

COMPETITIVE RESEARCH GRANT GUIDELINES

UPDATED MAY 2019

Spring Application Deadline *February 7*
Fall Application Deadline *August 15*

The Foundation for Endodontics will offer additional awards of \$500 to the top-rated student and non-student proposals.

Grant Application Policies

Submissions should follow the policies and instructions for preparing a proposal as detailed below.

1. Submissions will not be accepted after 5 p.m. Central Standard Time on the day of the deadline. Applicants are notified that their proposal was received and deemed complete within one week of the deadline. Funding is announced *after* the Foundation's Annual Board meeting in the spring and Interim Board meeting in the fall.
2. No dollar limits are set for grants. All proposals must directly address an AAE research priority. Funds awarded are made payable to the principal investigator and his/her institution. Unused funds must be returned to the Foundation within 60 days of completing the grant.
3. The Foundation does not support indirect costs to a recipient's institution. All funds must be spent in support of the proposed investigation and within the funding period of the grant.
4. The award timeline for funded projects is one year. Projects needing additional time must include an adequate justification in the proposal. An abstract of the results must be submitted within six months after completion of the project. The failure of a grantee to submit a final abstract will make his/her school ineligible for funding for one year. All grant recipients are highly encouraged to present their research at the AAE annual meeting within one year of the project's completion.
5. Manuscripts based on research supported by the Foundation must be submitted for publication. The *Journal of Endodontics* reserves the first right of refusal of all manuscripts based on research supported by the Foundation. Manuscripts must be submitted to the *Journal of Endodontics* before being submitted for any other publication. The following statement is to be placed at the end of any published works and declared in any formal presentations of funded research:

This research, project (assigned unique grant ID#), was supported by the Foundation for Endodontics.

6. Proposals being resubmitted with revisions should have the same project title and list the same PI as the original submission. Applicants who are submitting a revised proposal must include an introduction with their resubmission in which they respond to the Research and Scientific Affairs Committee's critique of their original proposal on a point-by-point basis.
7. New submissions from previous grantees will be considered upon verification that appropriate progress reports have been submitted for any previously funded research projects. Please include the previously funded project title, submission ID # and/or award cycle. The grantee must include evidence that the results have been published, are in press or have been submitted for publication. Former grantees who have not submitted a progress report in accordance with the guidelines and do not provide evidence of manuscript submission/ publication will not be considered for funding.

General Information

Purpose and Priorities

The Foundation inspires and supports research and the genesis of new knowledge in endodontics. To make the best use of funds, the AAE has identified research priorities, included with these guidelines (Attachment A).

Eligibility

All PIs must be current AAE members who meet one or more of the following criteria:

- 1) Students of an advanced specialty education program in endodontics that is accredited by or has a reciprocal agreement with the Commission on Dental Accreditation of the American Dental Association (ADA);
- 2) Faculty or research scientists in endodontology (or other disciplines) of a dental school that is accredited by or has a reciprocal agreement with the Commission on Dental Accreditation of the ADA;
- 3) Faculty or research scientists who are not endodontists are strongly encouraged to include an endodontist as consultant or co-investigator. To encourage international scientific collaborations, an international collaborator may be included, however projects must be carried out at institutions that are accredited by or have a reciprocal agreement with the Commission on Dental Accreditation of the American Dental Association.

Postgraduate Students

Postgraduate students must be AAE members. The student should decide on a research project early in his/her training so that it may be completed by graduation.

Review Process

Applications are reviewed by the AAE Research and Scientific Affairs Committee for completeness and adequacy of required documentation (IRB, budget, statistical letter and biosketches - using templates provided). Applications that fail to include these required components will not receive a scientific review. The committee submits recommendations to the Board of Trustees of the Foundation for Endodontics who then allocate and award funding. Committee members are excluded from the review process of any grant application they may have a conflict of interest with. If necessary to avoid conflict of interest, review of an application may be completed by a reviewer who does not serve on the AAE Research and Scientific Affairs Committee.

Scientific review is based on the following criteria:

1. Literature Review
2. Previous Research
3. Aims and Hypotheses
4. Research Design
5. Materials and Methods
6. Statistical Analysis
7. Probability of Success
8. Originality, Creativity and Innovation
9. Significance to Endodontics
10. Overall Impact

Following the Foundation's Board meeting, all applicants that receive a scientific review, will receive a detailed critique of their proposal. For further information, please contact the Foundation for Endodontics program manager at 312/266-7255.

Outline and Instructions for Preparing a Proposal

All applications must be submitted through the Foundation's grant proposal submission website (link found on Foundation website). Hyperlinks for required documentation and templates are included on the Foundation's website, on the submission site and within these guidelines.

Applications should be developed in accordance with the guidelines below. Applications will not receive a scientific review if any of the requested documents below are missing at the time of submission:

A. Abstract

Include hypothesis, aims and a brief outline of the methodology.
(250 word max)

The Foundation reserves the right to publish abstracts of funded grants for the purpose of informing the AAE membership of research funded by the Foundation.

B. Research Proposal

Word limits for each section are listed below.

Resubmission Introduction

Applicants who are submitting a revised proposal should write an introduction in which they respond to the Research and Scientific Affairs Committee's critique of their original proposal on a point-by-point basis. All other changes should be noted throughout the body of the research proposal.

(1150 word max)

1. Introduction and Specific Aims of the Project

Include the scope, objectives, rationale and a clear statement of hypothesis for the research. Underline the hypothesis.

(1,100 word max)

2. Previous Work and Background of the Project

Describe previous studies relevant to the proposal, addressing what is known and unknown about the topic of the study.

Include details of any preliminary data and/or pilot studies performed by the investigators in support of the current proposal.

(1,400 word max)

3. Significance of Research in Relation to the AAE Research Priorities

Explain how the proposal relates to the AAE Research Priorities.

(200 word max)

4. Experimental Method

Describe the study samples/population, methodology, experimental format and research timeline. Include techniques to be used, selection of sample and use of human or animal subjects. Include information on how the sample size was determined.

(1,600 word max)

5. Data Analysis

Provide detailed statistical methodology: including data collection and analysis, power analysis, description of statistical tests and the reasons for their selection.

(850 word max)

6. Resources and Environment

Describe the clinical, laboratory or analytic facilities available for the research.

(850 word max)

7. Time Schedule for Research

Provide the approximate dates of the project's duration. Students must demonstrate that the project can be completed prior to graduation.

(850 word max)

C. References Cited

References must follow the format required by the *Journal of Endodontics*.

(35 Reference Limit)

D. Budget

Provide budget justification and itemize specific needs. Funding is not permitted nor intended to supplement salaries, tuition, travel, alterations, renovations of facility or publication. Funding for consultants or other research resources will be considered on an individual basis. There is a cap on the funding available for statistical services of \$2,000.

State the total funding requested. Include other sources of funding committed to the budget. List any grants previously received or applied for and specify where there is overlap with the current research proposal. The requested funding must equal the expenses. Applicants should request the total amount needed for the project.

Funding is permitted for the following:

1. **Equipment (permanent):** Requests must not duplicate any equipment in the principal investigator's department and must be justified and essential. All equipment purchased shall remain the property of the institution. Equipment requests of \$1,000 or more must include a signed statement from the university to verify need and itemized price quotes.
2. **Expendable Supplies:** Requests must be justified and should not include supplies expected to be available from other sources.
3. **Costs for Animal Care and Human Subjects:** Requests must be justified based on a number of subjects and/or animals proposed in the study. For animal studies, a request must be justified based on animal facility per diem costs and duration of the study.
4. **Data Analysis:** A maximum of \$2,000 may be requested in support of statistical services required for data analysis. In such a case, it is expected that the service providers are not authors or co-authors of the proposal.

E. Biosketches

Must be completed using the template provided (available on the Foundation's website and for download from the submission site). The completed biographical sketch must be uploaded to the "Uploads" task within the submission site)

Provide biographical sketches for the principal investigator and all co-investigators, not to exceed three pages each. Include recent publications and any publications relating to the proposal.

F. Recommendations and Approvals (upload to submission site)

The following documents are required at the time of submission. Applications missing any of the items 1-4 may not receive scientific review. It is the responsibility of the principal investigator to ensure that the application is complete prior to submission.

1. Letters of Recommendation (upload in the Grant Submitter section)

A postgraduate student who is the principal investigator must include two letters of recommendation from faculty members familiar with the proposal. One letter must be from the faculty member supervising the student's research. Proposals that have been submitted previously must include new letters of recommendation.

2. Statistical Approval Template

Download the provided Statistical Approval letter from the submission site (Task: "Statistical Approval") or find in Attachment B of this document, for completion by

statistician or research director. The individual who signs the document will verify that statistics have been appropriately reviewed. The signee must agree to one of three statements indicating their involvement in the statistical review of the proposal. Once complete, the form should be uploaded as a PDF in the “Uploads” task on the submission site.

3. Statement of Approval or Exemption from Human/Animal Use Committees

Approvals for the use of humans and/or animals by the appropriate institutional offices are required. If these are not yet available, include a letter or statement from the institutional review board, or animal welfare committee, indicating that the proposal has been submitted for approval. A proposal will not be funded until all necessary approvals for human/animal research are received by the Foundation.

4. Investigators Biosketches

G. Conflict of Interest Declaration

Applications will not be considered without this document. **Please see Attachment C, print and have all research participants sign. Then, upload the document to the designated place in the CadmiumCD submission site “Uploads” Task.**

Any research that is not consistent with, or does not advance, the Foundation’s mission will not be funded.

All investigators must disclose any conflict of interest that they might have with respect to any grant application to the Foundation. Having an interest in a product, service, course or company does not necessarily impact an applicant’s status. Applicants should exercise particular care that no detriment to the Foundation for Endodontics will result from conflicts between self-interest and those of the Foundation. The overall purpose of Foundation research grants is to advance the specialty and therefore any potential or real conflict of interest (see below) should be disclosed and the project should be independent of any self-interest.

ATTACHMENT A

AAE Research Priorities Research

The AAE accepts proposals in the following areas of investigation.

- A. Assessment of Clinical Outcomes
- B. Assessment of New Methods of Diagnosis, Treatment Modalities and Technology, such as Devices and Materials
- C. Biology of Pulpal and Periradicular Tissues
- D. Cracks and Fractures in Teeth
- E. Demographics/Epidemiology of Pulpal and Periradicular Disease
- F. Endodontic/Implant Relationships
- G. External and Internal Resorption
- H. Educational Research
- I. Tissue Engineering—Regeneration of the Pulpodentin Complex and Periradicular Tissues
- J. Trauma

ATTACHMENT B

RE: Statistical approval

Institution Name and Address:

Dear Committee Members,

I am writing in support of the application,

“ _____ ”, with Dr. _____ listed as principal investigator (PI).

For the purpose of this application, I declare that I:

_____ Have contributed to study design, sample power calculations and proposal of data analysis methods, and will be involved in the statistical analysis of the results

_____ Have not contributed to study design, but approve of the sample size and data analysis methods proposed, and will be involved in the statistical analysis of the results

_____ Have not contributed to study design, but approve of the sample size and data analysis methods proposed, and will not be involved in the statistical analysis of the results

Sincerely,

Name and Credentials

Signature

Date

**ATTACHMENT C
CONFLICT OF INTEREST DECLARATION**

All investigators must disclose any conflict of interest that they might have with respect to any grant application to the Foundation for Endodontics. Having an interest in a product, service, course or company does not necessarily impact an applicant's status. Applicants should exercise particular care that no detriment to the Foundation for Endodontics will result from conflicts between self-interest and those of the Foundation. The overall purpose of Foundation research grants is to advance the specialty and therefore any potential or real conflict of interest (see below) should be disclosed and the project should be independent of any self-interest.

Initial either Declaration A or Declaration B:

Declaration A

In accordance with this policy, I declare that I have NO past, present, or known future financial relationship, consulting position or affiliation, or other personal interest of any nature or kind in any product, service, course and/or company, or in any firm beneficially associated therewith – and that I have not received any gifts of any kind (including intangible remuneration) from any company, individual, or other entity that might benefit from my contribution to the Foundation for Endodontics.

Initials ____ (If you initial here, do not initial Declaration B.)

Declaration B

In accordance with this policy, I declare I have a past or present proprietary or relevant financial relationship or receive gifts in kind (including soft intangible remuneration), consulting position or affiliation or other personal interest of any nature or kind in any product service, course and/or company, or in any firm beneficially associated therewith as indicated below.

Please indicate each relationship, financial interest, corporate, institutional or educational entity and whether it is past or present.

Employee: _____

Grants/Research Support: _____

Consultant: _____

Stock Shareholder (directly purchases): _____

Honorarium/Gift: _____

Financial/Material Support: _____

Initials: _____

NAME(S): _____

SIGNATURE(S): _____

DATE: _____

Applications will not be considered without this document. Please see Attachment B, print and have all research participants sign. This document will then need to be uploaded to the CadmiumCD submission site in the designated Uploads Task.