

**Emergency Medicine Foundation and the
Society for Academic Emergency Medicine Foundation
*Medical Student Research Grant***

Please read these instructions carefully. Applications that do not follow these instructions with regards to typesize, length, format, and supporting documentation will be summarily rejected. If the grant application deadline has not passed, the application may be resubmitted after deficiencies are addressed. No extension of the deadline will be granted to allow resubmission in this cycle.

Before submitting your application, please be sure that the following items have been addressed:

- Information page is included as the first page of the application packet and is fully completed
- Type size is no smaller than 15 characters per inch (if unsure, use 12 pt. font)
- Support letters from the preceptor and chair of the department or division of emergency medicine or program director are included in the application packet.
- Evidence of IRB/AUC approval, or at least evidence of submission to IRB/AUC, is included in application packet
- Signed Statement of Conditions is included in application packet
- **Other grant support for the proposed project is included in application packet**
- Submission via our on-line application system is required. Late applications will not be considered.
- <http://www.emfoundation.org/applyforagrant/>

**EMERGENCY MEDICINE FOUNDATION
SOCIETY FOR ACADEMIC EMERGENCY MEDICINE FOUNDATION**

2017-2018 MEDICAL STUDENT RESEARCH GRANT

GENERAL INFORMATION

Deadline for receipt of application:	January 16, 2017
Notification of award	May 2017
Funding Period	July 1, 2017 - June 30, 2018
Funding Amount	\$5,000

INTRODUCTION

The Emergency Medicine Foundation (EMF) and Society for Academic Emergency Medicine Foundation (SAEMF) jointly award stipends to encourage medical students to engage in and to be exposed to emergency medicine research.

ELIGIBILITY

An application for an EMF/SAEMF Medical Student Research Grant may be made by either a specific medical student or by an Emergency Medicine residency program wishing to sponsor a medical student research project. The specific medical student does not need to be identified at the time of application submission; however, preference will be given to an institution naming a specific student who has already committed to the project. Proposals approved for funding that do not name a student are not guaranteed funding. In these cases, funds will be awarded on a first come, first served basis (when EMF is informed in writing that a student has committed to the project). The maximum number of awards funded will be determined annually by the EMF Board. Although an institution may receive multiple awards, only one application per research program (laboratory or clinical investigator) will be awarded.

DEFINITION OF EMERGENCY MEDICINE RESEARCH

Emergency medicine research is broadly defined as scientific investigation designed to furnish new knowledge relating to emergency medical care. Such investigations may focus on basic science research, clinical research, preventive medicine, epidemiology, cost-containment, and research in emergency medicine teaching and education.

INSTITUTIONAL SUPPORT

The applicant is required to demonstrate that the project will be successfully completed at his or her institution. The applicant must demonstrate that access to a suitable caseload or patient population will be available for study during the funding period if a clinical research project is proposed. If a basic science or nonclinical project is proposed, the applicant must show that adequate and appropriately equipped laboratory space will be available during the funding period. **Research involving animals or human subjects must be approved by the institutional review board (IRB), or its equivalent. A copy of the approval, or pending approval, must be sent with this application. IRB approval must be documented prior to dispensation of EMF funds.**

EVALUATION OF APPLICATIONS

Each proposal will be evaluated by a committee composed of individuals from EMF and SAEMF according to the following criteria:

1. Relevance to the goals of the Medical Student Research Grant program.
2. Educational experience for the applicant.

3. The quality and scientific value of the project.
4. The research background and experience of the preceptor.
5. The preceptor's ability to mentor.
6. Institutional support personnel, facilities, and commitment to research.

The final funding decision will be made by the Emergency Medicine Foundation and all decisions are final.

TERMS OF THE GRANT

Duration and Amount

The grant is for a maximum of \$5,000, at least \$2,500 which must be used as a student stipend. The grant is awarded to a student's institution and may not be used for faculty salary support, institutional overhead, or capital expenditures. The medical student's and/or preceptor's own institution may supplement the EMF/SAEMF Medical Student Research Grant within the guidelines set by that institution. Audited reports detailing how the funds were used may be required. Applicants can reapply each academic year for a second term of support on a competitive basis.

Limitations of Grant

EMF and SAEMF are not fiscally responsible for funds necessary to complete the research project(s), nor will EMF or SAEMF be responsible for institutional overhead. If the preceptor changes institutional affiliations before completion of the medical student's term, the award will be terminated and the remaining balance returned to EMF. If a suitable new preceptor can be found, the award may be continued.

Patent Policy

The recipient and preceptor's institution acknowledge that if a patentable invention or discovery is conceived, or conceived and reduced to practice by the EMF/SAEMF Medical Student Research Grant recipient during the term of the award, EMF must be apprised of the invention and the institution's plans for protecting such invention or discovery under an existing institutional patent policy.

Liability of EMF and SAEMF

EMF and SAEMF assume no financial liability if patient care responsibilities of any kind are undertaken by the designated EMF/SAEMF Medical Student Research Grant recipient. The preceptor and the recipient's institution acknowledge that EMF and SAEMF are not legally liable for the conduct of the designated recipient, preceptor(s), or associate investigator(s).

Human Subjects

If the proposed project involves the use of human subjects, appropriate Institutional Review Board approval must be obtained. Include IRB approval in the Appendix.

Animal Research

If the proposed project involves the use of animals, the applicant must demonstrate that adequate and appropriately equipped laboratory space will be available during the funding period to facilitate completion of the proposed project. The applicant and institution must certify that research involving animals will conform to the "Guiding Principles in the Care and Use of Animals" approved by the Council of the American Physiological Society.

PROGRESS REPORTS AND MONEY MANAGEMENT

The principal investigator is required to submit a mid-year and final progress report. Additional reports may be required. Failure to provide such reports will delay transmission of funds. Furthermore, failure to provide interim and final reports to the Foundation may negatively impact your institution's ability to apply for future EMF awards. EMF will maintain the copyright of all such reports. Progress reports must include an

accounting report using Generally Accepted Accounting Procedures showing the distribution of funds with a signature from an institutional official (e.g., accountant, grants manager, administrator from the Office of Sponsored Research). The EMF reserves the right to withhold release of interim funds if >25% of the previous cycle remains unspent.

SURVEYS

The principal investigator and the institution will be surveyed periodically following completion of the award regarding career paths, subsequent grants/contracts obtained, and publications. The principal investigator and the institution will be expected to respond to these surveys as the Emergency Medicine Foundation will rely on such information to support continuation of the award program.

GRANTEE WORKSHOP

Grant recipients will be expected to attend a grantee workshop. The workshop is designed to bring together EMF and SAEMF grant recipients to present their progress and discuss any problems they may be facing. Senior researchers and faculty will be available to help solve problems that are potentially bogging down research projects, manage staff, and balance life. Travel expenses will be reimbursed by the Emergency Medicine Foundation.

RESEARCH FORUM

Awardees are required to present their work at the American College of Emergency Physicians Scientific Assembly/Research Forum immediately following the completion of the award year as a poster presentation. Funds cannot be requested to cover the travel cost to attend the Research Forum, although the Scientific Assembly/Research Forum registration fee is waived for the presenter.

PUBLICATIONS

Publications resulting from the research project should acknowledge the support of EMF and SAEMF (i.e., "This study has been supported in part by a grant from the Emergency Medicine Foundation and the Society for Academic Emergency Medicine Foundation"). Two reprints of each publication should be forwarded to the Emergency Medicine Foundation.

ACADEMIC CREDIT

Academic credit for research conducted under the EMF/SAEMF Medical Student Research Grant program will be granted according to the guidelines set forth by the recipient's institution.

APPLICATION INSTRUCTIONS

Submission in electronic format is required. No paper copies please. Please fill out the detailed questionnaire about your grant application on the link on our EMF grant page. Be prepared to submit information about your project including where the name and address of your institution, detailed information about where the check will be sent, and names of your mentor, fiscal officer, etc. Once the “questionnaire” is completed, you will need to press submit then you will be guided to the next page where you can upload your application in a PDF format. Please note, the completed file cannot be larger than 10MB. **INCOMPLETE PROPOSALS OR PROPOSALS RECEIVED AFTER THE DEADLINE DATE INDICATED UNDER GENERAL INFORMATION WILL NOT BE CONSIDERED.**

Use English only and avoid jargon and unusual abbreviations. For terms not universally known, spell out the term the first time it is used with the appropriate abbreviation in parentheses; the abbreviation may be used thereafter. Type the application, single-spaced, and stay within the margin limitations indicated on the forms and continuation pages. The type must be clear and readily legible, no smaller than 15 characters per inch. (If in doubt, use 12 pt. size font.) Finally, there must be no more than six lines of text within a vertical inch. Use black type; do **not** use photo-reduction.

Do **not** submit an incomplete application. **An application will be considered incomplete if it is illegible, if it fails to follow instructions, or if the material presented is insufficient to permit an adequate review.** Unless specifically required by these instructions (e.g. human subjects certification, vertebrate animals verification) do **not** send supplementary material.

The application is to be submitted using the enclosed forms. Number the pages consecutively at the bottom throughout the application. Do not use suffixes such as 5a, 5b. Type the name of the Mentor at the top of each printed page. **AN APPLICATION WILL NOT BE CONSIDERED IF PAGE LIMITATIONS ARE NOT OBSERVED.**

The application consists of the following sections:

1. INFORMATION PAGE

Name the **one** person responsible to the applicant organization for the scientific and technical direction of the project. Choose a title that is descriptive and specifically appropriate, rather than general. List the Mentor and any associate investigators.

2. ABSTRACT

Brief summary of educational program and research proposal. Include coursework (or degree) to be completed and rationale, research hypothesis, specific aims, and significance.

3. TABLE OF CONTENTS

4. INTRODUCTION TO REVISED APPLICATION, if applicable. (limit 2 pages)

EMF will consider revised proposals, and two additional pages are provided to introduce reviewers to the revised proposal. Key things to keep in mind when submitting a revised grant:

- a. The introduction to the revision should provide a concise summary of reviewers' comments from the previous application and should, point-by-point, discuss how the revised application has addressed these concerns.
- b. Revised applications are not reviewed outside of the normal review process. Such applications may be more competitive than first-time submissions, but not necessarily so.
- c. Revised applications are reviewed as new science. Revised applications will not automatically

be considered better applications within the review process.

- d. In the event of a resubmission, the committee will attempt to return applications to their original reviewers when possible. However, regular turn-over of the committee membership prevents the SRC from guaranteeing that a grant will be reviewed by the same individuals reviewing the original application.

5. **RESEARCH PROPOSAL** (limit 2 pages)

Use NIH form Continuation Format Page available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

Please use the following subheadings:

Specific Aims (limit 1 page)

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- Specific Aims are limited to one page.

Significance

- Explain the importance of the problem or critical barrier to progress 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 and seeks to shift 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.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Approach

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- 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.
- Preliminary Studies. Include information on Preliminary Studies. Discuss the PD/PI's preliminary studies, data, and or experience pertinent to this application. Preliminary data can be an essential part of a research grant application and help to establish the likelihood of success of the proposed project.

6. **PERSONAL STATEMENT** (limit 1 page)

Use the NIH form Continuation Format Page

The applicant should compose and submit a personal statement that addresses:

- a. the applicant's interest in the topic and this project
- b. the applicant's perception of his/her role in the project
- c. any additional pertinent experience or interests the applicant wishes the committee to consider

7. LETTER OF SUPPORT FROM PRECEPTOR (limit 1 page)

This grant is intended to supply salary support for the medical student and the preceptor's letter must indicate at least half the funds will be spent for the medical student's stipend. Include a letter from the preceptor expressing support for the project and describing his or her qualifications as preceptor and involvement in the proposed research project. The letter should also highlight the preceptor's intended work with the student. The preceptor's primary appointment must be in the department or division of emergency medicine.

8. ROLE OF PARTICIPANTS (limit 1 page)

Use the NIH form Continuation Format Page

www.grants.nih.gov/grants/funding/phs398/phs398.html#

List the Mentor and each associate investigator and consultant. Include a brief description of how and to what extent each will be involved in the proposed project. Describe how and to what extent the EMF Research Fellow will be involved on the projects.

9. BIOGRAPHICAL SKETCHES

Use the NIH Biographical Sketch Format Page available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

Information is requested for the applicant, Mentor and any associate investigators who will be involved with the projects. The new 5 page NIH format has been adopted.

10. RESOURCES AND ENVIRONMENT

Use the NIH Resources format Page available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

Describe the research facilities (laboratory space, clinical population, etc.) available for fellowship training. If computer access or statistical support is available, it should be described in this section.

11. BUDGET

Use the NIH Form Detailed Budget for Initial Budget Period available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

Indicate how the money will be spent. Justify all major expenditures.

12. OTHER SUPPORT

Use the NIH form Continuation Format Page available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

List all current and pending intramural and extramural research funding for the applicant, Mentor and co-investigators. For each item indicate the grant identification number, grant type, PI, funding source, annual direct costs, funding period, percent effort, grant title, and brief description of project. For all items indicate whether there is any scientific or budgetary overlap with the current proposal.

13. ETHICS

Use the NIH form Continuation Format Page (no page limit) available on the internet at

Human subjects. For all research involving human subjects, a part of the peer review process will include careful consideration of protections from research risks, as well as the appropriate inclusion of women, minorities, and children. The EMF Scientific Review Committee (SRC) will assess the adequacy of safeguards of the rights and welfare of research participants, and the appropriate inclusion of women, minorities, and children, based on the information in the application. This evaluation will be factored into the overall score. The information on the protection of human subjects that you are required to provide in this section is identical to information that you will be required to provide for IRB at your own institution and are required by most Federal agencies. This section must address the following items. These can be copied and pasted directly into your application.

The applicant should include specific measures on how protected health information (as defined by the Human Health Services) will be handled in accordance with the Privacy Rule of the Health Insurance Portability Accountability Act (HIPAA)."

1. RISKS TO THE SUBJECTS

a. Human Subjects Involvement and Characteristics

Describe the proposed involvement of human subjects in the work outlined in the Research Design and Methods section. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that 'prisoners' includes all subjects involuntarily incarcerated (for example, in detention centers) as well as subjects who become incarcerated after the study begins. List any collaborating sites where human subjects research will be performed, and describe the role of those sites in performing the proposed research.

b. Sources of Materials

Describe the research material obtained from living human subjects in the form of specimens, records, or data.

Describe any data that will be recorded on the human subjects involved in the project.

Describe the linkages to subjects, and indicate who will have access to subject identities.

Provide information about how the specimens, records, or data are collected and whether material or data will be collected specifically for your proposed research project.

c. Potential Risks

Describe the potential risks to subjects (physical, psychological, social, legal, or other), and assess their likelihood and seriousness to the subjects.

Where appropriate, describe alternative treatments and procedures, including the risks and benefits of the alternative treatments and procedures to participants in the proposed research.

2. ADEQUACY OF PROTECTION AGAINST RISKS

a. Recruitment and Informed Consent

Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed studies will include children, describe the process for meeting requirements for parental permission and child assent.

Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. Informed consent document(s) need not be submitted to the PHS agencies unless requested.

b. Protection Against Risk

Describe planned procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss plans for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects.

Studies that involve clinical trials (biomedical and behavioral intervention studies) must include a description of the plan for data and safety monitoring of the research and adverse event reporting to ensure the safety of subjects.

3. POTENTIAL BENEFITS OF THE PROPOSED RESEARCH TO THE SUBJECTS AND OTHERS

Discuss the potential benefits of the research to the subjects and others.

Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and others.

4. IMPORTANCE OF THE KNOWLEDGE TO BE GAINED

Discuss the importance of the knowledge gained or to be gained as a result of the proposed research.

Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that reasonably may be expected to result.

5. DATA AND SAFETY MONITORING PLAN (if applicable)

If your research includes a clinical trial, create a heading entitled "Data and Safety Monitoring Plan." Provide a general description of a monitoring plan that you plan to establish as the overall framework for data and safety monitoring.

Vertebrate Animals. For all applications involving vertebrate animals, the applicant must address the following five items. These five points may be copied and pasted directly into the application.

1. Provide a detailed description of the proposed use of the animals in the work outlined in the Research Design and Methods section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
2. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
3. Provide information on the veterinary care of the animals involved including the name of the supervising veterinarian. Include information from the Association for Assessment and

Accreditation of Laboratory Animal Care International: the name of the accredited parent organization (e.g., University of X) and the certificate number and date of last inspection.

4. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
5. Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations

14. LITERATURE CITED

15. APPENDIX

Include letters of support from the department chairs, and associate investigators (required). No page numbering is necessary for Appendix. The appendix can include

- Application for coursework or degree program at an accredited graduate school
- Up to 5 publications, manuscripts (*accepted* for publication), abstracts, patents, or other printed materials directly relevant to this project. *Do not include manuscripts submitted for publication.*
- Publications in press: Include only a publication list with a link to the publicly available on-line journal article or the NIH PubMed Central (PMC) submission identification number. Do not include the entire article.
- Manuscripts accepted for publication but not yet published: The entire article should be submitted and may be stapled.
- Manuscripts published but an online journal link is not available: The entire article should be submitted and may be stapled.
- Surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents. These may be stapled as sets.
- Original glossy photographs or color images of gels, micrographs, etc., provided that a photocopy (may be reduced in size) is also included within the 2-page limit of *Items a-d* of the research plan. *No photographs or color images may be included in the Appendix that are not also represented within the Research Plan.*

Do not use appendix to circumvent page limitations for research plans. Do not include experimental methods, protocols or figures that should be incorporated within the research project description.

Applicant/Preceptor (*Last, first, middle*): _____

Emergency Medicine Foundation
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**Emergency Medicine Foundation
Information Page**

Full Name with Titles:_____

Name of Institution:_____

Grant Category:_____

Project Title:_____

Amount Requesting:_____

Mentor, if applicable:_____

**STATEMENT OF CONDITIONS GOVERNING THE
EMERGENCY MEDICINE FOUNDATION GRANT**

It is understood that any Emergency Medicine Foundation Research Grant approved by the Emergency Medicine Foundation will be made with the following conditions:

1. Institutional overhead is not allowed.
2. The principal investigator's institution is associated or organized for humanitarian purposes and is not a profit making organization.
3. All reports of work achieved with this grant will acknowledge the support of the Emergency Medicine Foundation and his or her co-sponsor, if applicable.
4. Any discovery that arises from work supported in part by the Emergency Medicine Foundation will be submitted for publication. Two copies of each publication will be furnished to the Emergency Medicine Foundation.
5. Independent progress reports by the applicant will be submitted to the Emergency Medicine Foundation mid-project, and within thirty days of completion of the funding period. Additional reports may be required. The Emergency Medicine Foundation will maintain the copyright of all such reports.
6. Participation in Emergency Medicine Foundation recognition reception during the American College of Emergency Physicians Scientific Assembly is required. Grant money may not be used for travel to this event.
7. Participation in the Emergency Medicine Foundation Grantee Workshop is required. Grant funds may not be used for travel. The Emergency Medicine Foundation will reimburse travel expenses.
8. Participation in Research Forum to give a poster and lightning oral presentation is required. This event takes place at the end of your project. Research Forum is held each year during the American College of Emergency Physicians Scientific Assembly. Grant money may not be used for travel.
9. If all requirements are met, funding will begin on July 1st. The Emergency Medicine Foundation reserves the right to terminate payments under this grant at its sole discretion.
10. If the named principal investigator leaves the institution or terminates research in the designated field, all remaining funds revert to the Emergency Medicine Foundation. If unused funds exist at the completion of the project, all remaining funds revert to the Emergency Medicine Foundation.
11. Patent rights will conform to institutional standards. If none exist, the Emergency Medicine Foundation reserves the right to protect such interests.
12. No research proposal will be funded unless the principal investigator and the Fiscal Officer of the sponsoring institution affirm:
 - a. That the investigation(s) proposed in this application are endorsed by the Animal and/or Human Subjects Committee or other designated body of the preceptor's institution, and

- b. That any research involving human subjects conforms with the principles of the Helsinki Code of the World Medical Association, and
- c. Research involving animals or human subjects must be approved by the institutional review board (IRB), or its equivalent, and a copy of the approval or pending approval sent with this application. IRB approval must be documented prior to dispensation of Emergency Medicine Foundation funds.
- d. That research involving vertebrate animals will conform with the "Guiding Principles in the Care and Use of Animals" as approved by the Council of the American Physiological Society.
- e. Research involving vertebrate animals must have approval from the institutional Animal Care and Use Committee.

	/	
Date Signature of Principal Investigator		Type Name of Principal Investigator

	/	
Date Signature of Mentor, if applicable		Type Name of Mentor

	/	
Date Signature of Fiscal Officer		Type Name of Fiscal Officer