

FPTA Linda Crane Research Grant Proposal Instructions

| SECTION | PAGE LIMIT (Single space, 11pt font) | DESCRIPTION |
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| Cover Letter | 1 page | <p>The cover letter should include the following information at a minimum:</p> <ul style="list-style-type: none"> - Name, FPTA membership number, email address, phone number, and signature of the applicant - Project title - Indication of IRB approval status or plan for IRB submission. If no IRB is needed, provide a statement indicating reason. - Statement that all proposed human subjects or animal research will be conducted according to the rules and regulations of the U.S. Department of Health and Human Services relevant to ethical conduct of research on humans and/or animals. <p>You may also include additional information describing any special considerations or circumstances the review committee should consider when reviewing the proposal. Examples may include things like:</p> <ul style="list-style-type: none"> - You have a pending proposal at another agency that includes some of the same aims. - You are considering or expecting a change in institutions - You are a student or resident, or there are students or residents who are key personnel and will be graduating during the project period. <p>The cover letter should not be used to circumvent page limit requirements for other sections.</p> |
| Key Personnel | N/A | <p>Provide the information requested below for all key personnel. Key Personnel includes the principal investigator (PI) and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation.</p> <ul style="list-style-type: none"> - Name and credentials - Affiliation(s) and associated role(s) - Role related to the proposal - Any additional evidence supporting the appropriateness of the teams overall experience and training related to the proposed research |
| Environment | N/A | <p>List of all sites/institutions where research activity (recruitment, data collection, data analysis) will be conducted and a brief description of what activities will occur at each site. A letter of support from each site/institution should be included in the application.</p> |

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| Specific Aims | 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). 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 a new technology). |
| Significance | 1 page | 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 within the field to address the identified problem or barrier. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved. |
| Approach | 5 pages | Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. 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 a strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. Discuss any Preliminary Studies, data, and/or experience related to this application. |
| Reference List | N/A | Provide a formatted (AMA 11 th edition preferred) list of cited references from prior sections. |
| Budget | N/A | Provide a spreadsheet clearly displaying the budget for the proposal. There is not a required format, but the categories, subcategories, and calculations for expenses should be clear to reviewers. |
| Budget Justification | N/A (Be concise) | Provide justification explaining each of the expenses identified in the budget spreadsheet. See the Linda Crane Research Grant Guidelines on the FPTA website to ensure adherence to budget-related policies and restrictions. |