

SPS Scholarly Grant Application Instructions

Applicants must use the application form provided. Enter text in the shaded areas on the form in the space provided.

Face Page (1 page)

The *Principal Investigator* (PI) is the person responsible for the technical direction of the project and is the primary contact for the SPS Scholarly Grant. Provide full name, degree(s), title, department, institution, mailing address, telephone number, and e-mail address.

Funds Requested

Enter budget amount for your project. Requests may not exceed \$10,000 in direct costs.

Regulatory Approvals

Please check the appropriate box to indicate the use of animals (IACUC) or human subjects (IRB) in the proposed project. Note that the PI must provide a copy of the IACUC and/or IRB letter to the SPS Scholarly Grant Review Board before award funds will be released. Pending approvals at the time of application submission are acceptable, but to avoid delays, you are strongly encouraged to have your protocol in process at the time the grant application is submitted.

Certifications

Provide the electronic signatures of the PI, mentor (if applicable) and PI's Section/Department Chief, by typing the names in the shaded box and checking the "Confirm Signature" box.

Page Two: Project Summary/Abstract; Co-Investigators (1 page)

Enter text in the shaded areas on the form provided in 11-point Arial font, single spacing.

Project Summary/Abstract

Provide a succinct and accurate description of the proposed work suitable for dissemination to the public. State the application's broad, long-term objectives and specific aims. Describe concisely the design and methods for achieving the stated goals.

Co-Investigators

In addition to the Principal Investigator, Co-Investigators are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested. List the Principal Investigator, last name first. Then list all other Co-Investigators in alphabetical order, last name first. For each individual, provide name, department/division affiliation and role on the project.

Pages 3-4: Research Plan (2 pages)

Enter text into the shaded areas on the form provided in 11-point Arial font, single spacing. Limit length to the space provided.

1. Specific Aims. State concisely the hypothesis to be tested and the specific aim(s) to be achieved during the grant period. The review panel will consider: (1) whether the aims are reasonable to achieve during the one-year period; (2) if successful completion of the aims will improve scientific knowledge, technical capability and/or clinical practice; and, (3) if the project will to advance the SPS Mission and be able to be spread to other sedation providers/institutions.

2. Background and Significance. State the significance of the proposed project to the field. The review panel will ask: Does the project address an important problem or critical barrier to progress in the field? Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing theoretical concepts, approaches or methodologies, instrumentation or interventions that are novel to one field of research or novel in the broad sense?

3. Project Design and Methods. Concisely present your design and the methods to be used to accomplish your specific aims. Also, indicate how the results will be interpreted and how they will lead to future investigations. The review panel will ask: Are the overall strategy, methodology and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Address statistical methods, if indicated.

4. Anticipated Result(s). Present hypothesized findings/outcome of the study as clearly and as detailed as possible.

5. Alternate Strategies. Develop and indicate alternative strategies for potential problems in the research plan.

6. Next Steps. Identify how this funding will facilitate further funding toward this project or how the quality improvement or educational products will be spread to other sedation providers.

Page 5: Human Subjects and Vertebrate Animals (1 page)

Enter text into the shaded areas on the form provided in 11-point Arial font, single spacing.

If applicable, summarize your plan to protect human / vertebrate subjects according to the following: Risk, Adequacy of Protection against Risks, Potential Benefits of the Proposed Research, Importance of the Knowledge to be Gained, Data and Safety Monitoring Plan.

Page 6: Budget (1 page)

Use the form provided to present a summary of the proposed budget.

Allowable Cost Items:

- Personnel: Allowable personnel expenses include salary and applicable fringe benefits for post-docs and graduate students (if they receive a salary) and other professional and technical staff (including statistical support). Staff education costs are allowable.
- Study participants: Costs of recruitment (e.g., purchase of advertising), payments to subjects (limited to \$1000 total), patient care and other costs associated with the use of participants in the study.
- Study Equipment
- Study Supplies
- Travel: To facilitate presenting the grant-awarded project results at the 2020 SPS Conference, up to \$500 of the grant may be budgeted for the PI's travel/lodging for the conference; the PI's registration fee for this conference will also be waived.

Unallowable Cost Items

Funding will **not** be provided for the following items:

- Personnel expenses (including salary and applicable fringe benefits) for the PI
- Consultant Costs
- No Indirects allowed
- Subawards
- Stipends
- Office equipment and furniture
- Tuition
- Dues and membership fees
- Maintenance/service contracts
- Construction, alteration, maintenance or rental of buildings or building space
- Recruiting/relocation expenses
- Entertainment/social expenses
- Pre-award costs

Budget Justification

In the space allocated explain and justify costs presented, providing calculations to demonstrate how amounts were determined. Enter text into the shaded areas on the form provided in 11-point Arial font, single spacing.

Special Appendix: Biographical Sketch (maximum of five pages)

Provide a biographical sketch for the principal investigator and co-investigator. Use the NIH form which can be download from <http://grants.nih.gov/grants/forms/biosketch.htm>.

Additional Resource:

<https://www.ncbi.nlm.nih.gov/sciencv/>

Each biographical sketch should not exceed five pages in 11-point Arial font, single spacing.

Submission Process

1. Create a single PDF document named as follows: PI's Last Name_SPSGrant_2019.
2. This document should include the application form as well as all biographical sketches and additional forms.
3. Email the completed application document to Joye Stewart (joye@societyhq.com) by **January 25, 2019 at 5:00 pm eastern.**
4. Questions? Contact Joye Stewart, Grant Administrator.

Review Process and Criteria

SPS seeks proposals of high scholarly merit from investigators who show promise of disseminating their work at the SPS Conference, at other high-impact conferences, and in peer-reviewed scientific journals, as well as obtaining continued external funding.

A review group will convene to evaluate applications for scientific and technical merit.

As part of the initial review, all applications:

- Will receive a written critique.
- Will undergo a selection process in which only those applications deemed to have the highest scientific merit, generally the top half of applications under review, will be discussed and assigned a priority score.
- May receive a second level of review by the review group, which makes the final funding award decision.

This peer review panel will evaluate proposals according to the following criteria, adapted from the NIH:

1. **Significance.** Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services or preventative interventions that drive this field?
2. **Investigator(s).** Are the Principal Investigator (PI), collaborators and other researchers well suited to the project? If the project is collaborative, do the investigators have complementary and integrated expertise? Are the leadership approach, governance and organizational structure appropriate for the project?

3. Innovation. Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation or interventions? Are the concepts, approaches or methodologies, instrumentation or interventions novel to one field or novel in a broad sense? Is a refinement, improvement or new application of theoretical concepts, approaches or methodologies instrumentation or interventions proposed?

4. Approach. Are the overall strategy, methodology and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies and benchmarks for success presented? If the project involves clinical research, are the plans for protection of human subjects from research risks justified in terms of the scientific goals and research strategy proposed?

5. Environment. Will the environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations or collaborative arrangements?

6. Budget: The reasonableness of the proposed budget and the requested period of support in relation to the proposed research plan.

Timeline

LOI Submission Deadline: November 2, 2018 (5:00 pm eastern)

Application Submission Deadline: January 25, 2019 (5:00 pm eastern)

Award Announcement: By May 6, 2019 via email, then at the 2019 SPS Conference

Anticipated start date of the project: May 27, 2019

Funding is for one year—Completion date by May 15, 2020.

Anticipated presentation of project results: May, at the 2020 SPS Conference