



DR. AND MRS. W.C. CULP STUDENT RESEARCH GRANT

PURPOSE

The Dr. and Mrs. W.C. Culp Student Research Grant is designed to foster an interest in research by funding a summer research project conducted by a student in an area identified by SIR Foundation as important to the advancement of interventional radiology and patient care. SIR and SIR Foundation believe in promoting a culture of inclusion and strengthening the specialty of interventional radiology (IR) through different perspectives.

AWARD

Grant funding up to \$6,000.

NATURE OF PROJECTS

This funding mechanism is intended to provide salary support for students conducting summer research projects that test a new idea or help support a new area or direction of research in interventional radiology.

ELIGIBILITY

Grants are available to medical students currently enrolled in a MD, DO, or PhD equivalent degree program in medical institutions within the United States and Canada. Applicants must be citizens of the United States or Canada, have permanent resident status therein*, or be a Deferred Action for Childhood Arrivals (DACA or Dreamers)**.

*Permanent residents must submit documentation of their status.

**When applying you will need to provide and upload proper documentation of your DACA status into your application. If you have any questions, please contact SIR Foundation.

In addition, the applicant must designate a project advisor who will mentor the student for the duration of the research project

APPLICATION DEADLINE

Applicants are to submit their completed application via the online form found at:

apply.sirfoundation.org

Applications are due by close of business day on January 15. The deadline remains whether or not the date falls on a weekend and/or holiday. Applications that are not completed or do not comply with the guidelines, will be withdrawn.



REVIEW PROCESS

Completed applications will be distributed to the members of the SIR Foundation Grant Review Study Section. A primary and secondary reviewer will be assigned based on their expertise in the particular area of the proposed investigation. A Study Section will be held at the SIR Annual Scientific Meeting. All applications will be discussed, and funding recommendations will be made during this study section. Funding recommendations will be taken to the SIR Foundation Board and final decisions will be made in weeks following the SIR Annual Scientific Meeting. Applicants will be notified in writing of the SIR Foundation's final funding decision.

Funding decisions are based on the overall impact/priority score which reflect assessment of the likelihood that the project will exert a sustained, collaborative influence on the field of interventional radiology through basic science or translational research.

PAYMENT SCHEDULE

Upon submission of a fully executed grant agreement, awarded funds will be transmitted to the institution for support of the grant recipient and the project. Funds for this grant will be distributed in one installment.

Please provide the following information:

- 1) Grant Official or Grant Administrator's name, phone number, and email address
- 2) Check made payable to:
- 3) Mailing address (where payment should be mailed)

APPLICATION PROCEDURES

Applicants should propose research that advances the field of interventional radiology. The application must contain a detailed research plan and a project budget for the planned research with all available

funding to support the project indicated. 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 Chairman of the department in which the study will be conducted must be provided that indicates approval of application, comments on the merit of the project and its relevance to interventional radiology 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 the institution's commitment to provide the necessary space, equipment, and facilities to the applicant during the research period.

A letter from the designated project advisor must also be provided that indicates the advisor's willingness to mentor the student for the duration of the research project and comments on the project's merit and relevance to interventional radiology.



The application must be submitted electronically through the online application found at apply.sirfoundation.org by **January 15**. Applications must be submitted in PDF format. Incomplete applications and those submitted after the deadline of **January 15** will not be reviewed.

REPORTS

A final written report must be submitted within sixty (60) days of the project's completion.

The Final Progress Report must be submitted electronically through the online forms found at apply.sirfoundation.org.

This report should be a synopsis of the project's progress, unforeseen problems, and results. Included with the report should be a detailed description of the project that:

1. States the specific aims/goals of the research project(s) and summarizes the results relating to each specific aim/goal (all supporting data should be included);
2. Indicates the significance/possible clinical impact of the results;
3. Describes any unforeseen issues that were encountered and how they were resolved;
4. Indicates whether data from the project(s) has been or will be submitted for presentation at the SIR Annual Scientific Meeting;
5. States whether the results will be submitted for possible publication, and if so, to what journal;
6. 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;
7. States what impact the Medical Student Grant had on the recipient's future research/career goals.
8. Include Signature of Principal Investigator/Program Director's name, Signature of Authorized Institutional Official, and Date.
9. When uploading your Final Progress Report (FPR) to our online forms, you must save your Final Progress Report using the naming convention below. The year should be the year that you were awarded.
 - a. **YEAR_FPR_Culp_NAME**

PRESENTATIONS/PUBLICATIONS

It is suggested that recipients submit their work primarily to JVIR or to the SIR Annual Scientific Meeting. All posters, oral presentations, and publications must contain appropriate acknowledgement of SIR Foundation's support.



NO-COST EXTENSION

One extension of the term of the grant may be requested for up to two (2) months beyond the original ending date of the grant. The approval of an extension does not include the award of additional funds.

The request for a no-cost extension must be made in writing to the Grant Review Committee 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 two [2] months), and a brief project progress report, including to-date findings and problems encountered. The request must be co-signed by the Department Chair, designated advisor, and an authorized institutional official.

Other requests for changes to the terms of an award should also be addressed to the Grant Review Committee with similar documentation and institutional approvals.

MODIFICATION OR TERMINATION OF SUPPORT

The SIR Foundation reserves the right to modify or terminate the amount of any funds granted under the terms of the Student 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.

AWARD EXPENSES

This grant is intended to provide salary support for the student conducting the research. The award may not be used for any other purposes. Institutional indirect 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.

Any unused funds must be returned to SIR Foundation.

Grant recipients will not be eligible for concurrent support through other SIR Foundation research grants.

GRANT APPLICATION FORMAT

When uploading your grant application to our online forms, you must save your grant application using the naming convention below.

YEAR_APP_Culp_NAME



If you have a resubmission, you must save your grant application using the naming convention below.

YEAR_APP_Resubmission1_Culp_NAME
YEAR_APP_Resubmission2_Culp_NAME

All the items detailed below must be included in the application before it will be considered. Incomplete applications will be rejected or deferred until the requested information is provided. The format should follow the guidelines used for NIH applications.

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 student's designated advisor and any 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. Signatures of medical student and student's designated advisor.

II. Description of Research Plan: The applicant must present his/her research logically and clearly and show that the proposed research is meaningful.
(LIMIT—FOUR (4) PAGES FOR SECTIONS A- D)

A. Specific Aims:

State in a concise and explicit manner what is/are the goals and objectives of the research project. Provide specific aims and hypotheses being tested to meet these goals and objectives (approximately ½ page);

B. Background and Significance:

State why the work proposed 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 1 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 ½ to 1 page)

D. Research Methods:



Discuss the experimental design and procedures to be used to test the hypothesis or accomplish the specific aims of the project. Be complete with your 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 two 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: A detailed budget should be provided that describes anticipated expenses as well as all available funding for:

- a. Consumable supplies including animal purchase costs;
- b. Equipment: Identify each item, show unit cost, and explain why it cannot be borrowed;
- c. Other expenses (only those service costs essential to the conduct or reporting of the research);
- d. Total budget

G. 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. An updated copy of the medical student's CV;

C. Brief biographical sketch of student's designated advisor and all other investigators in NIH biographical sketch format (To view a template, go to: <http://www.sirfoundation.org/resources.shtml>);

- D. A letter from the Chair of the department in which the project will be conducted that:
1. Indicates approval of application;
 2. Comments on the merit of the project and its relevance to interventional radiology;



3. Explains the extent to which the department is supporting the applicant's research in terms of funding, technical support, and available facilities.

E. A letter from the student's designated project advisor that indicates the advisor's willingness to mentor the student for the duration of the research project and comments on the project's merit and relevance to interventional radiology;

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