

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 type size, length, format, and supporting documentation will be summarily rejected. No extension of the deadline will be granted.

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 (sample attached).
- Type size is 12 pt. font, single-spaced and margins are 1 inch
- Evidence of IRB approval, or at least evidence of submission to IRB, from each institution, is included in application packet (for multi-centered studies, approval from or evidence of submission to IRB/AUC for all sites is required)
- Clearly stated research hypothesis
- Statement of Conditions is signed by **Principal Investigator** and **Institutional Official** and is included in application packet (see below).
- Letter of support from Emergency Medicine Chair is included in application packet
- Letter of support from each co-investigator is included in application packet
- Other grant support for all investigators is included in application packet
- Submission via the on-line application system is required. Late applications will not be considered. Submit application at <https://emfoundation.aibs-scores.org>

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

MEDICAL STUDENT RESEARCH GRANT

Application Deadline	February 7, 2020
Notification of Award	June 2020
Funding Period	July 2020 – June 2021
Funding Amount Per Award	\$5,000
Number of Awards	Up to four

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 Board of Directors 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 the 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

Grantees are expected to attend a grantee workshop in Bethesda, MD. The workshop is designed to bring together EMF 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, such as enrollment efforts, managing staff and life-work balance. NIH program officers participate in this workshop to discuss funding opportunities, provide research career advice and network with the grantees. Travel expenses will be reimbursed by the Emergency Medicine Foundation.

ABSTRACT PRESENTATION – ACEP RESEARCH FORUM

Awardees are required to present their work at the American College of Emergency Physicians (ACEP) Scientific Assembly/Research Forum immediately following the completion of the award. At the time of submission, abstracts must not have been accepted for publication in any journal. Also, abstracts may not be presented at any U.S. nationwide emergency medicine meeting or major international emergency medicine meeting prior to the ACEP Scientific Assembly. Presentation at non-emergency medicine meetings is allowed after presentation at ACEP. Funds cannot be requested to cover the travel cost to attend the Research Forum.

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 electronic 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.

CONTACT INFORMATION

Please address questions to Cynthia Singh, MS, Deputy Executive Director at csingh@acep.org.

APPLICATION INSTRUCTIONS

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 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 (limit 1 page)

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 3 pages)

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)

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)

List the Applicant, Mentor and any associate investigator. Include a brief description of how and to what extent each will be involved in the proposed project.

9. BIOGRAPHICAL SKETCHES

Use the NIH Biographical Sketch Format Page available on the internet at <https://grants.nih.gov/grants/forms/biosketch.htm> Information is requested for the applicant, Mentor and any associate investigators who will be involved with the projects.

10. RESOURCES AND ENVIRONMENT

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. Use the current NIH salary cap. Institutional overhead is not allowed.

12. OTHER SUPPORT

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

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. 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.

16. SIGNED STATEMENT OF CONDITIONS (see below)

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

Table of Contents

Page Numbers

_____	Information Page
_____	Abstract
_____	Table of Contents
_____	Introduction to Revised Application (if applicable)
_____	Research Proposal
_____	Personal Statement
_____	Letter of Support from Preceptor
_____	Biographical Sketch
_____	Resources and Environment
_____	Detailed Budget
_____	Other Support
_____	Ethics
_____	Literature Cited
_____	Appendix
_____	Statement of Conditions

Information Page Sample

Full Name with Titles: _____

Name of Institution: _____

Grant Category: _____

Project Title: _____

Amount Requesting: _____

Mentor, if applicable: _____

