



**Application Deadline: Monday, January 9, 2012  
11:59 p.m. (Central)**

## **STUDENT RESEARCH GRANT PROGRAM Instructions/Guidelines**

### **SECTION I - Introduction**

The American Society for Laser Medicine and Surgery (ASLMS) supports research projects designed to foster the development and use of lasers and other related technologies in medical and surgical applications. While the best research projects will be given priority for funding, a concerted effort will be made to award a minimum of 50% of the research grant funds to non-dermatologic laser application research proposals.

### **SECTION II - Eligibility**

Any individual or organization desiring to conduct research which fosters the development and/or use of lasers in medical or surgical applications is eligible to apply for an ASLMS research grant. Prior to being awarded a research grant, all non-ASLMS members will be required to apply for and be accepted into ASLMS membership. Non-members must submit a membership application as part of the grant application process.

A maximum of four student research grants may be awarded each year, and each grant will be limited to \$5,000. Students cannot serve as the principal investigator for non-student research proposals. Student grants will be awarded for a one year period. Individuals applying for a student research grant are required to use the ASLMS Student Research Grant form provided. For ASLMS research grant application purposes, a Student is defined as an undergraduate student, graduate student or any individual who is employed by an organization in a capacity or classification due primarily to their student status.

### **SECTION III - Purpose and Use of Grant Funds**

The primary purpose of the ASLMS Research Grant Program is to conduct research which can be applied to medical and surgical care of patients. Preference will be given to proposed research projects which have a direct implication for medical or surgical applications. Grant funds may be used for all costs associated with the research project.

### **SECTION IV – Required Letter of Support from ASLMS Member**

A letter of support from an active ASLMS member who may or may not be directly involved in the research project must be submitted with the grant application. The letter of support must be on the member's official letterhead with signature. Letter of support may not come from the grant applicant. Individuals providing a letter of support should stress the importance and feasibility of the proposed research, and endorse the applicant's ability to successfully complete the research project. Letters of support can be included as an Email attachment (either MS Word or PDF format) at the time of Grant Application submission or letter of support can be sent directly from the ASLMS member to [barb@aslms.org](mailto:barb@aslms.org) by the Grant Application deadline.

### **SECTION V – ASLMS Membership Requirements**

Grant applicants who are not currently members of ASLMS must complete and submit an ASLMS membership application. To apply for ASLMS membership, log-on to [www.aslms.org](http://www.aslms.org) and click on "Join" to complete and submit the Membership Application. Research grants will only be awarded to individuals who are accepted into membership of ASLMS.



**Application Deadline: Monday, January 9, 2012  
11:59 p.m. (Central)**

## STUDENT RESEARCH GRANT PROGRAM Instructions/Guidelines

### SECTION VI – Review Criteria

Each ASLMS Research Grant Reviewer will use the following criteria as their guideline for their assessment and ranking of applications. Each of these criteria has been determined to be important, however, some elements have greater weight in determining the fundability of an application.

CRITERIA	DESCRIPTION	MAXIMUM POINT VALUE
I.	Proposed research is aligned with the intent of the ASLMS research program which is to investigate and/or develop medical and/or surgical applications of light based and related technology which have a direct and timely implication for improving patient care.	30
II.	Is determined to be feasible based upon evidence of past research, literature, review and/or other evidence provided in the application.	15
III.	Includes appropriate methodologies for the proposed research project.	10
IV.	Includes appropriate project evaluation methodologies.	10
V.	Enlists the expertise of principal investigator(s) whose capabilities/qualifications are aligned with the proposed research and identifies facilities necessary to successfully complete the project.	15
VI.	Includes plans/capabilities to continue the research project beyond the ASLMS funding cycle.	5
VII.	Is endorsed by other reputable researchers and/or is supported by other direct financial support and/or in-kind support from other sources.	5
VIII.	Applicant proposes to research a new and/or an innovative idea and/or conduct an innovative/novel approach to research.	10
<b>TOTAL WEIGHTED POINT VALUE</b>		<b>100</b>



**Application Deadline: Monday, January 9, 2012  
11:59 p.m. (Central)**

## **STUDENT RESEARCH GRANT PROGRAM Instructions/Guidelines**

### **SECTION VII – Review Committee**

A Review Committee will determine which research proposals will be awarded grants. The Committee's decision will not be appealable. The Committee will use the following general criteria as the principal basis for its selection of grant recipients:

- 1) The proposed research project's alignment with the ASLMS Mission and intent of the ASLMS Research program.
- 2) The implications for clinical management of patients.
- 3) Project feasibility with the available resources.
- 4) Appropriate research and project evaluation methodologies.
- 5) The principal investigator(s) experience, qualifications, and capabilities.
- 6) Evidence of future plans and support to continue the research beyond ASLMS funding.
- 7) Appropriate institutional support for the research project.

### **SECTION VIII – Application Structure**

**Page Limits** - All applications must be self-contained within specific page limitations/format as identified within the application sections unless otherwise indicated. Not adhering to the pre-established standards will result in rejection of an application.

**Executive Summary** – 1,000 words or less. Executive Summary including graphs, photos, charts, diagrams, tables, etc. cannot exceed 4 pages.

**Margins, Font, Line Spacing** – Left and right justified 1.0" margins. Top and bottom 0.5" margins. 11 pt. Arial Font in the color black (do not use "Arial Black" font). Double and/or single spacing is acceptable.

**Graphs, Photos, Charts, Diagrams, Tables, Etc.** – Include in the body of the Executive Summary. Subtitles/captions do not count toward the 1,000 word Executive Summary maximum.

**Bibliography/References** – No page limit and are not used toward total count of word/page limits. Retain font/margin requirements as outlined above and insert after Executive Summary.

**Application Submission** – Application must be submitted as one MS Word document (version 2003 or later) by the deadline of Monday, January 9, 2012 at 11:59 p.m. Central time.

**Signature Page** – Signatures may be typed in the space provided or if applicant's institution requires handwritten signatures, Signature Page must be submitted with the appropriate signatures as a PDF at the time of Application submission. Remove Signature Page from MS Word application if submitted as a PDF.



**Application Deadline: Monday, January 9, 2012  
11:59 p.m. (Central)**

## **STUDENT RESEARCH GRANT PROGRAM Instructions/Guidelines**

### **SECTION IX – IRB / IACUC / FDA Approval**

Grant recipients who do not have prior IRB, IACUC or FDA approval, will have 60 days after the award has been made to provide evidence they are aggressively pursuing approval. Each grant recipient's situation will be monitored and evaluated individually, and at a point in time that it appears approval will not be given, or the applicant is not diligent in pursuing approval, the grant award will be withdrawn. Grant funds will not be disbursed until IRB/IACUC/FDA approval is obtained and sufficient documentation is submitted to the ASLMS Central Office for review and authorization by the Research Grant Committee Chair.

International applicants may not be familiar with or have requirements comparable to the United States IRB and/or IACUC processes. If an international applicant's country requires comparable processes, then they should complete the form with the requirements of their country in mind. If comparable processes are not required in their country, foreign applicants should not complete that section of the first page of the application. Additional proof of compliance with institution guidelines may be requested by the Review Committee, especially if this section is not completed.

### **SECTION X - Principal Investigator**

Students cannot be listed as the principal investigator on a non-student grant application. For ASLMS research application purposes, a student is defined as all undergraduate student, graduate student, and/or any individual who is employed by an organization in a capacity and/or classification due primarily to their student status.

### **SECTION XI – Abstract / Presentation / Publication Requirements**

#### ASLMS Annual Conference Abstract Submission / Presentation Requirements

Upon completion of the research project by the date identified in the Grant Application, it is the responsibility of Grant recipient to monitor the ASLMS Web site for the Annual Conference Abstract submission deadline. Recipient will be required to submit an abstract and present their findings as part of an ASLMS Annual Conference. Recipients must use the same title used on the Grant Application during the abstract submission process. Research grant recipient, principal investigator, and/or key investigator identified within the Grant Application must be listed as the abstract's author and be in person to present the abstract at the ASLMS Annual Conference.

#### Publication Requirements

Grant recipients will be required to submit a manuscript describing the funded research for publication in the ASLMS Journal *Lasers in Surgery and Medicine (LSM)* within two months of the completion of the grant. Recipient must receive formal notification from *LSM* that the manuscript will not be published before submitting the manuscript to another publication. Grant recipients will be required to give appropriate acknowledgement to ASLMS with each reporting and/or publication of the funded research project.



**Application Deadline: Monday, January 9, 2012  
11:59 p.m. (Central)**

## **STUDENT RESEARCH GRANT PROGRAM Instructions/Guidelines**

### **SECTION XII – Research Grant Funding Distribution**

Research grant funds will be available beginning July 1<sup>st</sup> of the grant application year. Payment of student grants will be issued to the student's supervising professor. Payment distribution will commence upon ASLMS' receipt of IRB or IACUC approval documentation (if applicable) and the fully executed Acceptance Form.

### **SECTION XIII – Award Notification**

Grant recipients will be notified Monday, February 20, 2012\* via Email. In addition, grant recipients will be announced at the ASLMS Annual Conference to be held April 18 – 22, 2012 in Kissimmee, Florida. Award recipients are not required to attend the 2012 Annual Conference. For more information about the ASLMS Annual Conference, log onto [www.aslms.org](http://www.aslms.org). \*ASLMS reserves the right to change announcement date if necessary.

### **SECTION XIV – Indemnification Requirements**

Recipient and ASLMS shall each indemnify and hold harmless the other and the other's members, officers, directors, agents and employees from any and all claims and liabilities which may arise out of or in connection with this grant award to Recipient by ASLMS. Recipient and ASLMS shall provide prompt written notification to the other of any claim or matter subject to indemnification under this agreement and any occurrence which may give rise to such claim or matter. Recipient and ASLMS shall each also afford the other the opportunity to defend any such claim and shall cooperate fully in such defense.

### **SECTION XV – Disclaimer / Discrimination Policy Statement**

ASLMS encourages anyone interested in fostering the development of lasers and related technology to submit grant request proposals. ASLMS reserves the right to accept and/or reject all research grant applications without a prerequisite justification for such action.

No grant will be awarded to any person if the award would be contrary to any United States law, including but not limited to trade embargoes administered by the U.S. Treasury Department's Office of Foreign Assets Control.

ASLMS does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, marital status, ancestry, sexual orientation, arrest record, conviction record, membership in the armed services, or use of lawful products away from work (such as tobacco or lawful use of prescription medications), in any aspect of its operations, including, but not limited to, the provision of services, membership on the Society's governing board or committees, and attendance at or participation in the Society's programs, meetings, and events, and awarding of research grants.

**Application Deadline: Monday, January 9, 2012  
11:59 p.m. (Central)**



## STUDENT RESEARCH GRANT PROGRAM Instructions/Guidelines

### SECTION XIX – Application Submission

- 1) Research grant application and supporting material must be submitted to Barb Brown via Email [barb@aslms.org](mailto:barb@aslms.org) by **Monday, January 9, 2012 at 11:59 p.m. Central Time.**
- 2) Applicants must complete and submit all of the following material as one MS Word document in version 2003 or later; in the following order; and using forms provided:
  - a) Student Grant Application Cover Page
  - b) Project Budget Description / Budget Dollars Requested
  - c) Executive Summary (Four page maximum)
  - d) Bibliography/References
  - d) Signature Page\*

\*Signatures may be typed in the space provided or if applicant's institution requires handwritten signatures, page may be converted to a PDF and submitted with MS Word Pre-Application submission. Remove Signature Page from MS Word Pre-Application if submitted as a PDF.
- 3) Submit membership application. Membership application (non-ASLMS members) must be submitted using the on-line Membership Application form and process. Please do not submit with the grant application.

### QUESTIONS?

For additional information or questions regarding the grant submission process, please contact:

Barb Brown, CPS  
Program and Services Coordinator  
The American Society for Laser Medicine and Surgery  
2100 Stewart Avenue  
Suite 240  
Wausau, WI 54401

Email: [barb@aslms.org](mailto:barb@aslms.org) • Phone: (715) 845-9283 • Toll Free: (877) 258-6028