

# **MEFACCOG**

## **Postgraduate Research Grant Application and Guidelines**



*Medical Education Foundation  
of the  
American College of Osteopathic Obstetricians and Gynecologists*

8851 Camp Bowie West, Suite 275  
Fort Worth, TX 76116

*MEFACOOG / Bayer*  
*Research Grant Application*

***DUE DATE OF APPLICATION: November 1<sup>st</sup>***

Principal Applicant: \_\_\_\_\_  
Name

Home Address: \_\_\_\_\_

Daytime Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
City State Zip Code  
AOA #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Osteopathic Training Institution or OPTI: \_\_\_\_\_

Year of Training: 1 2 3 4 5 6 7 (Please circle one)

Program Director: \_\_\_\_\_

Co-Applicants, If Any: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Project Period:

Approximate date for commencement of project: \_\_\_\_\_

Approximate date for completion of project: \_\_\_\_\_

Description of Project: (Attach to application)

Budget: (Attach to application)

*NOTE: After announcement of grant winner, grant funds are given to the applicant's institution who is responsible for the distribution of funds.*

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**PROGRAM DIRECTOR SIGNATURE**

(applicable to residents or fellows in training)

\_\_\_\_\_  
**DEPARTMENT CHAIR SIGNATURE**

(for junior faculty at OPTI)

# ***MEFACOOG RESEARCH GRANT POLICIES AND GUIDELINES***

## **INTRODUCTION**

The Medical Education Foundation of the American College of Osteopathic Obstetricians and Gynecologists is funding grants for scientific research in the field of Obstetrics and Gynecology.

## **OBJECTIVE**

The research grant program is designed to promote the advancement of osteopathic medicine, to overcome constraints imposed by other funding sources by being as efficient as possible in the application process, and to encourage the development of a well-rounded and creative osteopathic physician.

## **CATEGORIES**

### **1. BASIC SCIENCE RESEARCH PROJECT:**

Proposals involving research into biology and mechanisms of the body with emphasis on normal and abnormal reproductive organs and processes.

### **2. CLINICAL RESEARCH PROJECT:**

Proposals must show that a known variable is purposefully introduced to effect a change. Proposals involving review of data, history or literature searches will not be considered as these fall outside the goals of the program.

## **ELIGIBILITY**

1. Applicants must be in an AOA approved OB/GYN residency training program in an Osteopathic institution or in a sub-specialty fellowship or junior faculty at an Osteopathic Postdoctoral Training Institution (OPTI).
2. Applicants who have previously received this research grant may compete again at a different grant cycle.
3. Applicants may list staff, faculty members, or trained hospital personnel as co-applicants.

## **APPLICATION**

Application should be made on the proper form for approval and funding of a described project. The MEFACOOG will publish application deadline dates each year. The application must be postmarked on or before the deadline date, which is currently November 1 of each year. A maximum of two (2) applications is allowed for each individual.

## **INSTRUCTIONS**

1. **COPIES:** One original and three copies of the application. Proposals must be typed, double spaced and one-sided. The format is similar to annual reports, but must include categories A-1 listed in the required outline described in the next section.

2. **LETTER OF APPROVAL:** Submit a letter or document from the department or school verifying that the research proposal is approved. If the proposal involves research in a clinic or hospital, an additional letter of approval must be obtained from the clinic or hospital administrator.
3. **COMPLIANCE WITH REGULATIONS:** The rights and welfare of subjects will be adequately protected. If human subjects are utilized, include informed consent, risks, benefits, and what steps are taken to assure patients are not participating against their will. Applicant must also provide a copy of an approved or submitted application to the Institutional Review Board (Committee for the Protection of Human Subjects) of the school or hospital.

Similarly, proposals involving animals should be accompanied by a copy of the approved or submitted application to the Animal Research Committee.

4. **PAGE LIMIT:** No maximum for the number of pages in the proposal; but there should be at least four (4) pages from the introduction to the significance sections and contain all requested information.

### **REQUIRED OUTLINE OF PROPOSAL**

1. **ABSTRACT:** This is the most important section. Applicant must describe problem or observation and give an explanation as to what appears to be happening (hypothesis). Applicant must then describe what must be done to solve the problem or confirm the observation, describe the methodology used, justification for the use of particular animal models and comment on possible outcomes of the experiments.
2. **BUDGET PAGE:** Applicant must state the following:
  - a. Total amount of funds requested
  - b. Date to begin the one-year support
  - c. The grant policy allows funds to be utilized for direct costs only. Itemize all expenses under:
    - 1) Equipment (Do not include computer equipment)
    - 2) Supplies
    - 3) Maintenance and animal care
    - 4) Miscellaneous
    - 5) Travel
  - d. Provide a brief justification for each item over \$100
3. **INTRODUCTION AND OBJECTIVES:**
  - a. Describe problem or observation and relate its general phenomena.
  - b. Mention pilot or related studies conducted by other researchers.
  - c. Include all background material on subject matter.
  - d. Hypothesize the problem and describe your objectives.
4. **EXPERIMENTAL DESIGN:** Outline briefly the experimental design, number of animals or patients used, the randomization of experimental groups, the controls, and the statistics that will be utilized.
5. **METHODS:** Describe the materials, animals, drugs and treatment schedules used. Include all experimental methods that will be used in the experiments.
6. **SIGNIFICANCE:** Comment on the expected outcomes and the significance of each outcome and relate the outcomes to the general phenomena.

7. REFERENCES CITED: In this section list all references, including books, journals, articles and abstracts.
8. FACILITIES AVAILABLE: Give a brief description of the facilities available for the project.
9. CURRICULA VITAE: Applicant must provide an updated curriculum vitae of himself/herself and co-applicants in this section. There is no limit for the number of pages for each curriculum vitae.

## **REVIEW PROCESS**

Applications will be reviewed by the ACOOG Research and Awards Committee. The applicants will be notified of the award and the process of funding will begin March 1.

## **AWARD INFORMATION**

The award is an amount of up to \$5,000 for the one-year period of research. The award could be spread among more than one applicant. The amount is to be expended as stated in the budget page accompanying the application. Grant extensions with no changes in the amount awarded are allowed if a written request is submitted to the College. Funds awarded are not transferable to another institution.

## **REPORTS AND PUBLICATIONS**

An applicant awarded a research grant is required to submit a progress report and an accounting of expenditures to the MEFACCOG, his/her program director, and/or department chairman. Upon review and approval of the progress report, including an accounting of expenditures by the MEFACCOG, the applicant is required to submit the completed project to the MEFACCOG, and submit it to a recognized journal for publication, if applicable, or present the research project at a Fall or Annual meeting of the College, wherein possible.

Research that is previously published or accepted for publication prior to application will not be eligible for grant funding. There is no restriction on presentation at other scientific meetings with the requirement that MEFACCOG be acknowledged as a funding source.

In those cases where a project may cover more than one year, an annual progress report, including an accounting of expenditures, must be submitted to the MEFACCOG, program director, and department chairman. Upon approval of the final progress report by the MEFACCOG, the resident is required to submit the completed project to the MEFACCOG and to a recognized journal for publication, if applicable, or present the research project at a Fall or Annual meeting of the College, wherein possible.

## **UNUSED FUNDS**

Funds that are not expended or committed at the end of the grant period are to be returned immediately to the MEFACCOG.

## **PATENT POLICY**

All patentable discoveries, inventions, enhancements or processes should be patented according to the patent policies set up at the residents, fellows or junior faculty's institution.

## **CORRESPONDENCE**

All correspondence should be directed to the Executive Director of the MEFACCOG by email and a hard copy via US mail, who will redirect inquiries to appropriate members of the committee.

# MEFACCOG RESEARCH GRANT EXPENSE SHEET

Institution: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Recipient: \_\_\_\_\_

Grant Period: \_\_\_\_\_

**PLEASE SUBMIT COPIES OF RECEIPTS WITH THIS REPORT**

## EQUIPMENT:

<u>Description</u>	<u>Amount Paid</u>
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## SUPPLIES:

<u>Description</u>	<u>Amount Paid</u>
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## LABOR (IF ANY):

<u>Description</u>	<u>Amount Paid</u>
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## TRAVEL (IF ANY):

<u>Description</u>	<u>Purpose</u>	<u>Amount Paid</u>
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**TOTAL EXPENSES:**

**TOTAL AWARD:**

**RETURN THIS FORM TO:**

**MEFACCOG**  
8851 Camp Bowie West, Suite 275  
Fort Worth, TX 76116