



# **FAER RESEARCH GRANTS OVERVIEW & REQUIREMENTS**

## **APPLICATION INSTRUCTIONS**

*updated 05/31/2016*

### **UPCOMING APPLICATION CYCLES**

#### **Fall 2016**

Application Deadline August 15, 2016

Announcement of Awards October 2016

#### **Spring 2017**

Application Deadline February 15, 2017

Announcement of Awards April 2017

# Contents

Introduction .....	3
Current Grant Opportunities.....	3
Upcoming Application Dates .....	3
Mentored Research Training Grants .....	4
Research Fellowship Grants .....	6
Research in Education Grants .....	8
Preparing a Grant Application .....	9
Biographical Sketch .....	9
Abstract .....	9
Resubmission Statement .....	9
Research Plan .....	9
Mentoring & Career Development .....	10
Rigor & Transparency.....	10
Budget .....	11
Letters of Commitment and Recommendation .....	11
Human Use or Animal Review .....	12
Application Instructions .....	13
Timeline .....	13
Formatting Instructions .....	13
Materials Checklist .....	14
Evaluation & Award Selection .....	15
Reporting & Post-Award Requirements .....	15

## **IMPORTANT NOTE: Application Instruction Changes or Clarifications from Previous Application Cycle(s)**

The following changes have been made to the FAER grant application process and are in effect for the August 2016 application cycle, with an application deadline of August 15. If you have previously applied for FAER funding, please pay special attention to these changes.

1. Research Strategy changed to seven pages; six pages for research strategy and one page for references. (See page 9).
2. If the primary mentor is not an anesthesiologist, the secondary mentor must be an anesthesiologist **AND** be employed at the same institution as the applicant. (See page 10).
3. No travel allowed on any of the grants offered. (See page 11).
4. Statement on “Rigor and Transparency” required as part of the mentoring plan. (See page 10).

# Anesthesiology Research Grant Program

The Foundation for Anesthesia Education and Research provides research grant funding for anesthesiologists and anesthesiology trainees to gain additional experience in basic science, clinical and translational, health services and education research. Current grant funding opportunities include:

- Mentored Research Training Grants (MRTGs)
  - Mentored Research Training Grant – Basic Science
  - Mentored Research Training Grant – Clinical or Translational
  - Mentored Research Training Grant – Health Services Research
- Research Fellowship Grant (RFG)
- Research in Education Grant (REG)
- Transition to Independence Grant (TIG) – **NEW** in 2016! *Note: TIG eligibility requirements and application information can be found at [faer.org/research-grants/transition-to-independence-grant/](http://faer.org/research-grants/transition-to-independence-grant/).*

For early career anesthesiologists interested in pursuing careers as physician-scientists, an RFG or MRTG can be an important starting point. These grants aim to help anesthesiologists develop the skills and preliminary data they need to become independent investigators. The REG aims to advance the careers and knowledge of anesthesiologists interested in researching the concepts, methods and techniques of education in anesthesiology. The goal is to improve the quality and productivity of education and research in anesthesiology.

## Current Grant Opportunities

CATEGORY	MENTORED RESEARCH TRAINING GRANT	RESEARCH FELLOWSHIP GRANT	RESEARCH IN EDUCATION GRANT	TRANSITION TO INDEPENDENCE GRANT*
RESEARCH AREAS	Basic science (MRTG-BS) Clinical and translational (MRTG-CT) Health services research (MRTG-HSR)	Basic science, clinical, translational, health services or education research	Education research	Basic science, clinical, translational, health services research
PURPOSE	To help anesthesiologists develop the skills and preliminary data to become independent investigators	To provide significant training in research techniques and scientific methods	To improve the quality and impact of anesthesiology education research	To support the transition of investigators from mentored training-focused support to independent (non-mentored) research support
FOR WHOM	Faculty member who completed core anesthesiology residency within the past 10 years	Anesthesiology trainee after CA-1 year	Faculty member of any rank (junior or senior faculty)	Faculty member who completed a FAER MRTG grant within the past two years
FUNDING	\$175,000	\$75,000	\$100,000	\$75,000
DURATION	Two years	One year	Two years	One year
% RESEARCH TIME	75%	80%	40%	75%

\*TIG eligibility requirements and application information can be found at [faer.org/research-grants/transition-to-independence-grant/](http://faer.org/research-grants/transition-to-independence-grant/).

## Upcoming Application Dates

### FALL 2016 CYCLE

Online application opens June 1, 2016  
**Applications due August 15, 2016**  
 Award notifications made in October 2016  
 Deadline to accept award November 2016  
 Project start date January 1, 2017 or July 1, 2017

### SPRING 2017 CYCLE

Online application opens November 1, 2016  
**Applications due February 15, 2017**  
 Award notifications in April 2017  
 Deadline to accept award May 2017  
 Project start date July 1, 2017 or January 1, 2018

# Mentored Research Training Grants

## MRTG OVERVIEW

Mentored Research Training Grants help anesthesiologists develop the skills, preliminary data for subsequent grant applications and research publications needed to become independent investigators.

The MRTG is a two-year, \$175,000 primary investigator award (no co-investigators) that provides funding to faculty members who have completed their core anesthesiology residency training within the past 10 years. Year one is funded up to \$75,000, and year two is funded up to \$100,000. The MRTG requires 75 percent protected nonclinical time for research.

## AREAS OF RESEARCH

The proposed project must be in basic science, clinical or translational, or health services research.

### **Mentored Research Training Grant – Basic Science**

Studies pertaining to any of the fundamental questions broadly related to anesthesiology. Typically laboratory experiments with cells or animals.

### **Mentored Research Training Grant – Clinical or Translational**

Research conducted with human subjects, or on material of human origin such as tissues, specimens and cognitive phenomena, for which the investigator directly interacts with human subjects. It includes mechanisms of human disease, therapeutic interventions, clinical trials and/or development of new technologies. Studies would typically require approval from the local institutional review board.

### **Mentored Research Training Grant – Health Services Research**

Outcomes and health services research examines how people obtain access to health care, the cost of care and what happens to patients as a result of this care. The main goals of health services research are to identify the most effective ways to organize, manage, finance and deliver high quality care.

## ELIGIBILITY

*At the time of the award, applicants must meet the following eligibility requirements.*

- U.S. citizen, permanent U.S. resident, or holder of H-1 visa with minimum of three years remaining. A J-1 visa holder would not qualify.
- Graduate physician with an unexpired, permanent, unconditional and unrestricted license to practice medicine or osteopathy in at least one state or jurisdiction of the U. S.\*
  - No more than 10 years from completion of initial core anesthesiology residency training, regardless of fellowships after residency, whether or not from an ACGME-accredited program.\*  
*For August 2016 applications, core anesthesiology residency training graduation/completion year must be 2007 or later.*
  - *For February 2017 applications, core anesthesiology residency training graduation/completion year must be 2008 or later.*
- Certified by the American Board of Anesthesiology or in the examination system.\*
- Active member of the American Society of Anesthesiologists.
- Recipients of a FAER MRTG grant may not simultaneously be receiving support from an NIH T32 grant. MRTG applicants may at the time of the MRTG application be on a T32, but cannot accept or delay an awarded MRTG while on the T32.

The MRTG is not intended for investigators who have received significant extramural funding, such as NIH R-awards, K23, K08, K12, KL2 or AHA Young Investigator Awards. FAER does not allow for concurrent funding of an MRTG with these or similar awards.

The MRTG is not intended for established investigators who are changing areas of interest.

Grant recipients of a MRTG award agree to submit their work to the first ASA annual meeting to be held after the conclusion of their MRTG. The Department Chair must commit to provide recipients with the time to present their research at this meeting, if their research is accepted for presentation. FAER will reimburse travel costs up to \$2000 for presentation of the research at the ASA annual meeting, in addition to the direct costs of the MRTG.

\*The FAER Grant Management Committee will consider applicants with equivalent training or acceptance into ABA Alternative Entry Path (AEP). The acceptance letter must be provided to FAER before a grant award can be made. Submit questions regarding eligibility to Jody Clikeman, Program Specialist, at [JodyClikeman@faer.org](mailto:JodyClikeman@faer.org). Note that you may be asked to submit a *curriculum vitae* or other supporting documentation for the committee's review.

## RESEARCH TIME

- During the two years of FAER-funded research, the recipient must devote a minimum commitment equivalent of nine calendar person months — 75 percent of the PI's full-time appointment — to research and career development activities directly related to the FAER-funded project. (These activities may not necessarily be included in the specific aims of the FAER research plan.)
- The percent effort on the FAER-funded research and the percent of time on career development activities should be described in the budget justification.
- The remaining 25 percent effort can be divided among clinical and teaching activities only if these activities are consistent with the recipient's development into an independent anesthesiologist clinician-scientist or health services researcher.

## FUNDING

- The total funding amount for a Mentored Research Training Grant is \$175,000.
- Year one will be paid up to \$75,000. Year two will be paid up to \$100,000.
- Quarterly grant payments are made to the institution, not directly to the award recipient.
- Award renewal for the second year is contingent on the FAER Board of Directors' favorable review of the interim report.

# Research Fellowship Grants

## RFG OVERVIEW

Research Fellowship Grants are intended to provide anesthesiology residents and fellows with the opportunity to obtain significant training in research techniques and scientific methods.

The RFG is a one-year (12-month), \$75,000 primary investigator (no co-investigators) award for anesthesiology trainees after the CA-1 year. The RFG is awarded in conjunction with clinical training in an anesthesiology residency or fellowship program. The RFG requires 80 percent research time.

## ELIGIBILITY

*At the time of the award, applicants must meet the following eligibility requirements.*

- U.S. citizen, permanent U.S. resident, or holder of H-1 visa with minimum of three years remaining. A J-1 visa holder would not qualify.
- Graduate physician who is enrolled in an ACGME-accredited residency program in anesthesiology or who is accepted into a clinical fellowship program sponsored by an ACGME-accredited residency program in anesthesiology. Note that the particular clinical fellowship program does not need to be ACGME-accredited.
- Active or resident member of the American Society of Anesthesiologists.
- The RFG is not intended for residents and fellows who have received previous extramural funding (more than \$100,000).

## RESEARCH TIMELINE REQUIREMENTS

Prior to beginning FAER-funded research, the recipient must have completed at least six months of research as a part of their core residency program (CA1 – CA3). This work should be consistent with the American Board of Anesthesiology templates for research. *The six months of research must be completed before the start of a FAER-funded project, but it does not have to be completed before submitting a FAER grant application.*

### RFG Timeline Options

- OPTION 1: Complete the 12 months of FAER-funded research during anesthesiology residency. To meet residency requirements set by the ACGME and individual anesthesiology departments, the 12 months of FAER-funded research may be spread out over an 18- or 24-month period. Total residency program time would include the CA1 - CA4 years.
- OPTION 2: Complete the 12 months of FAER-funded research immediately before a one-year clinical fellowship sponsored by an ACGME-accredited residency program.
- OPTION 3: Complete the 12 months of FAER-funded research immediately after a one-year clinical fellowship sponsored by an ACGME-accredited residency program.
- OPTION 4: Intersperse the 12 months of FAER-funded research within a one-year clinical fellowship sponsored by an ACGME-accredited residency program. The combined clinical fellowship and FAER-funded research fellowship is expected to be the full 12 months longer than the clinical fellowship would be alone, even if research time is allowed during the clinical fellowship.

## PERCENT RESEARCH TIME

- During the 12 months of FAER-funded research, the recipient must devote a minimum commitment equivalent of 9.6 calendar person months — 80 percent of the PI's full-time appointment — to research and career development activities directly related to the FAER-funded project. (These activities may not necessarily be included in the specific aims of the FAER research plan.)

- The percent effort on the FAER-funded research and the percent of time on career development activities should be described in the budget justification.
- The remaining 20 percent 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. No moonlighting allowed.

## **FUNDING**

- The total funding amount for a Research Fellowship Grant is \$75,000.
- Quarterly grant payments are made to the institution, not to the award recipient.
- If the FAER-funded research time is spread out over a period greater than 12 months, FAER will adjust the payment disbursement schedule accordingly.

# Research in Education Grants

## REG OVERVIEW

The Research in Education Grant advances the careers and knowledge of anesthesiologists interested in improving the concepts, methods and techniques of education in anesthesiology. The REG is focused on developing innovative approaches for anesthesia education

The REG is a two-year \$100,000 primary investigator (no co-investigators) award that provides funding to anesthesiologists who have completed their clinical anesthesia training and have academic faculty appointments. It is available to faculty members of all ranks. Years one and two are funded up to \$50,000 each. The REG requires 40 percent research time.

## ELIGIBILITY

*At the time of the award, applicants must meet the following eligibility requirements.*

- U.S. citizen, permanent U.S. resident, or holder of H-1 or O-1 visa with minimum of three years remaining.
- Graduate physician with an unexpired, permanent, unconditional and unrestricted license to practice medicine or osteopathy in at least one state or jurisdiction of the United States.\*
- Graduate of an ACGME-accredited anesthesiology residency program.\*
- Certified by the American Board of Anesthesiology or in the examination system.\*
- Active member of the American Society of Anesthesiologists.

Former recipients of an REG may apply for a second REG award. Such applications will be reviewed competitively among all REG applications.

\*The FAER Grant Management Committee will consider applicants with equivalent training or acceptance into ABA Alternative Entry Path (AEP). The acceptance letter must be provided to FAER before a grant award can be made. Submit questions regarding eligibility to Jody Clikeman, Program Coordinator, at [JodyClikeman@faer.org](mailto:JodyClikeman@faer.org). Note that you may be asked to submit a *curriculum vitae* or other supporting documentation for the committee's review.

## RESEARCH TIME

- During the two years of FAER-funded research, the recipient must devote a minimum commitment equivalent of 4.8 calendar person months — 40 percent of the PI's full-time appointment — to research and career development activities directly related to the FAER-funded project. (These activities may not necessarily be included in the specific aims of the FAER research plan.)
- The percent effort on the FAER-funded research and the percent of time on career development activities should be described in the budget justification.
- The remaining 60 percent effort can be divided among clinical and teaching activities only if these activities are consistent with the recipient's development into an independent anesthesiologist education researcher.

## FUNDING

- The total funding amount for a Research in Education Grant is \$100,000.
- Year one may be paid up to \$50,000. Year two may be paid up to \$50,000.
- Quarterly grant payments are made to the institution, not to the award recipient.
- Award renewal for the second year is contingent on the FAER Board of Directors' favorable review of the interim report.



# Preparing a Grant Application

The information in this section applies to all FAER grant types (MRTG, RFG, REG). Please also see the formatting instructions and guidelines, starting on page 9.

## BIOGRAPHICAL SKETCH

**Applicant:** Use the latest FAER version of the current NIH biosketch template. (The template is available at [FAER.org/research-grants/apply](http://FAER.org/research-grants/apply)).

**Mentor(s):** Submit one biosketch for each mentor. Use the standard current NIH biosketch template. (The template is available at [FAER.org/research-grants/apply](http://FAER.org/research-grants/apply)).

For the applicant and the mentor(s), the personal statement is an important part of the biosketch. Information provided within the biosketch personal statement is considered during grant review. The personal statement should be tailored to the specific grant application and used to convey information about your relevant qualifications and experience related to your role in the grant. The personal statement is most often written in the first person. For applicants, it should demonstrate your understanding of the project and how it will benefit your career, and for mentors, it should demonstrate your understanding of the project and how it will benefit your mentee's career.

## ABSTRACT

The abstract should state the broad long-term objectives and specific aims of the project, its relationship to anesthesiology, as well as the research design and methods. The abstract should be a succinct and accurate description of the proposed work that can be understood when read apart from the application.

## RESUBMISSION STATEMENT

If you have previously submitted any research proposal to FAER, you must include a resubmission statement within your application. If you previously received a FAER grant, indicate what type of grant and year.

If you are submitting a revised application, the resubmission statement should provide a summary of the differences between this and the previous application. It should address the critiques of the original application point by point. Applicants may submit up to two resubmissions of a revised research grant proposal.

If you are reapplying to FAER with a completely different research protocol, the resubmission statement should indicate how and why this project differs from the previous application.

## RESEARCH PLAN

The research plan is the core of the application. Particularly, because of page limitations, the research plan should be developed in conjunction with the applicant's mentor(s). It must include the following sections.

- **Specific Aims:** State the long-term objectives of the research and describe what the research is intended to accomplish. State the hypotheses to be tested.
- **Background and Significance:** Briefly sketch the background of the research proposal, critically evaluate existing knowledge, and identify the 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 research proposal. Also include any other information that will help to establish the experience and competence of the investigator to pursue the proposed project. Although it is understood that many applicants will not have personally developed preliminary data, it is important to discuss the relevant preliminary studies done in the mentor's or other laboratories that lend credence to the proposed research.
- **Experimental Design and Methods:** Describe the experimental design and the procedures to be used to accomplish the specific aims of the project. Include the means by which data will be collected, analyzed and interpreted. Describe any new methodology and its advantage over new methodologies. Discuss the potential difficulties and limitations of the proposed procedures and provide alternative approaches to achieve the aims.
- **References:** Cite only the most important, relevant literature.

## **MENTORING, CAREER DEVELOPMENT AND RIGOR & TRANSPARENCY**

The mentorship and career development sections are major elements of FAER research grant applications and are weighted heavily in the scoring.

### **Mentor Selection & Requirements**

Identifying a research mentor or mentorship team is an important step in the application process and is a key element in the review committee's assessment of an application.

The applicant is responsible for selecting an experienced investigator to serve as a primary research mentor. The primary mentor should be committed to supervising the proposed research and career development experience of the applicant. It is also important that the mentor be an active investigator, preferably with extramural funding, in the area of the proposed research.

During the duration of the grant, primary mentors who have clinical responsibilities must have 40 percent protected non-clinical time for research activities.

The primary research mentor should have a faculty appointment at the associate professor level or above and be at the same institution of the application. The research mentor is not required to have a primary appointment in anesthesiology; however, if the research mentor is not an anesthesiologist, the applicant is required to identify a secondary mentor who is an anesthesiologist, at the applicant's institution, and will provide support as part of a mentorship team.

### **Mentoring Plan**

The mentoring plan should be written by the primary mentor — in the mentor's voice — with input from a secondary mentor, if present. The mentoring plan should clearly describe the roles of the mentor(s) in the proposed research.

The mentoring plan should outline the course of action for developing the applicant's research career. This should include details on how the FAER award and the research mentor's teaching will prepare the applicant for a research career and will guide the applicant's development as an independent investigator. These elements of the mentoring plan should be coordinated with the applicant's research strategy and career development plan.

The mentoring plan should also provide a generalized understanding of the primary (and secondary) mentor's experience in training and mentoring, if not fully described in the mentor's biosketch personal statement. Full training tables are not needed or desired, but the mentoring plan should provide a general description of any roles on training grants, as well as previous protégés and their career trajectories, current positions and success in becoming independent investigators.

Finally, the mentoring plan should indicate how much of the research mentor's professional time is available for research and how much of that time is specifically available for mentoring the proposed project.

### **Rigor and Transparency**

In response to growing concern regarding failure to replicate major findings in preclinical research, NIH has added a new section on "Rigor and Transparency of Reporting" to their grant applications. FAER aims to support new investigators in part by preparing them to construct applications similar to those they will use at the NIH. The mentor should include a paragraph in the mentoring plan to address this in which they address the four factors required by the NIH. This provides another opportunity to further develop and demonstrate the quality of the mentoring relationship, a key determinant of FAER grant funding decisions. For more information on the NIH guidelines, visit [grants.nih.gov](https://grants.nih.gov). *(Click-through the link for more information).*

### **Career Development Plan**

The career development plan should be written by the applicant — in the applicant's voice — with input from the primary research mentor or mentorship team.

Within the career development plan, the applicant should describe their motivation and commitment to a research career and should outline short-term and long-term career objectives. The career development plan should show clearly how the proposed research will prepare the applicant for an independent career as a physician-scientist. The plan should describe

those specific elements planned for the training period, including formal or didactic training through courses, classwork, and participation in institutional research training (e.g. CTSA research training programs).

To prepare to write the career development plan, the applicant should conduct a realistic self-assessment to identify research abilities and skills, as well as strengths and areas that need development. Along with the mentor(s), the applicant should discuss current skills and strengths and compare them with those needed for the research career choice.

The career development plan should outline the outcomes of the self-assessment and should define the approaches that the applicant will use to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, supervision) together with anticipated time frames.

## BUDGET

As a part of the FAER grant application, the applicant must provide a detailed budget and justification of expenses using FAER’s budget template. (Budget templates are available at [FAER.org/research-grants/apply](http://FAER.org/research-grants/apply)).

The budget must outline funding for the entire research proposal and should specify the intended use of the FAER award. The budget should identify any additional sources of funding required to complete the project, and it should identify all extramural funds requested or currently available to the applicant — for this project or others. If there is overlap between funds requested from FAER and such extramural funds, please detail the overlap on the budget form.

### Additional Budget Guidelines

CATEGORY	REQUIREMENTS
<b>Salary</b>	<ul style="list-style-type: none"> <li>The award may be used for applicant’s salary (no cap).</li> <li>The total salary for the applicant and all salary sources must be specified in the budget.</li> <li>Salary support for the mentor(s) is not allowed.</li> <li>Salary support for post-doctoral research staff is not allowed.</li> <li>Research technician salary support is allowed with appropriate justification.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>FAER support is to be used primarily for ongoing research expenses. Major equipment purchases are considered to be the responsibility of the applicant’s Department. The award may be used for minor equipment expenses related to the research project, with sufficient justification, at the discretion of FAER. An article of tangible nonexpendable property that has a useful life of more than 1 year and an acquisition cost that equals or exceeds \$5,000.</li> <li>Expenses for computers not directly justified by the research are not allowed.</li> </ul>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>The award may be used for supply expenses related to the research project.</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>No travel is allowed in the budget.</li> </ul>
<b>Other Expenses</b>	<ul style="list-style-type: none"> <li>Incremental patient costs directly related to the study are allowed for clinical research.</li> <li>Indirect costs are not allowed.</li> <li>Secretarial or administrative costs are not allowed.</li> <li>Alterations and renovations are not allowed.</li> </ul>

## LETTERS OF COMMITMENT AND RECOMMENDATION

A PDF of each letter of recommendation should be provided to the applicant for uploading with the application.

### Department Chair

The letter of recommendation from the department chair should:

- Evaluate the applicant's commitment to academic anesthesiology and his or her potential for success in an academic career.
- Demonstrate commitment to support the applicant's development during the duration of the grant.

### **Research Mentor(s)**

The primary research mentor must provide a letter of commitment, not just a letter of recommendation that describes the mentor's involvement with the applicant and the preparation of the application to date, and dedication to continuous, direct supervision of the applicant in developing research expertise and achieving the goals of the research proposal. . If there is a secondary mentor, this individual must also provide a letter of involvement and commitment which describes their role and demonstrates their dedication. Do not include letters from each member of a mentoring team, if one exists

### **Senior Faculty Members**

In addition to the department chair letter and the mentor(s) letter(s), the applicant must provide two additional letters of recommendation and evaluation from senior faculty members, other than the research mentor(s), who work within or outside of the applicant's department. No more than two letters of recommendation and evaluation will be accepted. Others will be rejected.

### **HUMAN USE OR ANIMAL REVIEW (IRB OR IACUC APPROVAL)**

Provide a letter of approval from the appropriate institutional human or animal use review committee.

If this study does not require this approval, or if the application is submitted before approval is obtained, provide a letter of explanation. Notification of institutional approval must be received in the FAER office prior to any award payment being made.

# Application Instructions for MRTG, RFG and REGs

## DATES & DEADLINES

### FALL 2016 CYCLE

Online application opens June 1, 2016

**Applications due August 15, 2016**

Award notifications made in October 2016

Deadline to accept award November 2016

Project start date January 1, 2017 or July 1, 2017

### SPRING 2017 CYCLE

Online application opens November 1, 2016

**Applications due February 15, 2017**

Award notifications in April 2017

Deadline to accept award May 2017

Project start date July 1, 2017 or January 1, 2018

## APPLICATION FORMS

Application forms and templates can be found at [FAER.org/research-grants/apply](http://FAER.org/research-grants/apply).

## APPLICATION WEBSITE

The application website can be found via [FAER.org/research-grants/apply](http://FAER.org/research-grants/apply).

## FORMATTING INSTRUCTIONS

The research plan, mentoring plan and career development plan, as well as any supporting documents, should meet the following formatting specifications:

- Single-spaced (6 lines per inch)
- Arial or Helvetica font, size 11 pt.
  - 9 pt. font is acceptable for figures, graphs, diagrams, charts, tables, figure legends and footnotes
- Margins of 0.5" right and left, and 1.0" top and bottom
- Type density, including characters and spaces, must be no more than 15 characters per inch

## FAER RESEARCH GRANT APPLICATION MATERIALS CHECKLIST

	INSTRUCTIONS	FORMAT OF SUBMISSION	Character Count, Page Limit, File Size Limit
<b>Contact information</b>	Provide contact information for: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Department chair</li> <li>• Primary mentor</li> <li>• Secondary mentor</li> <li>• Research administrator</li> <li>• Financial officer</li> </ul>	Online text fields	N/A
<b>Biographical sketch</b>	Applicants should use the FAER version of the current NIH biosketch template. Mentors should use the current NIH biosketch template. Forms are available at <a href="http://FAER.org/research-grants/apply">FAER.org/research-grants/apply</a> .	File uploads	2 MBs per file
<b>Budget</b>	Use the budget form provided on <a href="http://FAER.org/research-grants/apply">FAER.org/research-grants/apply</a> . Follow the budget guidelines outlined on page 11.	File upload	No page limit 1 MB
<b>Abstract</b>	See page 9 for instructions and tips on what should be included in the abstract.	Online text field	1,750 characters maximum
<b>Resubmission statement</b>	If you have previously submitted any project to FAER, a resubmission statement is required.  See page 9 for instructions and tips on what should be included in the resubmission statement.	Online text field	2 pages maximum
<b>Research plan</b>	See page 9 for instructions and tips on what should be included in the research plan.	File upload	6 pages for research strategy & 1 page for references, single-spaced, Arial or Helvetica, 11 pt or larger  6 MBs
<b>Mentoring plan</b>	Written by the mentor.  See page 10 for instructions and tips on what should be included in the mentoring plan.	File upload	2 pages, single-spaced, Arial or Helvetica, 11 pt  1 MB
<b>Career development plan</b>	Written by the applicant.  See pages 10 and 11 for instructions and tips on what should be included in the career development plan.	File upload	2 pages, single-spaced, Arial or Helvetica, 11 pt  1 MB
<b>Human use or animal review</b>  <b>IRB/IACUC approval</b>	Provide a letter of approval from the appropriate institutional human or animal use review committee. OR Provide a letter of explanation of the status of IRB/IACUC approval.	File upload	No page limit  2 MBs
<b>Letters of commitment and recommendation</b>	<ul style="list-style-type: none"> <li>• Letter from the department chair</li> <li>• Letter(s) of commitment from the mentor(s)</li> <li>• Letters of recommendation and evaluation for the applicant from two senior faculty members</li> </ul>	File uploads	No page limit  2 MBs per file
<b>Acceptance of conditions</b>	Applicant, research mentors and department chair must sign the acceptance form provided on <a href="http://FAER.org">FAER.org</a> .	File upload	1 page  1 MB
<b>Appendix</b>	You may provide an appendix to your research plan. The appendix must not be used to circumvent the page limitations of the research plan or used for submitting preliminary data or resubmission statements. Materials allowed in an appendix include <b>relevant</b> manuscripts and/or abstract that are <b>accepted</b> for publication but not yet published (or published but an online journal link is not available). Surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents may be submitted in the Appendix as necessary.	File upload	1 MB

## EVALUATION & AWARD SELECTION

Members of the American Society of Anesthesiologists Committee on Research and the FAER Education Study Section evaluate FAER grant applications for scientific merit. Evaluations are based on National Institutes of Health criteria and methods. Written critiques are shared with all applicants.

The FAER Board of Directors awards grants based on the application's final score, provided by the ASA Committee on Research or the FAER Education Study Section. The number of grants awarded each year is dependent on available funding.

## REPORTING AND POST-AWARD REQUIREMENTS

### Interim Report

In order for grant funding to continue to the second year, all MRTG and REG recipients must submit an interim report to FAER. The report is due 45 days prior to the completion of year one of the grant (e.g. May 15 for a June 30 completion date, and November 16 for a December 31 completion date).

#### Instructions for Interim Reports

The report should be no longer than four pages and should:

- Provide an explanation for any deviation from the original specific aims
- Summarize studies performed, the outcomes of the studies and their relationship to the specific aims
- Summarize accomplishments to date, providing a concise account of the course of the study and other relevant information that illustrates the status of the grant
- List all publications or manuscripts that are in preparation (FAER-related and others)
- Provide a complete list of active and pending research support for the years the FAER grant is in effect
- Provide a financial report that summarizes year-one expenditures and the amount of funding requested to be carried over to year two. Also report any changes in the recipient's extramural funding.
- Reaffirm commitments by the recipient, research mentor(s) and department chair.

#### Additional Requirement for MRTG Interim Report

In addition to the four-page interim report, MRTG recipients must submit a one-page mentor report — written by the primary mentor — that summarizes the recipient's accomplishments and progress related to the career development and mentorship plans.

### Final Report

All MRTG, REG and RFG recipients must submit a final report to FAER, due 30 days after the completion of the grant.

Elements of the final report include:

- A report, written by the recipient with the mentor's guidance that describes accomplishments to date and the final status of the project.
  - The report should outline outcomes of the specific aims and goals of the research project.
  - The report should include a list of publication(s) resulting from the FAER-funded research project, as well as a list of subsequent research grant applications that are either in the review process or have been funded.
  - The report should also summarize the progress made by the recipient in terms of career development and research accomplishments.
- A detailed financial report that summarizes all expenditures and notes any unused funds that should be returned to FAER.