

PILOT RESEARCH GRANT GUIDELINES

PURPOSE

The Pilot Research Grant is designed to fund research in areas identified by SIR Foundation as important to the advancement of interventional radiology and patient care. These grants generally address a specific hypothesis and generate preliminary data that could be used to justify or strengthen subsequent comprehensive applications to national peer-reviewed funding agencies. These grants may be issued to support the initial research efforts of faculty as well as those who have limited research experience.

AWARD

Grant funding of up to \$25,000 will be made for pilot or seed grant-type projects that test a new idea or help support a new area or direction of research in interventional radiology.

ELIGIBILITY

Grants are available to full-time interventional radiology faculty and trainees with an MD, DO, PhD, or equivalent degree in educational institutions within the United States and Canada. Post-doctorate candidates are invited to apply.

Applications from non-Society of Interventional Radiology (SIR) members will be considered, but such applications are required to have significant input and involvement by an SIR member.

Applications will be accepted from citizens of the United States or Canada or those who have permanent resident status therein. Permanent residents must submit documentation of their status. If an applicant is at an institution in the US or Canada and is on a visa, a letter from the department chair (for faculty applicants) or fellowship director (for trainee applicants) guaranteeing completion of the project will be required.

APPLICATION PROCEDURES Applicants should propose research that advances the field of interventional radiology. The application must contain a detailed research plan and a one-year budget for the planned research with all other funding sources indicated. All funds requested in the application must be fully justified. Insufficient justification or failure to describe completely the sources and use of other funds available to the investigator will result in deferral or disapproval of the application.

A letter from the department chair (for faculty applicants) or fellowship director (for trainee applicants) must be provided that indicates approval of application, comments on the merit of the project, and explains the extent to which the department is supporting the applicant's research in terms of funding and/or available facilities. It is important that the letter indicate commitment to provide protected research time and support the salary of the applicant during the research period.

The application must be submitted electronically through the online application found at <http://www.tfaforms.com/219123> by December 14. Applications must be submitted in PDF format. Incomplete applications and those submitted after the deadline of December 14 will not be reviewed.

AWARD GUIDELINES Budget expenses can be used for materials and supplies, equipment, service function charges (e.g., pathology costs, animal per diem charges, reasonable imaging machine time, etc.), salaries for research assistants/technicians working on the proposed project, and publication costs. Travel expenses, faculty salaries, consulting expenses, institutional indirect/overhead costs, construction expenses, and secretarial or office expenses will not be funded.

If the project involves the use of human subjects, animals, radioisotopes, or biohazards, documentation of approval from the appropriate institutional review board(s) (IRB) must be provided before an award can be funded.

Grant recipients will not be eligible for concurrent support through other SIR Foundation Research Grants.

REVIEW CRITERIA Completed applications will be distributed to the members of the SIR Foundation grant review study section, and two members will be assigned as primary reviewers based on their expertise in the particular area of the proposed investigation. All applications will be discussed and funding decisions will be made during a meeting of the study section to be held at the SIR annual scientific meeting. Funding decisions will be based on the following criteria: scientific merit, the innovative quality of the research proposal, relevance to interventional radiology, the qualifications of the applicant, and adequacy of the resources available to do the work. Applications for the Pilot Research Grant, the Dr. Ernest J. Ring Academic Development Grant, or the Academic Transition Grant that are responsive to this RFA will be given special consideration. In addition, letters of support from industry and/or memorandums of understanding with collaborators will be taken into consideration. Applicants will be notified in writing of the Grant Review Sub-committee's final funding decision after the SIR annual scientific meeting.

PAYMENT SCHEDULE

The review process takes approximately 16 weeks. Once grant agreements have been submitted by successful applicants, awarded funds will be transmitted to the institution for support of the grant recipient and the project. Funds will be distributed in three installments: 50% at the start of the project, 40% upon receipt of the six-month progress report, and 10% upon receipt of a cover letter and the final report in manuscript format.

REPORTS

An interim progress report is required after the first six (6) months of the project. This report should be a one- page synopsis of the progress, unforeseen problems, and results to date. A final written report must be submitted within sixty (60) days of the project's completion. Included with the report should be a cover letter that:

1. Indicates the significance/possible clinical impact of the results;
2. States whether the results will be submitted for possible publication, and if so, to what journal;
3. Indicates whether results will be used to apply for additional funding from other sources, and if so, the funding agency and date of application should be included;
4. States what impact the Pilot Research Grant had on the recipient's future research/career goals.

PRESENTATIONS/PUBLICATIONS It is strongly suggested that recipients submit their work primarily to *JVIR* or to the SIR Annual Scientific Meeting. Requests to submit to other meetings or journals will be entertained. Such requests should be made in writing to the Director of Research at SIR Foundation's address and include the reason why submission to the alternate meeting or journal is more appropriate.

All posters, oral presentations, and publications must contain appropriate acknowledgement of SIR Foundation's support. Five (5) copies of all publications containing results of studies funded by this grant should be sent to the Foundation.

NO-COST EXTENSION

An extension of the term of the grant may be requested for up to twelve (12) months beyond the original ending date of the grant. The approval of an extension does not include the award of additional funds. A maximum of two 1- year extensions may be requested.

The request for a no-cost extension must be made in writing to the Director of Research at SIR Foundation's address before the expiration of the original grant period. The request must include the reason for the extension, the length of the extension (not to exceed twelve (12) months), and a brief project progress report, including to date findings, problems encountered, presentations/publications resulting from the work, and budget expenditures. The request must be co-signed by the department

chair, fellowship program director or other authorized institutional official.

Other requests for changes to the terms of an award should also be addressed to the SIR Foundation Director of Research with similar documentation and institutional approvals.

MODIFICATION OR TERMINATION OF SUPPORT SIR Foundation reserves the right to modify or terminate the amount of any funds granted under the terms of the Pilot Research Grant. Generally, such action would be based on the awardee's receipt of support from sources other than SIR Foundation which might (1) limit the ability of the recipient to successfully complete the terms of the award or (2) obviate the recipient's need for funding from SIR Foundation.

In the event that the awardee relocates to a different institution, a request in writing to relocate the grant to the new institution may be made to the Director of Research at the foundation's address. SIR Foundation will continue project funding provided the awardee is guaranteed support, protected research time, and adequate equipment/facilities from the new institution (i.e., letter from department chair) as well as IRB approvals, if applicable. If the new institution cannot provide the necessary support or IRB approvals for the project, the original institution may appoint a new principal investigator, with SIR Foundation's approval, to complete the project. If the project cannot be completed at the new or the original institution, then all unexpended funds must be returned to SIR Foundation.

GRANT APPLICATION FORMAT All the items detailed below must be included in the application before it will be considered. The format should follow the guidelines used for NIH applications and an example is posted on the SIR Foundation website. (LIMIT—FIVE (5) PAGES FOR SECTIONS A-D)

I. Title Page:

- A. Title of research project;
- B. Lay statement of the proposed research project and its relevance to interventional radiology;
- C. Name, faculty position, and department of principal investigator, as well as other professional personnel collaborating in the research project;
- D. Brief abstract (ten [10] to twenty [20] lines), with keywords underlined;
- E. Beginning and termination dates of proposed expenditures; F. Total funding requested;
- G. Signatures of principal investigator and department chair or fellowship program director;
- H. Contact information (name, address, phone, fax, email) for the grants office at the principal investigator's institution.

II. Description of Research Plan: The applicant must present his/her research logically and clearly and show that the proposed research is meaningful. (LIMIT—FIVE (5) PAGES FOR SECTIONS A-D)

- A. Specific Aims: State in a concise and explicit manner what is/are the specific aims and hypotheses being tested by the research (approximately ½ page);
- B. Background and Significance: State why the proposed work is important. Briefly identify what others have done and what gaps in existing knowledge will be filled by the results of the proposed research (approximately one page);
- C. Preliminary Studies: Applicants should provide any data they have generated relevant to the application in a concise format (including references to published works by the applicant and co-investigators) to support the specific aims and convince the reviewers that the applicant is competent to conduct the proposed research;(approximately one page)
- D. Research Design: Discuss the experimental design and procedures to be used to test the hypothesis or accomplish the specific aims of the project. Be complete with the descriptions and relate individual methods and approaches to the specific aims previously described. While the applicant may safely assume that the reviewers are familiar with current methodology, reviewers will not make the same assumption about the applicant. The reviewers will want to know specific details of techniques / devices that will be employed, as well as the rationale for using them. The burden of proof is on the applicant to show, through a succinct explanation, that he or she

understands and is capable of handling the research methodology. If new procedures and protocols are proposed, describe advantages over existing methodologies. Indicate what quantitative measures will be used to record and analyze the data. Indicate whether statistical considerations have been employed in designing the studies and/or analyzing the data, and provide the specific statistical method(s). Include a discussion of the potential difficulties, limitations, and alternative approaches. (approximately 2.5 pages);

E. Human or Animal Subjects, Radioisotopes, and Biohazards: Provide documentation that the institution has approved all proposed human, animal, radioisotope, and biohazard use;

F. Budget Proposal: List budget items in the following main categories and give details and justification of the items in each category;

1. Consumable supplies including animal purchase costs;
2. Equipment: Identify each item, show unit cost, and explain why it cannot be borrowed;
3. Other expenses (only those service costs essential to the conduct or reporting of the research);
4. Funds to support the salary of technicians, students, or support personnel working on the project may be requested, but they must be well justified;
5. Total budget.

G. Other Support: Describe all funding currently available to the applicant as well as any pending grant support, and describe the relationship these funds may have to the proposed research;

H. Literature Cited.

III. Supporting Materials:

A. Resources: Describe the facilities available for conduct of the proposed research including lab space, equipment, computers, technical/statistical support, etc.; B. Brief biographical sketch of all investigators in NIH format (not to exceed four pages for each investigator). A downloadable form and example of an NIH biographical sketch can be found at the following:

<http://grants2.nih.gov/grants/funding/phs398/phs398.html>

C. A letter from the department chair (for faculty applicants) or fellowship director (for fellow applicants) that:

1. Indicates approval of application;
2. Comments on the merit of the project;
3. Explains the extent to which the department is supporting the applicant's research in terms of funding, protected research time, technical support, and available facilities. It is important that the chair's letter indicate commitment to support the salary of the applicant during the research period.

D. Letter(s) of confirmation from the company(s) providing materials needed to complete the proposed research.

COMPLETED APPLICATIONS SHOULD BE SUBMITTED IN PDF FORMAT AT:

<http://www.tfaforms.com/219123>