

• The minimum acceptable font size is 11 (Arial or Helvetica; no condensed fonts).
• The maximum number of lines per inch is 6; DO NOT PACK LINES BY SETTING LINE SPACING AT "EXACTLY".
• Use at least one-half inch margins (top, bottom, left and right) for all pages, including continuation pages.

Personnel	Role Description
PI (Applicant)	Applies for and writes the grant. Oversees and directs the research.
Multiple-PI "Co-PI"	Shares equal responsibility with PI. Does not need to be from the same institution as the PI.
Co-Investigator	Highly involved in the scientific development or execution of the project. Contributes measurable effort. Does not need to be from the same institution as the PI.
Collaborator	Moderately involved in the scientific development or execution of the project. Contributes measurable effort. Typically from the same institution as the PI.
Sponsor	Can also serve another role on the grant but isn't required to.
Other	Research Fellows, Research Assistants, Technicians, Paid Consultants, etc.

Key Personnel

Documentation is required from the key personnel

- Role Description
- Bio sketch
- Other Support
- Letters of Support
- Sponsor Letter
- Application Deliverables

Enter the following information directly into the Project Summary section of your application

Project Summary: This is the summary description of your research project. In language suitable for the public, please describe the project's broad, long-term objectives and its specific aims. Describe concisely the study design and methods, as well as the rationale, and techniques to be used to achieve the aims.

Impact Statement: In language suitable for the general public, describe the potential of real, clinical impact this research is likely to have on lymphedema and reconstructive microsurgery.

Biography: In language suitable for the general public, please include a professional biography.

Face /Signature Page: After completing your application, you will need to obtain your institutional signatures. Please plan accordingly as obtaining the appropriate signatures may take time. Your grant submission will not be reviewed without institutional sign off.

Budget:

• Budgets can NOT include: indirect costs, administrative costs, travel, publications costs, or capital equipment*.

*Capital Equipment is defined as any asset having a useful life of more than one year. Examples include but are not limited to (laptop computers, iPads, software, cameras, cryogenic systems, incubators, dry boxes, cell counters, etc.)

• Budgets can NOT include salary support for PI, Co-PI, Co-Investigators, or Collaborators.

• Budgets CAN include salary for research assistants and lab technicians who are not also serving in other key personnel roles (see Key Personnel Chart above).

Budget Justification (2 PAGES): Please clarify and describe the purpose and need for each item listed on the Budget page, i.e., Personnel, Consultant Costs, Supplies, etc. Under Personnel, roles for each person should match what you've previously stated. For a study that requires more resources than this grant provides, please describe any institutional or other support you have.

Biographical Sketch (5 PAGES): Submit an NIH bio sketch for those directly involved with the project (see chart above for required personnel). Expand the space for educational training if necessary. If you are omitting publications due to space limitations, include the statement: "The following publications were selected from among a total of ____ (#)." DO NOT include publications "in preparation" on this list. List selected ongoing or completed (during the last three years) research projects. Begin with the projects that are most relevant to the research proposed in this application. Include the project number, dates, and source of funds, project title, and your role in the project and briefly indicate the overall goals of the research project.

Other Support: Please provide information on all active or pending support from any source (see chart above for required personnel). Include the project number, dates, and source of funds, project title, award amounts, and percent of effort in months, and briefly indicate the overall goals of the research project. Indicate and explain any scientific or budgetary overlap between funding, and other overarching projects. For individuals with no active or pending support, please indicate NONE.

Resources: Limit the description of resources available to those identified on the form.

Research Plan (A -G)

A. Specific Aims (1 PAGE): This section should include a brief introductory paragraph. The introduction should give a brief overview of the project and state its significance and central hypothesis. Each Specific Aim shall be comprised of a title, rationale and hypothesis.

B. Research Strategy (6 PAGES): Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading -Significance, Innovation, Approach. Cite published experimental details in this section and provide the full reference in the Literature Cited section. Tables and Figures should be included within the text of this section.

Significance

• Explain the importance of the problem or critical barrier to progress or gap in knowledge in the field that the proposed project addresses.

•Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

•Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Innovation

•Explain how the application challenges current research or clinical practice paradigms.

•Describe any novel theoretical concepts, approaches or methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

Approach

•Discuss the PI's preliminary studies, data, and/or experience pertinent to this application.

•Provide detailed plans for analysis including statistical methods, control and experimental groups, as well as expected outcomes

•Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Please make sure to include discussion of your sample size justification and your power calculations, if applicable.

•Cite relevant publications to support your approach.

•Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. Provide detailed pitfalls and alternative strategies. Consider and discuss how negative data will be used or interpreted.

•If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

•Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

•State how the findings from this study will inform the next stage of research.

•State expected outcomes and any potential limitations/obstacles to obtaining results.

C. Human Subjects (1 PAGE): If applicable, briefly summarize the use of human subjects, including specific references to adherence of accepted standards, and documentation of the project's review by an appropriate IRB or hospital ethics board. This includes Protection of Human Subjects, Inclusion of Women and Minorities, Inclusion of Children, and Targeted/Planned Enrollment Tables for Race and Ethnicity. Do not include the entire IRB application. In addition, if available include copies of all Approval Letters from the appropriate IRB Board(s), including Biosafety and/or Radiation Safety (if applicable). Indicate N/A if you are not using Human Subjects within your research.

D. Vertebrate Animals (1 PAGE): If applicable, briefly summarize the use of animals in scientific research, including specific reference to adherence to accepted standards (e.g. NIH publication No. 86 23). In addition, if available upload the documentation of the project's review by the appropriate institutional

committee, including Biosafety and/or Radiation Safety. Indicate N/A if you are not using Vertebrate Animals within your research.

E. Literature Cited: Please list all references in order of occurrence of their first mention in your proposal, in number or superscripted form.

F. Leadership Plan (1/2 PAGE): For applications proposing multiple PIs a leadership plan is required. The governance and organizational structure should be described, including communication plans and procedures for resolving conflicts. The shared administrative, technical and scientific responsibilities for the project or program should be delineated for the PIs. Indicate N/A if you are not required to submit a leadership plan.

G. Consortium and Contractual Agreements: If applicable, describe all research relationships required for this project carefully. Indicate N/A if this is not required.

IRB/IACUC: Institutional IRB/IACUC approval letters must be on file in ASRM Executive Offices within ninety (90) days of written notification of the Award. If the approval is not on file within the ninety (90) day time frame, the Award will be rescinded by ASRM. All annual renewals of IRB/IACUC approvals must be sent to ASRM Executive Offices within thirty (30) days of receiving such renewal.

Letters of Support: All Co-PIs, Co-Investigators and Collaborators must submit an original Letter of Support for their involvement in your research project (see chart above for required personnel). Letters of Support are addressed to the applicant and should describe the Co-PI/Co-Investigator/Collaborator's credibility, intended contribution, role, commitment, and provide support for the work being proposed. If the Sponsor is also serving as a Co-PI, Co-Investigator or Collaborator, then the Sponsor Letter and Letter of Support can be combined. The Sponsor should indicate that they are also serving as a Co-PI, Co-Investigator or Collaborator for the project. A separate letter from each Co-PI/ Co-Investigator/ Collaborator is required.

Special Situations and Agreements

No-cost extensions: Written requests for extensions must be received ninety (90) days before the expiration of the original grant period and are subject to approval by the Chair of ASRM Research Grants Committee. An approval of an extension DOES NOT include the award of additional funds. In addition, the Principal Investigator must provide ASRM with additional progress reports (technical and financial) six (6) months and twelve (12) months past the original project end date.

Additional Funding: The Principal Investigator may apply for additional funding. Those who want to expand upon their project at the end of the original time period will need to re-apply for additional funding.

Transferring Institutions: This grant is NOT transferable to another individual within the Institution and NOT transferable to another institution OR to operating funds. If the Principal Investigator or Sponsor leaves the Institution, the Principal Investigator, Sponsor and the Institution must notify ASRM within thirty (30) days and all unused funds MUST be returned.

Budget Changes: A certain degree of latitude to re-budget within and between budget categories to meet unanticipated needs is allowable. If your expenses fall outside of your original approved budget categories by a degree of more than 10% of your total award, prior written approval will be required, along with a revised budget and a justification for why the changes are necessary to complete your project. In addition, inclusion of any budget category that was not included in the original approved budget must also be approved by ASRM. All reallocation requests are subject to the current grant guidelines and must be approved by ASRM.