



**International Society for Maxillofacial Rehabilitation
(ISMR)
Research Committee**

**ADVANCEMENT OF SCHOLARSHIP
AND
RESEARCH GRANTS PROGRAM (RGP)**

POLICIES AND GUIDELINES

June 2008

1.0 GENERAL

- 1.1 The ISMR Policy for Advancement of Scholarship is directed amongst other initiatives at supporting head and neck related research through the Research Grants Program (RGP). The research may be basic or applied in nature. The intent of the ISMR Policy for Advancement of Scholarship is to promote and nurture high-level research.
- 1.2 Applicants must be ISMR members. Awards made under this program should be used as seed funding for researchers to access other funds.
- 1.3 Applicants will be eligible for only one grant in each year (January 1st to December 31st). Awards are subject to an all-inclusive maximum of \$1,500 US for any applicant in any one-year.
- 1.4 Proposals will be approved based on the following:
 - a. Scholarly quality that will enhance the visibility of the ISMR and contribute to the growth of the ISMR as an organization that values high quality research.
 - b. Residents/graduate students must have a letter of support from their supervisor.
 - c. The applicant must have a letter of support from their institution.
- 1.5 Funds will not be used as an income supplement for faculty members going on leave (study leave, assisted leave, or leave without pay).
- 1.6 The members of the ISMR Research Committee constitute the Selection Committee.

2.0 RESEARCH GRANTS

- 2.1 Funds may be requested for research project support, including research assistance, computer time, printing and copying, secretarial support, etc. Travel will not be included and only funding that is directed at the research itself will be considered. Projects that support the work of residents/graduate students are especially encouraged.
- 2.2 Funds may be requested for start-up, pilot projects, or to permit the completion of a project already substantially underway.

- 2.3 In applications where the approval of an ethics review committee or other such committees needs to be sought (e.g., research involving human or animal subjects or research with considerable environmental impact), documentation showing approval from the applicant's institution is required before funds will be released from the ISMR (e.g., Human Ethics Research Board).
- 2.4 The following projects are not eligible for funding:
 - 2.4.1 projects relating to work that is done primarily with a commercial as opposed to a scholarly or creative objective,
 - 2.4.2 projects funded by a contracting agency (e.g., government, city, private business).
- 2.5 Funds may be allocated specifically for the purchase of equipment/materials required for a research project. A request for funding to purchase or lease equipment/materials must be specifically justified by the applicant's research program.
- 2.6 Equipment or materials (including software, books, CD ROMs) purchased through the ISMR RGP remain the property of the home institution of the applicant e.g. university.
- 2.7 All equipment requests must be supported by a vendor quotation of cost.

3.0 PROCEDURES FOR APPLICATION

- 3.1 Applicants should submit proposals on the application form. When done, save and then email this application along with your Research paper as a word document to ISMR ismr@ismr-org.com.
 - a. Respond to all items on the application form.
 - b. Attach a brief proposal describing the research to be undertaken. Research proposals should include sufficient detail for the scientific merit to be evaluated, as well as justification of the roles and qualifications of proposed research assistants, and justification of all budget items in the context of the research. Award decisions are based on information about the proposed research project that address justification of research, research objectives, applicant familiarity with the relevant literature, relevance of project for the ISMR.
 - c. The discussion of the project must not exceed 5 pages and must include:
 - 1. Objective of the study
 - 2. Summary of the research project

3. Review of literature
 4. Materials and methods
 5. Experimental design/statistical analysis
 6. Expected outcomes
 7. Relevance of findings
- 3.2 The form with attachments is then forwarded to RES Seminars who will forward copies to members of the ISMR RGP.
- 3.3 Deadline for application is April 1st each year. No late applications will be accepted. The awards will be announced at the annual ISMR conference each year.

4.0 SUBSEQUENT PUBLICATIONS

- 4.1 Award recipients are requested to acknowledge the ISMR support in any presentations or publications emanating from the work supported.
- 4.2 Award recipients are requested to advise the RGP of the ISMR of any publications related to the research support. The award recipient is asked to supply the RGP with a copy of any publication related to the RGP support.



ISMR Research Grant Program

APPLICATION

1.0 GENERAL

Date: _____
Month / Day / Year

Name of Applicant: _____

Rank: _____

Faculty/University: _____

Work Phone # and Home Phone #: _____

E-mail Address: _____ required for confirmation

Street Address: _____

City: _____

Province/State: _____

Postal/Zip Code: _____

Country: _____

1.1 If the applicant is a resident/graduate student:

Research Advisor: _____

Is the applicant an ISMR member? Yes No Note: Applicant must be a member

Faculty/University: _____

2.0 RESEARCH GRANT CATEGORY

2.1 If the study is clinical, which one of the following best describes the study type (check more than one if appropriate):

- | | | |
|--|---|--|
| <input type="checkbox"/> clinical trial | <input type="checkbox"/> multi-centre trial | <input type="checkbox"/> pilot study |
| <input type="checkbox"/> drug study | <input type="checkbox"/> qualitative study | <input type="checkbox"/> epidemiological study |
| <input type="checkbox"/> first application in humans | | <input type="checkbox"/> other (specify) |
| <input type="checkbox"/> technology assessment/development | | |
| <input type="checkbox"/> sequel to previously approved project | | |

2.2 Which one of the following best describes the study design (check ONE only):

Class I

Primary Measurement Methods

- Randomized, Controlled Clinical Trial
 Time Series Research
 Group or Single-subject design?

Secondary Measurement Methods

- Meta-analysis

Class II

- Case-control study
 Cohort study
 Prevalence study
 Program evaluation
 Quality improvement study

Class III

- Case study
 Database and registry

3.0 RESEARCH GRANT INFORMATION

3.1 Is it a new project? Yes No

3.2 Project title: _____

3.3 Is this project related to the preparation of a grant application to any other granting agencies or foundations? Yes No

3.4 Is this an ongoing project? Yes No

 If so, what percentage of the project is now completed? _____

 Is the ongoing project funded by an agency? Yes No

 If so, what is/was the funding agency and how much is/was it contributing?

3.5 Briefly state project objectives including the relevance of the project to the ISMR. In addition, with this application, email an attachment (Word doc.) a brief Research Summary (maximum 5 pages) to the ISMR - see instructions below

3.6 Does the research involve Humans Animals

 If the answer to either is yes, please include ethics approval from the applicant's home institution.

3.7 With this application, email the overall budget for project (see instructions below).

Award decisions depend upon sufficient information being provided. Criteria for assessing applications may include justification of research, research objectives, applicant's familiarity with the relevant literature, relevance of project for the ISMR, methods to be used, proposed dates and amount of time required, appropriate justification of all budget items including roles and qualifications of proposed research assistants.

Applicant's Name: _____ Date: _____

Research Advisor's Name: _____ Date: _____

Dean/Director's Name: _____ Date: _____

INSTRUCTIONS for SUBMITTING APPLICATION

1. Save this completed application form to your computer
2. Email this application form as an attachment to the ISMR office
3. Attach your Research Summary (maximum 5 pages) as a Word document (.doc)
4. Attach overall budget for project- Word document (.doc)

ISMR email address: ismr@ismr-org.com