



## 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 minimum of 50% of the research grant funds to non-dermatologic laser application research proposals.

### Eligibility / Funding

To be eligible, applicants must presently be enrolled in or have completed post-doctoral and/or residency training after January 1, 2005. All non-ASLMS members will be required to apply for and be accepted into ASLMS membership. Research grants are funded for a one year period of time and maximum award is \$70,000. Individuals applying are required to use the ASLMS Research Grant forms 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. 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 (IDC or F&A) cannot exceed 10% of the direct cost of the project.

### Principal Investigator

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.

### Application Process

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 9, 2012 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 full *Grant Application*. Pre-Applicants will be notified Friday, February 3, 2012 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, February 27, 2012 at 11:59 p.m. Central Time.

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#### SECTION 1 PRE-APPLICATION PROCESS

Pre-Application Deadline: Monday, January 9, 2012

11:59 p.m. Central Time

Submit Pre-Application via Email to: [barb@aslms.org](mailto:barb@aslms.org)

1. All individuals interested in obtaining funding from ASLMS are required to complete the Pre-Application form and submit via Email to [barb@aslms.org](mailto:barb@aslms.org) by the deadline of Monday, January 9, 2012; 11:59 p.m. Central Time. Application may be submitted by either applicant or a representative of the applicant's organization.
2. Each ASLMS reviewer will use the following criteria to determine which proposals will be requested to submit an ASLMS Research Grant Application:
  - a) 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.
  - b) Is determined to be feasible based upon evidence of past research, literature, review and/or other evidence provided in the application.
  - c) Includes appropriate methodologies for the proposed research project.
  - d) Includes appropriate project evaluation methodologies.
  - e) Enlists the expertise of a principal investigator(s) whose capabilities and qualifications are aligned with the proposed research; and identifies facilities and budget necessary to successfully complete the project.
  - f) Applicant proposes to research a new and/or an innovative idea and/or conduct an innovative/novel approach to research.
3. Use Pre-Application format as outlined (any application not adhering to the format will result in automatic rejection):
  - a) Executive Summary - 1,000 words or less. Left and right justified margins at 1.0". Top and bottom margins at 0.5". Executive Summary including graphs, photos, illustrations, etc. cannot exceed 4 pages.
  - b) Graphs, photos, illustrations, tables, etc. - Include in the body of the Executive Summary. Subtitles/captions do not count toward the 1,000 word Executive Summary maximum.
  - c) Bibliography/References – No page limit and are not used toward total count of Executive Summary word/page limits. Retain font/margin requirements as outlined and insert after Executive Summary.
  - d) Font - 11pt Arial in the color black (do not use "Arial Black" font).
  - e) Pre-Application must be submitted as MS Word document (version 2003 or later) in the following order:
    - Pre-Application Cover Page
    - Executive Summary
    - Bibliography/References
    - Budget and Signature Page\*

\*Signatures may be typed in the space provided or if applicant's institution requires handwritten signatures, Signature Page may be submitted with the appropriate signatures as PDF at the time of 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 not a requirement of the Pre-Application process.
6. All Pre-Applicants will be notified by Email on Friday, February 3, 2012 if selected to proceed with a Grant Application. ASLMS reserves the right to change the announcement date if necessary.
7. Grant Application submission process and criteria are defined in Section 2, Page 3.



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**SECTION 2**  
**GRANT APPLICATION SUBMISSION**  
 Application Deadline: Monday, February 27, 2012  
 11:59 p.m. Central Time  
 Submit Via Email to: [barb@aslms.org](mailto:barb@aslms.org)

### SECTION 2a. Review Criteria

Each ASLMS Research Grant Reviewer will use the following criteria as their guideline for their assessment and ranking of grant 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 and qualifications are aligned with the proposed research; and identifies facilities and budget 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>



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#### SECTION 2b. Review Committee

The ASLMS Research and Development Committee will determine which grant applications will be awarded funding. The Committee's decision will not be appealable. The Committee will use the following general criteria as the primary 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 2c. Application Structure

**Page Limits** - All 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 30 – 35 of the Grant Application have a 12-page combined maximum.

**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.** – Graphs, photos, illustrations, etc. can be included with the 12-page combined 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 Sections 30-35 of the 12-page combined maximum.

**Curriculum Vitae** – Use the "Key Personnel" format provided within the Grant Application. Prior to submitting application, remove any unused "Key Personnel" pages. Other C.V. formats from other sources or grant applications will not be accepted as attachments and will result in automatic rejection of the application.

**Application Submission** – Application must be submitted as one MS Word document (version 2003 or later) by the deadline of Monday, February 27, 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.



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### SECTION 2d. 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 2e. 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 ASLMS Today" to complete and submit the Membership Application. Research grants will only be awarded to individuals who are accepted into membership of ASLMS.

### SECTION 2f. Award Notification

Grant recipients will be announced Friday, March 30, 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. 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 announcement date if necessary.

### SECTION 2g. 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 Research and Development Committee, especially if this section is not completed.

#### SECTION 2h. Research Grant Funding Distribution / Progress Reporting Requirements

##### Funding Distribution

Research grant funds will be available beginning July 1<sup>st</sup> 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 and distributed upon receipt of a brief Progress Report on the project. Progress Report will be reviewed and approved by the ASLMS Research and Development Committee Chair.

##### Progress Report Requirements

- 1) Maximum of two-pages, single and/or double spaced, 11pt font (black in color). Left and right justified 1" margins. Top and bottom 0.5" margins.
- 2) Specific aims of the grant. If the specific aims have changed from the grant submission, provide an explanation.
- 3) Progress of each specific aim including:
  - Status (not started, started and % complete, complete).
  - Brief description of work accomplished.
  - Challenges encountered during the research, if any, and any work-a-rounds or modifications made to the originally proposed research.
  - Publications, abstracts, and presentations resulting from the work.
- 4) Plans for the next grant period.
- 5) Significance of the work accomplished.
- 6) Progress reports are due November 30<sup>th</sup> at 11:59 p.m. (Central) of the grant funding year.
- 7) Submit report in MS Word (version 2003 or later).
- 7) Reports can be Emailed to [barb@aslms.org](mailto:barb@aslms.org)

##### Funds Not Expended

Recipient will return all Research Grant Funds which are not expended at completion of the research project. Upon request of the ASLMS, recipient will promptly provide the ASLMS with a summary or accounting of the funds expended by recipient on the research project.

#### SECTION 2i. Abstract / Presentation / Publication

##### 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.



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### SECTION 2j. 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 2k. 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.

### QUESTIONS?

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

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