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| **aslms_text_4c small.png**  **RESEARCH GRANT PROGRAM**  **Instructions/Guidelines** |
| **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 balance of basic science and clinical research*.* |
| To be eligible, applicants must *presently* be enrolled in or have *completed* post-doctoral and/or residency training after January 1, 2017. All non-ASLMS members will be required to apply for and be accepted into ASLMS membership. Individuals applying are required to use the ASLMS Research Grant forms provided. Research grants are funded for a one-year period of time with a maximum award of up to $70,000. Grant applicants are expected to propose their grant budget as efficiently as possible. |
| 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. Equipment requests included as part of a proposal will be reviewed thoroughly to determine the necessity of the equipment for the proposed research. Proposals which include equipment requests that are superfluous to the proposed research project will reduce the likelihood that the project will be considered for funding. Indirect costs or facilities and administrative costs cannot exceed 10% of the direct cost of the project. |
| Individuals can be identified as the principal investigator on no more than one ASLMS Grant Application. If more than one application is submitted with the same principal investigator, only the first received application will be considered for funding. |
| The ASLMS Research Grant Program is a two-step process:   1. All eligible individuals interested in obtaining grant funding must complete and submit a *Pre-Application* due Monday, January 15, 2024 at 11:59 p.m. Central Time. *Pre-Applications* will be reviewed and scored with only the top scoring applications being selected to submit a *Grant Application.* Pre-Applicants will be notified February 12, 2024, via email if selected to proceed with submission of a Grant Application.   2) All individuals selected to submit a *Grant Application* must complete and submit the application by Monday, March 11, 2024 at 11:59 p.m. Central Time. |

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| The ASLMS Research and Development Committee will use the following criteria for their assessment and ranking of grant applications. Each criterion has been determined to be important. An overall impression of the proposal will be used to determine the fundability of an application. A concerted effort will be made to award a balance of basic science, clinical sciences and commercial collaborative research. |
| **CRITERIA** |
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| 1. 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.” |
| 1. Is determined to be feasible based upon evidence of past research, literature, review and/or other evidence provided in the application. |
| 1. The research and project evaluation methodologies are appropriate as proposed. Consideration for achieving statistically significant results is present. |
| 1. Enlists the expertise of principal investigator(s) whose capabilities/qualifications are aligned with the proposed research and identifies facilities and budget necessary to successfully complete the project. |
| 1. Applicant proposes to research new and/or an innovative idea and/or conducts an innovative/novel approach to research. |
| 1. Includes plans/capabilities to continue the research project beyond the ASLMS funding cycle. Specific attention to the type of grant (Basic sciences, Clinical sciences or Commercial) is suggested by ASLMS pre-review to indicate future potential funding avenues. Specific sections must be included in each grant type as invited by the committee. |
| 1. Is endorsed by other reputable researchers and/or is supported by other direct financial support and/or in-kind support from other sources. |
| **Section I**  **PRE-APPLICATION SUBMISSION** |
| 1. All individuals interested in obtaining funding from ASLMS are required to complete the Pre-Application form and submit via email to [information@aslms.org](mailto:Dianne@aslms.org) by the deadline of Monday, January 15, 2024; 11:59 p.m. Central Time. Application may be submitted by either applicant or a representative of the applicant’s organization.  2. The ASLMS Research and Development Committee will use the criteria outlined on Page 2 to determine which proposals will be requested to submit an ASLMS Research Grant Application. The Committee’s decision is not appealable.  3. Use the Pre-Application form provided and format as outlined below (any application not adhering to the format will result in automatic rejection):   1. Font - 11pt Arial in the color black (do not use “Arial Black” font). Single spaced with 0.5” margins. 2. Letter of Intent - Not to exceed one (1) page. Must be submitted on official letterhead, contain contact information and a signature. 3. List of Investigators/Team – With institution/affiliations, email and phone, not to exceed one (1) page. 4. Pre-Application must be submitted to [information@aslms.org](mailto:Dianne@aslms.org) by the deadline in MS Word using the form provided and in the following order, not to exceed two (2) pages:  * Introduction * Research Aims/Hypothesis/References * Alignment with ASLMS Mission * Budget, Future Directions/Funding Avenues   + Signatures\*   \*Signatures may be typed in the space provided or if applicant’s institution requires handwritten signatures, the Signature Page may be submitted with the appropriate signatures as a PDF at the time of Pre-Application submission. Remove Signature Page from MS Word Pre-Application if submitted as a PDF.  4. A letter of support from an active ASLMS Member is not a requirement of the Pre-Application process.  5. ASLMS Membership is a requirement of the Pre-Application process. 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 “Member Services”, “Membership | Join” to complete and submit the membership application. Research grants will only be awarded to individuals who are accepted into membership of ASLMS.  6. All Pre-Applicants will be notified by email on Monday, February 12, 2024, if selected to proceed with a Grant Application submission. ASLMS reserves the right to change the announcement date if necessary.  7. Grant Application submission process and requirements are defined in the Research Grant Program Instructions/Guidelines, Section II, Pages 4 - 5. |

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| **SECTION II**  **Grant Application Submission** |
| 1. Pre-Applicants selected to submit a Grant Application will be required to complete the Grant Application form and submit via email to [information@aslms.org](mailto:Dianne@aslms.org) by the deadline of Monday, March 11, 2024; 11:59 p.m. Central Time. 2. The ASLMS Research and Development Committee will use the criteria outlined on Page 2 to determine which proposals will be selected to receive funding. The Committee’s decision is not appealable. 3. Use the Grant Application form provided and format as outlined below (any application not adhering to the format will result in automatic rejection): 4. All Grant Applications must be self-contained within specific page limitations as identified within the application sections unless otherwise indicated. Not adhering to the pre-established standards will result in automatic rejection of an application. Note: Sections 29 – 35 of the Grant Application have a 12-page combined maximum. 5. Margins, Font, Line Spacing – Left and right justified 0.5” 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. 6. The following section must be included in the proposal based on the specific assignment of your pre-proposal by ASLMS Research and Development Committee review: 7. **Basic Science**: A Future Direction section on the specific objectives of the follow up research grant must be outlined. Ideally, details of funding agencies and specific program announcements or request for proposals (eg; NIH R21 or R01) could be identified. 8. **Clinical Science**: A concrete clinical study plan must be outlined with relevant steps such as investigator teams, institutional review board submission plan, statistical analysis plan, data safety and monitoring board. Subject recruitment strategies could be specified. Ideally, details of funding agencies and specific program announcements or request for proposals (eg; NIH R34 or U01) could be identified. 9. **Commercial Collaborations**: A succinct plan to collaborate with a commercial entity should be specified with either in-kind (equipment or devices) or monetary support. A letter of support from the commercial partner outlining specific areas of interest and plans to pursue commercial funding support or federal funding (eg; NIH R41 or U01) are strongly encouraged. 10. Graphs, Photos, Charts, Diagrams, Tables, Etc. – Graphs, photos, illustrations, etc. can be included with the 12-page combined maximum. 11. Bibliography/References – No page limit for bibliography and/or references and are not used toward total count of page limits. Retain font/margin requirements as outlined above and insert after Sections 29-35 of the 12-page combined maximum. 12. Curriculum Vitae (CV) – Use the “Key Personnel” format provided within the Grant Application. Prior to submitting an application, remove any unused “Key Personnel” pages. CV formats from other sources or grant applications will not be accepted as attachments and will result in automatic rejection of the application. 13. Signature Page – Signatures may be typed in the space provided or if the 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. 14. Letter of Support - 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 [information@aslms.org](mailto:Dianne@aslms.org) by the Grant Application deadline. 15. Grant recipients will be notified April 1st via email\* and will be announced at the ASLMS Annual Conference.   \*ASLMS reserves the right to change the announcement date if deemed necessary. |
| **Grant Acceptance Terms** |
| 1. Grant Purpose. The research grant funds will be used consistent with the budget, location, personnel, and the purpose(s) as described in the recipient’s ASLMS Research Grant Application. Any significant variance in the use of the grant funds will require the approval of the ASLMS Central Office. The recipient will notify the ASLMS Central Office of any circumstances which may preclude the recipient from completing the research project consistent with the methodology set forth in the Grant Application, or by the anticipated completion date. 2. IRB, IACUC OR 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 for this research. 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 recipient is not diligent in pursuing approval, the grant award will be withdrawn. Grant funds will not be disbursed until IRB, IACUC or FDA approval is obtained, and sufficient documentation is submitted to the ASLMS Central Office for review and authorization by the Research and Development Committee. International recipients may not be familiar with or have requirements comparable to the United States IRB and/or IACUC processes. If the recipient’s country requires comparable processes, the recipient should complete the form with the requirements of the recipient’s country in mind. If comparable processes are not required in the recipient’s country, the recipient should not complete that section of the first page of the application. Additional proof of compliance with institution guidelines may be requested by the Research and Development Committee, especially if this section is not completed. 3. Publication Requirements. Within two (2) months following the completion of the research project, the grant recipient will submit a manuscript describing the funded research for publication in the ASLMS Journal *Lasers in Surgery and Medicine (LSM)*. The recipient must receive formal notification from *LSM* that the manuscript will not be published before submitting the manuscript to another publication. 4. Abstract Submission/Presentation. The grant recipient will submit an abstract for review by the first abstract deadline immediately following completion of research project. The recipient is responsible for monitoring the ASLMS website for the abstract deadline. The recipient must be listed as the abstract’s author. If selected, the recipient will attend and present the findings of the research project at the next ASLMS Annual Conference which follows the completion of the research project. 5. Payment Schedule. The recipient agrees to the described schedule of grant payments outlined in the Grant Acceptance Form provided upon award notification. The recipient will return all Research Grant Funds which are not expended in the completion of the research project. Research grant funds will be available beginning July 1st of the Grant Application year. One-half of the awarded amount will be distributed upon ASLMS’ receipt of IRB or IACUC approval documentation (if applicable) and the fully executed Acceptance Form. The second half of the awarded amount will be available in December of the Grant Application year. A brief Progress Report on the project is to be submitted by November 30th and will be reviewed for approval by the ASLMS Research and Development Committee Chair and Chair Elect prior to fund distribution. In the event the Chair and Chair Elect disagree on approval of the Progress Report, it will be sent to the full ASLMS Research and Development Committee for review. If the grant recipient fails to submit a Progress Report by the November 30th deadline, the recipient is required to return all initial grant monies received from ASLMS and forgo any claim to additional grant funds. 6. Summary and Photo Submission.Within three (3) months following the completion of the research project, the grant recipient will submit a professional photo and a written summary of their experience (1000 words or less) with the grant submission process and how it supported their research efforts for use in future ASLMS newsletters and other marketing initiatives. 7. Fund Summary. Upon request of the ASLMS, the recipient will promptly provide the ASLMS with a summary or accounting of the funds expended by the recipient on the research project. 8. Acknowledgment. The recipient will include appropriate acknowledgment of the ASLMS as the funding source for the research project in all reporting and/or publishing of the research project results. |
| **Grant Acceptance Terms (Continued)** |
| 1. Hold Harmless. The recipient, the recipient’s Organization and ASLMS shall each to the extent permitted by the law applicable to each and without waiving sovereign immunity, release, indemnify, and hold harmless the others and the others’ members, directors, officers, employees, agents, successors and assigns from all liability, claims, damages, legal fees and costs which may arise out of or in connection with this grant award to the recipient by ASLMS. The recipient, the recipient’s Organization and ASLMS agree that this provision is intended to release, indemnify and hold harmless each of them to the broadest extent allowed by law, but does not apply to liability, claims, damages, or legal fees and costs which may arise out of or in connection with intentional or reckless acts. 2. Disclaimer. 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 or sanctions administered by the U.S. Treasury Department's Office of Foreign Assets Control. 3. Discrimination Policy Statement. ASLMS does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disability, 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. 4. Proprietary Rights. Neither the recipient’s Organization nor ASLMS is transferring to the other any right or license in any patent, copyright or other proprietary right owned by the other through participation in or under the Research Grant Program as of the date of the Pre-Application or as arisen outside of the research conducted under the Research Grant Program. Neither the recipient’s Organization nor ASLMS shall use the names or trademarks of the other in any advertising, publicity, endorsement or promotion without the prior written consent of the other. 5. Governing Law. The Research Grant Program terms shall be governed and construed according to the laws of the State of Wisconsin without regard to conflicts of laws principles. 6. Organization Agreement. The recipient’s Organization signing the Research Grant Pre-Application, the Research Grant Application and the ASLMS Research Grant Award Acceptance Form agrees to the terms of the Research Grant Program. |
| **Questions?** |
| For additional information or questions regarding the grant submission process, please contact ASLMS staff at:  [information@aslms.org](mailto:Dianne@aslms.org) Phone: (715) 845-9283 Toll Free: (877) 258-6028 |