

**Foundation for Continuing Education and Research (C.A.O.M.S.)  
Research Fellowships Guidelines**

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**I. PURPOSE OF THE RESEARCH FELLOWSHIP AWARD**

- A. Advance the art and science of oral and maxillofacial surgery in Canada.
- B. Aid the intellectual and scientific development of investigators who are committed to solving problems related to oral and maxillofacial surgery.
- C. Encourage promising lines of research and clinical investigation consistent with research priorities established by the specialty.

**II. ELIGIBILITY REQUIREMENTS FOR THE RESEARCH FELLOWSHIP**

- A. Applicants must have obtained a doctoral degree or equivalent in dentistry and/ or medicine.
- B. Applicant oral and maxillofacial surgeons must be members of the C.A.O.M.S.
- C. Applicant oral and maxillofacial surgery residents who apply for a grant must be Canadian citizens enrolled in an accredited North American oral and maxillofacial surgery residency program. Canadian landed immigrants may apply if they are enrolled in an accredited Canadian oral and maxillofacial surgery residency programs.
- D. Applications from oral and maxillofacial surgery residents will only be considered if they are in their final year of residency training, or if they are taking a year off specifically to pursue research fellowship training when this is not a mandatory part of their formal residency training.
- E. Fellows, who have just completed their oral and maxillofacial surgery specialty training and who are accepted or enrolled in a post-residency research fellowship program, are also eligible. Fellows must be Canadian citizens or landed immigrants.

**III. CONDITIONS OF THE RESEARCH FELLOWSHIP AWARD**

- A. The maximum disbursement to the fellowship will be \$10,000.00.
- B. The fellowship is offered for a period of 12 months.
- C. The fellowship funds are to be used as a stipend only.
- D. Additional funds required to carry out the project (e.g. supplies, equipment, travel, publication costs, etc.) are to be obtained from other sources. The research project budget and a statement of assurance that the funds to support the budget will be available must accompany the application.
- E. Other sources of funding support that will contribute to the proposed project must be identified. The following items of information must be included in such disclosures:  
source of funding, amount of funding, duration of funding, title of funding project, and role of the Principal Investigator and/or Co-Principal Investigator in the funded project.
- F. The applicant must have his research mentor from the institution at which he will be studying send a letter endorsing his research project and stating the support of his research unit and institution for the proposed project(s).
- G. Awardees are required to commit at least 50% of their professional effort to the proposed research project during the period of the award. Applicants must detail how they will fulfill the minimum 50% time commitment. Awardees may also be enrolled in a degree or certificate program during the period of the fellowship providing this does not preclude them spending at least 50% of their professional time being committed to their research.
- H. Requests for no-cost extensions of the fellowship will be accepted. The following guidelines must be used when applying for a no-cost extension:
  - a. Requests must be in writing and received a minimum of three months prior to the end of the period of the grant.
  - b. The maximum period of the extension will be one (1) year.
  - c. An interim progress report must accompany the no-cost extension request.
- I. An application for a subsequent award by the same investigator will be judged each year on the basis of eligibility and the merit of a new protocol. No more than two (2) fellowship awards will be made available to an individual.

#### **IV. APPLICATION PROCEDURES**

##### **A. Application Forms and Format**

1. Applications are to be typewritten or generated on computer word processing software and must be submitted in the format described below. Conformity to the prescribed format must be followed or the application will not be reviewed by the Foundation.
2. The Director and/or Chief of the unit (e.g., department, service, laboratory) at the institution from which the application is submitted must endorse the proposal in writing stating the support of both the unit and the institution for the proposed work.
3. If research is to be only part of the overall fellowship training of the applicant, the appropriate clinical department head at the institution from which the application is submitted must endorse the proposal in writing, stating the role of the trainee within the department and the department's overall goals. The department head must acknowledge in writing that a minimum of 50% of the applicant's time will be devoted to his/her research project(s).

##### **B. Timing of the Application**

1. Applications must be filed with the Foundation (C.A.O.M.S.) secretary by August 31.
2. No facsimile applications will be accepted.
3. Notification of selection for an award, including renewals, will be made by December 31.
4. Additional applications may be obtained by writing:

Dr. Ken Bentley  
Secretary/Treasurer  
Foundation for Continuing Education and Research  
(C.A.O.M.S.)  
85, rang Barbotte  
Lacolle, Quebec  
J0J 1J0  
FAX 250-468-9998  
E-mail: [kecb@total.net](mailto:kecb@total.net)

##### **C. Review Procedures**

1. The Foundation Board of Trustees will select the Research Fellowship Grant awardees.
2. All eligible applications within the various application categories will be reviewed as a group against previously established criteria determined by the Foundation Board of Trustees. The Trustees, at their discretion, may ask for advice from well established research investigators as to the merits of a particular research proposal, and as to a particular center's reputation for carrying on quality research.

#### **V. FINAL REPORTS AND PUBLICATIONS**

##### **A. Final Reports**

1. Award recipients must submit a report describing the results and conclusions of their research to the Foundation within six (6) months after the completion of the project year.
2. The Progress Report should contain the following information:
  - a. A statement of the Hypothesis and the Specific Aims of the project.
  - b. A description of the Experimental Design and Methods that were employed in conducting the work.
  - c. A concise presentation of the results and conclusions, including the methods of statistical analysis, and a clear indication that the conclusions are substantiated by the data.
  - d. A description of the relevance of the results and conclusions to the problem, and to oral and maxillofacial surgery.
3. Reprints or prepublication drafts of peer-reviewed papers are acceptable as final reports.
4. Failure to submit a final report will disqualify the individual from all future Foundation award competitions until the report has been received.

##### **B. Publications and Presentations**

1. Awardees are encouraged to publish the results of their investigations in a clinical and/or scientific journal appropriate to the work. When there is a publication, authors must acknowledge Foundation support by attaching the following footnote:

"This investigation was supported ( in part) by a Research Fellowship award from the Foundation for Continuing Education and Research (C.A.O.M.S.)"

2. Awardees will submit to the Foundation a copy of all publications resulting from the work of the grant to complete the permanent project file. This requirement extends until two (2) years after completion of the grant period. These papers may be abstracted and published in the Foundation section of the newsletter and/or journal of the C.A.O.M.S.

3. Awardees are required to present an abstract of their research, at a C.A.O.M.S. annual meeting in the short paper section, within two years of finishing their fellowship. At the end of the presentation support from the Foundation (C.A.O.M.S.) should be acknowledged.

The application to be submitted is included as the final pages of this booklet.

Send the completed application to:

Dr. Ken Bentley  
Secretary/Treasurer  
Foundation for Continuing Education and Research  
(C.A.O.M.S.)  
85, rang Barbotte  
Lacolle, Quebec  
J0J 1J0  
FAX 250-468-9998  
E-mail: kcb@total.net  
Deadline : August 31  
(No facsimile applications will be accepted)