| **aslms_text_4c small.png****STUDENT RESEARCH GRANT PROGRAM****Instructions/Guidelines** |
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| **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. |
| **Eligibility** |
| Any student 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 student research grant. For ASLMS Student 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. 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 Application form provided.  |
| **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. Sponsoring organization must agree that no indirect institutional costs will be deducted from the Student Research Grant Award. |
| **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. The 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. The letters of support may be included as an email attachment (either MS Word or .PDF format) at the time of Grant Application submission or the letter of support may be sent directly from the ASLMS member to information@aslms.org on or before the Grant Application deadline. |
| **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 “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. |

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| **Review Criteria** |
| 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 and clinical 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.
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| 1. Proposed research is determined to be feasible based on evidence of past research, literature, review and/or other evidence provided in the application.
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| 1. Research and project evaluation methodologies are appropriate as proposed and consideration for achieving statistically significant results is present.
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| 1. The applicant 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.
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| 1. The applicant proposes to research a new and/or an innovative idea and/or conduct an innovative/novel approach to research.
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| 1. The applicant includes plans and capabilities to continue the research project beyond the ASLMS funding cycle.
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| 1. Proposed research is endorsed by other reputable researchers and/or is supported by other direct financial support and/or in-kind support from other sources.
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| **Application Structure** |
| 1. All individuals interested in obtaining funding from ASLMS are required to complete the Student Research Grant Application form and submit via email to information@aslms.org by the deadline of Monday, January 15, 2024; 11:59 p.m. (Central).
2. The ASLMS Research and Development Committee will use the criteria outlined on Page 2 to determine which proposals will be selected for funding.
3. All applications must be self-contained within specific page limitations and format as identified within the application sections unless otherwise indicated. Failure to adhere to the pre-established standards will result in rejection of an application.
	1. Biographical Sketch – Use format provided within the Application. Biographical Sketch cannot exceed four (4) pages.
	2. Executive Summary – Left and right justified margins at 1.0”. Top and bottom margins at 0.5”. Executive Summary can contain graphs, photos, illustrations, etc. but may not exceed four (4) pages.
	3. Budget Description – One (1) page.
	4. Bibliography/References – No page limit and these pages are not counted toward the total page limit. Follow font and margin requirements as stated in these standards.
	5. Font – 11pt Arial in the color black (do not use “Arial Black” font).
	6. Application must be submitted to information@aslms.org by the deadline in MS Word using the form provided and in the following order:
		* Application Cover Page
		* Biographical Sketch
		* Budget Description
		* Executive Summary
		* Bibliography/References
		* Signature Page

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 Application submission. Remove the Signature Page from the MS Word Application if submitted as a .PDF.1. Letter of Support – Letter of support may be included as an email attachment (either MS Word or .PDF format) at the time of Application submission or letter of support may be sent directly from the ASLMS member to information@aslms.org on or before the Application deadline.
2. Grant recipients will be notified February 12, 2024 via email. In addition, grant recipients will be announced at the ASLMS Annual Conference. Award recipients are not required to attend. For more details about the ASLMS Annual Conference, log on to [www.aslms.org](http://www.aslms.org). ASLMS reserves the right to change the notification date.
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| **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 Student 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 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, then 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.
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. If approved to present at the ASLMS Annual Conference, up to $1,000 for travel expenses shall be awarded if requested by the recipient. All expenses must have proper documentation and must be timely submitted to ASLMS for reimbursement via the Student Travel Reimbursement form which can be requested from the ASLMS Corporate Offices.
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.
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.
9. 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.
10. Disclaimer. ASLMS encourages anyone interested in fostering the development of lasers and related technology to submit research grant 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.
11. 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.
12. 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 Student Research Grant Program as of the date of the Application or as arisen outside of the research conducted under the Student 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.
13. Governing Law. The Student 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.
14. Organization Agreement. The recipient’s Organization signing the Student Research Grant Application, agrees to the terms of the Student Research Grant Program.
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|  **Questions?** |
| For additional information or questions regarding the grant submission process, please contact ASLMS staff at:Email: information@aslms.org  Phone: (715) 845-9283  Toll Free: (877) 258-6028 |