

**Foundation for Anesthesia Education and Research**

**Research Grant Application Guide  
January 18, 2010**

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[www.faer.org](http://www.faer.org)**

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## FAER GRANT DOWNLOADABLE FORMS

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# CURRENT FAER GRANT OPPORTUNITIES

**Table: FAER Grants**

<b>PROGRAM</b>	<b>Mentored Research Training Grants</b>		<b>Research Fellowship Grant</b>	<b>Research in Education Grant</b>
<b>CATEGORY</b>	<b>Mentored Research Training Grant- Basic Science (MRTG-BS)</b>	<b>Mentored Research Training Grant- Clinical and Translational (MRTG-CT)</b>	<b>Research Fellowship Grant (RFG)</b>	<b>Research in Education Grant (REG)</b>
<b>PURPOSE</b>	Allow applicant to become independent investigator.	Allow applicant to become independent investigator.	Provide significant training in research techniques and scientific methods.	Improve quality and productivity of education and research in anesthesiology.
<b>FOR WHOM</b>	Instructor or Assistant Professor, no more than 10 years after completion of residency or fellowship.	Instructor or Assistant Professor, no more than 10 years after completion of residency or fellowship.	Anesthesiology resident after CA-1 year.	Junior or senior faculty.
<b>PERCENT RESEARCH TIME</b>	75%	75%	80%	40%
<b>DURATION</b>	2 Years	2 Years	1 Year	2 Years
<b>AMOUNT</b>	Year 1: \$75,000 Year 2: \$100,000	Year 1: \$75,000 Year 2: \$100,000	Year 1: \$75,000	Year 1: \$50,000 Year 2: \$50,000

## GRANT DESCRIPTIONS

### Mentored Research Training Grants: Basic Science or Clinical and Translational

#### **Mentored Research Training Grant—Basic Science (MRTG-BS)**

This two-year grant (the first year is funded at \$75,000 and the second at \$100,000) receives funding for basic science research. Individuals who have completed their clinical anesthesia training and have academic appointments at the instructor or assistant professor level, no more than 10 years after completion of residency or fellowship, are eligible to apply. The recipient must be guaranteed 75% protected non-clinical time for research which may include research related to but not specifically for the project being funded. The research mentor must have a minimum of 40% non-clinical academic time devoted to research activities during the two-year duration of the grant. A detailed mentoring and career development plan is part of the application for an MRTG-BS

#### **Mentored Research Training Grant—Clinical and Translational (MRTG-CT)**

This two-year grant (the first year is funded at \$75,000 and the second at \$100,000) receives funding for clinical or translational research. Individuals who have completed their clinical anesthesia training and have academic appointments at the instructor or assistant professor level, no more than 10 years after completion of residency or fellowship, are eligible to apply. The recipient must be guaranteed 75% protected non-clinical time for research which may include research related to but not specifically for the project being funded. The research mentor must have a minimum of 40% non-clinical academic time devoted to research activities during the two-year duration of the grant. A detailed mentoring and career development plan is part of the application for an MRTG-CT.

### Research Fellowship Grant

#### **Research Fellowship Grant (RFG)**

A Research Fellowship Grant (RFG) provides a one-year \$75,000 grant to individuals participating in a clinical training program that is part of an ACGME-approved anesthesiology residency program. This 12 contiguous months of FAER sponsored research must be combined with at least 6 months of research that is part of the residency program continuum (CBY – CA3 years), consistent with the ABA templates for research, for a total of 18 months of research experience. Alternately, the 12 months of FAER-sponsored research can be in conjunction (either before or after) a one-year clinical fellowship that is sponsored by an ACGME-approved residency program. A research mentor must be identified and provide written commitment to strong, direct involvement in all research activity. During the 12-month fellowship period the recipient will be required to spend a minimum of 80% of his or her time in research related to but not specifically on the project.

### Research in Education Grant

#### **Research in Education Grant (REG)**

A Research in Education Grant (REG) is a two-year grant awarded competitively to individuals who have completed their clinical anesthesia training and have academic faculty appointments. The REG is intended to stimulate career development for anesthesiologists interested in research into the concepts, methods and techniques of education in anesthesiology in all its forms, including novel approaches to educating medical students, residents, fellows and practicing physicians. Applications from both junior and senior faculty are accepted. A mentor with expertise in education is required for all applicants. Each of the two years is funded at \$50,000 per year. The recipient must be guaranteed a minimum of 40% protected non-clinical time for research related to this education project. Application may be made for a second two-year award and will be reviewed competitively with other applications.

## SUBMISSION DEADLINES

February 16 will be the only deadline for 2010. More than two resubmissions of the same grant are not permitted.

## APPLICANT ELIGIBILITY AND GRANT REQUIREMENTS

### General Eligibility Requirements (see also specific grant eligibility requirements):

- U.S. citizen, permanent U.S. resident, or holder of H-1 or O-1 visa with minimum of three years remaining.
- Active or Resident member of American Society of Anesthesiologists.
- A graduate and licensed physician
  - MRTG/REG: Who has completed an ACGME-accredited anesthesiology residency program by the time of the grant award and is certified by the American Board of Anesthesiology or in the examination system. (If credit for equivalent training and/or certification is requested, please provide detailed information to be reviewed by the FAER Credentials Committee.)
  - RFG: Who is enrolled in an ACGME-approved training program in Anesthesiology or accepted into a clinical fellowship program sponsored by an ACGME-approved training program in Anesthesiology.

### Mentored Research Training Grant Requirements

- At the time a Mentored Research Training Grant receives funding, the applicant must be:
  - Instructor or Assistant Professor faculty appointment.
  - No more than 10 years after completion of residency or fellowship training.
- The MRTG is not intended for investigators who are or have been recipients of significant extramural funding (e.g., RO1, KO8, etc.) and is not intended for established investigators changing areas of interest.
- The Anesthesiology Department Chair must:
  - Guarantee that a minimum of 75% of the applicant's professional time and effort will be available for research related to but not specifically intended for this project.
  - State that the applicant will have an academic faculty appointment for the duration of the grant.
  - Assure availability of technical support, space and facilities for the proposed research.
  - Assure responsible administration of funds with annual reporting of their disbursement and refunding of unused funds to FAER.
- An experienced investigator must be identified as the research mentor, have a faculty appointment at the Associate Professor level or above and make a written commitment to continuous, direct supervision of the applicant in developing research expertise and achieving the goals of the research proposal. The research mentor is not required to have a primary appointment in anesthesiology.

### Research Fellowship Grant Requirements

- At the time a Research Fellowship Grant receives funding, the applicant must be a graduate physician (e.g., MD or DO degree) enrolled in an ACGME-approved training program in Anesthesiology or accepted into a clinical fellowship program sponsored by an ACGME-approved training program in Anesthesiology.
- The Anesthesiology Department Chair must:
  - Verify that the applicant is in good standing in the residency training program or has been accepted into a clinical fellowship program sponsored by the training program.
  - Approve the applicant's proposal for research training and if applicable state that this proposal has been approved by the ABA.
  - Guarantee that 80% of the applicant's professional time and effort will be devoted to research related to this project. The remaining 20% may be spent in clinical anesthesia practice. This clinical activity must not exceed a single 10-hour daytime commitment per week. No night, weekend or holiday on-call activity is allowed.
  - Assure availability of technical support, space and facilities for the proposed research.
  - Assure responsible administration of funds with annual reporting of their disbursement and refunding of unused funds to FAER.
- An experienced investigator must be identified as the research mentor and make a written commitment to continuous, direct supervision of the applicant in developing research expertise and achieving the goals of the research proposal.
- The career development plan is an important part of this application and should be carefully described. If the fellowship is in conjunction with a clinical fellowship, a summary of the clinical fellowship experience and the connection between the clinical experience and the research experience must be provided.

- Applications by investigators who have received previous extramural funding (e.g., as part of an MD-PhD program) are discouraged.

### Research in Education Grant Requirements

- The Research in Education Grant is available for faculty of all ranks.
- The Anesthesiology Department Chair must:
  - Guarantee that a minimum of 40% of the applicant's professional time and effort will be available for research related to this education project.
  - State that the applicant will have an academic faculty appointment for the duration of the grant.
  - Assure availability of technical support, space and facilities for the proposed research.
  - Assure responsible administration of funds with annual reporting of their disbursement and refunding of unused funds to FAER.
- An experienced medical educator, Associate Professor or above, must be identified as the education research mentor and make a written commitment to continuous, direct supervision of the applicant in developing research expertise and achieving the goals of the research proposal. The education research mentor is not required to have a primary appointment in anesthesiology, but should have demonstrated expertise in medical education.

## FUNDING

- Award Payment:
  - **MRTG:** The award is \$75,000 for the first year and \$100,000 for the second year, paid to the institution in quarterly installments. Renewal for the second year is contingent on the FAER Board's favorable review of the interim report specified below.
  - **RFG:** The award is \$75,000 for one year, paid to the institution in quarterly installments.
  - **REG:** The award is \$50,000 for each of the two years of the grant, paid to the institution in quarterly installments. Renewal for the second year is contingent on the FAER Board's favorable review of the interim report specified below.
- A realistic budget for funding the entire research proposal must be submitted. The intended use of the FAER award should be specified and any additional sources of funding required for the project to be completed must be identified.
- All extramural funds requested or currently available to the applicant (for this project or others) must be identified in the application. The overlap between such requested funds and funds requested from FAER must be detailed in the grant application. If such support is obtained during the grant year(s), FAER must be notified immediately.
- The award will be made to an institution on behalf of a specific trainee and research mentor. Awards cannot be transferred to another individual. Ordinarily, awards cannot be transferred to another research mentor. Transfer to another institution can be made only in exceptional circumstance and only with prior permission from FAER.
- The award may be used solely as salary or divided among salary, supplies, equipment, and services specifically related to the proposed research project.
- The total salary for the applicant and all salary sources must be specified in the grant application.
- The following costs are not allowed: indirect costs, computers not directly justified by the research, travel, secretarial or administrative costs, and alterations and renovations.
- Incremental patient costs directly related to the study are allowed for clinical research.
- With permission from FAER, unexpended funds from Year 1 may be carried over to Year 2 (MRTG and REG only).
- Funds may be re-allocated among the budgeted categories with FAER's permission.
- The award for the first year can begin as early as July 1 for the February 15 deadline and January 1 of the following year for the August 15 deadline. (For calendar year 2010 there will be only one submission date: February 16.)
- It is expected that the grantee will complete his or her research within the time frame designated at the time of the award. Should a grant recipient be unable to complete this research during the term of the grant, an application letter for a short-term, no-cost extension in which to complete the research project and expend grant funds must be submitted to the FAER office. (Contact the FAER office for further instructions.) The extension requires prior approval of the FAER office and the Chair of the FAER Grant Awards Review Committee. Requests must be made to the FAER office by May 15 (for July 1 start date) or November 15 (for January 1 start dates) of the second year of the grant. (Note that there will be one submission date in 2010: February 16.)

# **REPORTING**

## **Mentored Research Training and Research in Education Grants**

- The recipient must submit a report by May 15 (for July 1 start dates) or November 15 (for January 1 start dates) of the first year of the grant period describing accomplishments to date, the current status of the project, and any revisions of the specific aims and goals. The research mentor must submit a report at the same time describing the recipient's progress in the proposed career development program. Reaffirmation of commitments by the recipient, research mentor, and department chair must accompany the report. Any changes in the recipient's extramural funding must be reported. The financial report must summarize the expenditures and the amount to be carried over to Year 2. The continuation of the grant for Year 2 will be dependent on a favorable evaluation of the interim report by the FAER Board.
- A final report summarizing research accomplishments and career development of the recipient is due 30 days after the completion of Year 2 of the award and should include one copy of publication(s) resulting from work during the grant period and a final detailed financial statement. Subsequent research grant applications either in the peer-review process or those actually funded should be identified by title, applicants' names and institutional affiliations, amount of funding sought/awarded and the funding agency. This report should be prepared jointly by the grant recipient and research mentor. Failure to complete the final report in a timely fashion may jeopardize consideration of subsequent applications from the institution.
- If there is a change in the research mentor, the recipient must notify FAER in writing and the new mentor must be approved by the FAER Board.

## **Research Fellowship Grant**

- A final report is due one month after the completion of the year of the fellowship, and is to be jointly prepared by the research mentor and grantee. It should summarize the progress made by the recipient in terms of career development and research accomplishments and provide a detailed financial report for all funds awarded. One copy of abstracts, publications, and submitted manuscripts should accompany the final report. Failure to complete the final report in a timely manner may jeopardize consideration of subsequent applications from the institution.

# GENERAL INSTRUCTIONS FOR PREPARING AND SUBMITTING A GRANT APPLICATION

## Page Format Specification

The following instructions must be followed or the application will not be accepted. The proposal should be written by the applicant with the assistance of a research mentor.

Page	Fillable Form	Page Limit	Line spacing	Formatting
<a href="#">Title Page</a>	Yes	1	---	<ul style="list-style-type: none"> <li>▪ Arial or Helvetica font 11 point or larger is required (Do not use a font variation such as Arial Narrow or Helvetica Narrow).</li> <li>▪ Type density, including characters and spaces, must be no more than 15 characters per inch.</li> <li>▪ It is acceptable to use a Symbol font to insert Greek letters or other special characters. Do not use symbol or special characters in project title.</li> <li>▪ A 9 point font size may be used for figures, graphs, diagrams, charts, tables, figure legends, and footnotes.</li> <li>▪ Margins of 0.5" right and left and 1.0" top and bottom must be maintained.</li> <li>▪ Type must be clear, legible, and in black ink so that it can be cleanly copied.</li> </ul>
<a href="#">Table of Contents</a>	Yes or use PDF Bookmarks or Both	1	---	
<a href="#">Biographical Sketch</a>	Yes	4 (per individual)	---	
Budget Detail and Justification ( <a href="#">MRTG</a> , <a href="#">REG</a> , <a href="#">RFG</a> )	Yes	None	---	
Abstract	No	1 page, ≤ 250 words	3 lines per inch (double spaced)	
Resubmission Statement	No	1 page	3 lines per inch (double spaced)	
Research Plan: <ul style="list-style-type: none"> <li>▪ Specific Aims,</li> <li>▪ Background and Significance</li> <li>▪ Preliminary Studies,</li> <li>▪ Experiment Design and Methods</li> <li>▪ References</li> </ul>	No	12 pages	3 lines per inch (double spaced)	
Mentoring and Personal Development Plan	No	4 pages	3 lines per inch (double spaced)	
IRB/IACUC Approval	No/Provided by applicant	None	---	
Letters of Commitment and Recommendations	No	None	---	
<a href="#">Acceptance of Conditions</a>	Yes	1 page	---	
Checklist ( <a href="#">MRTG</a> , <a href="#">REG</a> , <a href="#">RFG</a> )	Yes	None	---	

Title Page: See Fillable Form.

1. Indicate type of grant (Mentored Research Training Grant: Basic Science Research or Mentored Research Training Grant: Clinical Research (MRTG-BS, MRTG-CT), Research Fellowship Grant (RFG), Research in Education Grant (REG).
2. Check yes and insert category of RFA if submission is in response to specific request for applications.
3. Insert name of applicant applying for grant.
4. Insert institution where research will be performed.
5. Indicate name of primary research mentor.
6. Insert name of Chair of the Anesthesiology Department where the research is performed.
7. Project Title. Do not exceed 150 characters (including spaces and punctuation). Do not include symbols or Greek characters. Submit a resubmission application using the same title as the previous grant application.
8. Date application is submitted.
9. Type of submission. Indicate if this grant application is new or a resubmission.
- 10-13. Position title: Indicate academic or professional title. Mailing address: Provide complete mailing address including room number, building, and street. Communication with these individuals will be mailed to the corresponding address. Provide daytime telephone number, fax and email of each individual.
14. Project Specific Key Words: List 4 keywords or short phrases that specifically describe your research.
15. General Key Words: List 4 general keywords to describe type (i.e., basic science, critical care, etc.).
16. Checks Payable: Indicate name to appear on check. Enter mailing address for the check if different than that of the financial officer.
17. Proposed starting date: either January 1 (August 15<sup>th</sup> deadline) or July 1 (February 15<sup>th</sup> deadline). (For calendar year 2010 there will be only one submission date: February 16.)
18. Proposed FAER Budget for Year One and Year Two. Do not include other funds (see budget sheet).
19. Institutional Human/Animal Research Approval. Indicate current status of IRB or IACUC approval.
20. Confirm general eligibility of applicant. See also specific grant eligibility requirement.
21. The applicant's signature is required certifying that the information is correct.

Table of Contents: The table of contents and bookmarks (PDF File only) should be in the following format:

- Title page
- Biographical Sketches
  - Applicant
  - Research Mentor
- Budget Forms
  - Part 1- Detailed
  - Part 2- Justification complete
- Abstract
- Resubmission Statement (*If applicable*)
- Research Plan Content
  - Specific Aims
  - Background and Significance
  - Preliminary Studies
  - Experimental Design and Methods
  - References
- Mentoring and Personal Development Plan
- Letters of Support
  - Department Chair
  - Two Senior Faculty Members
  - Research Mentor
- IRB/IACUC Approval
- Acceptance of Conditions
- Appendix

Biographical Sketches: To be filled out by applicant and the research mentor using the format provided in this application packet. See fillable form.

**Budget:** Complete the budget sheets for the specific grant provided including the detail and justification of expenses. See fillable forms: [MRTG Budget](#), [REG Budget](#), [RFG Budget](#).

**Abstract:** In 250 words or less concisely state the broad, long-term objectives and specific aims of the project, relationship to anesthesiology, and research design and methods. The abstract should be a succinct and accurate description of the proposed work that is understandable apart from the application.

**Resubmission Statement:** If you have previously submitted any project to FAER, a resubmission statement is required. If submitting a revised application, provide a summary of the differences between this and the previous application addressing the critiques of the original application point-by-point. If you are reapplying to FAER with a completely different research protocol, this statement should indicate how and why this project differs from the previous application.

**Research Plan:**

**Specific Aims.** State the long-term objectives and describe concisely what the research is intended to accomplish and the hypotheses to be tested.

- **Background and Significance.** Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and identify gaps that this project is intended to fill.
- **Preliminary Studies.** Use this section to provide an account of the applicant's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and competence of the investigator to pursue the proposed project.
- **Experimental Design and Methods.** Describe in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
- **References.** Cite only the most important, relevant literature.

**Mentoring and Personal Development Plan:** Include details about the role of the research mentor in the proposed research, specifics regarding the educational program for the applicant and how this award and the research mentor's teaching will prepare the applicant for a research career. Indicate how much of the research mentor's professional time is available for research and how much is specifically available for this project. Indicate the benefits of this program to the career development of the applicant and the development of the applicant as an independent investigator. The proposed elements of career development (e.g., short courses and workshops, directed study, other courses) should be specified in detail.

**Human or Animal Use Review:** A letter of approval from the appropriate institutional human or animal use review committee must be included. If the study does not require this approval or if the application is submitted before approval is obtained, a letter of explanation must be included. Notification of institutional approval must be received in the FAER office prior to any award being made.

**Letters of Commitment and Recommendation:** Letters should be collated in the grant application; avoid submitting under separate cover.

- Letter from chair indicating the following:
  - State professional duties and responsibilities of the applicant during the period of the grant, including percent time devoted to this project.
  - Confirm applicant's academic appointment for the duration of the grant.
  - Assure availability of technical support, space, and facilities for the proposed research.
  - Assure responsible administration of funds with annual reporting of their disbursement and refunding of unused funds to FAER.
  - If the research mentor is in the chair's department, guarantee the percent of the research mentor's professional time and effort that will be for research-related activities.
  - Evaluation of the applicant's commitment to academic anesthesiology and potential for academic advancement.
  - Commitment to support the applicant's development during the award period.
- Letter of commitment from research mentor

- Letters of recommendation and evaluation for the applicant from two senior faculty members, other than the research mentor, in or outside the applicant's department.

Acceptance of Conditions: Applicant, research mentor, and department chair must sign and date the acceptance form provided.

**Grant Application Checklist**: ([MRTG](#), [REG](#), [RFG](#)): Form must be completed and sent with grant application, noting that all information has been provided in the proper format.

## SUBMISSION OF APPLICATION

**Electronic Format**: Applications (including supporting documentation such as letters of recommendation) must be uploaded to the FAER website at <https://www.f aer.org/grants/upload.html> in Microsoft Windows compatible PDF format or Microsoft Word. Submit the application as one comprehensive file along with a separate file for each application component. Title each file with the applicant's name, grant submission deadline and the name of the document.

**EXAMPLE: LastName\_FirstName\_Aug08\_CompleteGrant.pdf**

The applicant will receive email confirmation of the application submission. In addition, applications will be reviewed to confirm that all instructions have been followed. The results of that review will be emailed to the applicant.

NOTE: Applicants will not have access to applications after they have been submitted. If an applicant has submitted an application in error or wishes to make a change after submission, he or she should contact the FAER Office.

**Paper Format**: A paper copy of the application should arrive in the FAER office no later than two days after the February 15 or August 15 deadline. (For calendar year 2010 there will be only one submission date: February 16.)

## CONTACT INFORMATION

If you have questions, please contact FAER prior to submitting your application.

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