

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

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### **I. PURPOSE OF THE RESEARCH SUPPORT GRANT AWARD**

- A. Advance the art and science of oral and maxillofacial surgery in Canada.
- B. Further development of scientific 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 SUPPORT GRANT**

- A. Applicants must have obtained a doctoral degree or equivalent in dentistry and /or medicine.
- B. Applicant oral and maxillofacial surgeons must be a member of the C.A.O.M.S..
- C. Applicant oral and maxillofacial surgeons must have full licensure to practice in one of the provinces in Canada, or be a full-time academic staff member of an accredited Canadian dental school.
- D. Oral and maxillofacial surgery residents who apply for grants must be Canadian citizens in an accredited North American oral and maxillofacial surgery residency training program. Canadian landed immigrants may apply if they are in an accredited Canadian oral and maxillofacial surgery residency program.
- E. If the Principal Investigator (PI) is not an oral and maxillofacial surgeon then there must be a qualified oral and maxillofacial surgeon as a Co-Principal Investigator (Co-PI), with an active role in the project, and with a stated time commitment of at least 20%. This time commitment must be stated in objective terms (i.e., hours or days per week, days per month) in the application form for both the principal and co-principal investigator.

### **III. CONDITIONS OF THE RESEARCH SUPPORT GRANT AWARD**

- A. The maximum annual disbursement to the grant is determined by the Trustees and is currently set at \$10,000.
- B. The grants are offered for periods of 12 months with an opportunity to apply for one (1) additional year of funding. To apply for this funding, applicants must resubmit the research application. Evidence must be included on the progress of the research during the first year of investigation.
- C. The period of the grant will begin on a date mutually agreed upon by the Foundation and the applicant.
- D. The grant funds are to be used primarily for direct support of the proposed research (i.e., technical assistance and supplies). Salary support for the PI and/or Co-PI may ordinarily comprise no more than 50% of the total budget unless justification is given in writing in the grant application and has been approved by the Foundation.
- E. Up to a maximum of 10% of the grant may be used to support travel to a national or international meeting to present the results of this research project.
- F. Capital expenditures greater than 50% of the grant disbursement must be requested in writing and approved by the Foundation.
- G. 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 funded project, and role of the PI and/or Co-PI in the funded project. Application(s) to other funding agencies is strongly encouraged. These potential other sources of funding should be identified to the Foundation on an ongoing basis during the life of the grant.
- H. Research Environment and Institutional Relationship:
  - a. Prior to application, each applicant wishing to engage in basic research that is university based, or hospital based clinical research, must demonstrate a formal relationship with a health care institution.
  - b. The award will be made directly to the applicant. Each investigator is directly accountable to the Foundation for the proper management of funds and project performance.
  - c. Applicants wishing to engage in office based clinical research will ordinarily be expected to have a proven previous record of having successfully engaged in similar research projects. Previous research experience is not an absolute prerequisite, providing the applicant submits a solid proposal, but it strengthens the application.

d. Deviations from the approved project will be allowed only if applied for in writing to the Foundation. A written response will be provided.

I. Request for no-cost extensions of the grant will ordinarily be accepted. The following guidelines must be used when applying for a no-cost extension:

- a. Requests must be received in writing 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.

#### **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. Conformity to the prescribed format must be followed or the application will not be reviewed by the Foundation.

2. Resident applications must have the Program Director and/or Chief of the unit (e.g., department, service, laboratory), at the institution from which the application is submitted, endorse the proposal in writing stating the support of both the unit and the institution for the proposed work.

##### **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: kcb@total.net

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

1. The Foundation (C.A.O.M.S.) Board of Trustees will select the Research Support Grant awardees.
2. All eligible applications will be reviewed as a group against previously established criteria determined by the Foundation (C.A.O.M.S.) Board of Trustees. The Board of Trustees, at their discretion, may ask for advice from well-established research investigators as to the merits of a particular proposal.

#### **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 completion of their project year.

2. The 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 a final report.
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 Grant award from the Foundation for Continuing Education and Research (C.A.O.M.S.)"

2. Awardees must 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 research. At the end of this presentation support from the Foundation (C.A.O.M.S.) must 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)