

Implant Dentistry Research and Education Foundation

1700 Route 23 North, Suite 360, Wayne, New Jersey 07470 U.S.A.

(973) 783-6300 Fax: (973) 783-1175

Research Grant Guidelines

TABLE OF CONTENTS

Pages

1	I. Administrative Policies
2	II. Program Information
3-5	III. Instructions for Completion of Application
6-9	IV. Guidelines

I. ADMINISTRATIVE POLICIES AND PROCEDURES FOR RESEARCH GRANTS

- A. **Objective:** The objective of the research grant is to encourage new investigators by providing seed and start-up funding for promising research projects. Subject to the levels of philanthropic support, grants of \$20,000 – \$25,000 per year will be considered.
- B. **Eligibility:** See page 2, Section IIA.
- C. **Deadline for Application:** December 31st each year. Grants are reviewed annually.
- D. **Period of Grant:** April 1 through March 31.
- E. **Amount:** \$20,000 – \$25,000 per year for one year.
- F. **Items Required:**
- Completed Application
 - 100 Word Abstract
 - Budget Justification
 - Animal IRB, if applicable
 - Human IRB, if applicable
- G. **Mailing Instructions:**
- Please mail to:
- IDREF Scientific Advisory Board Chairperson
 - Implant Dentistry Research and Education Foundation
 - 1700 Route 23 North, Suite 360
 - Wayne, New Jersey 07470 U.S.A.
- H. **Number of Copies Required:** Research Grants — 5 copies required.
- I. **Non-discrimination Provision:** The applicant understands and agrees that there shall be no discrimination on the basis of race, color, religion, sex, national origin, age or disability unrelated to the performance of an essential job function.

II. RESEARCH GRANTS — PROGRAM INFORMATION

A. *Eligibility:*

1. The principal investigator or co-principal investigator must hold an appropriate terminal degree.
2. A dental resident or Ph.D. candidate may apply if the appropriate department or division chair provides a letter confirming he/she is coming on staff *the year* a project is funded.
3. If the candidates (principal investigator or co-principal investigator) have IDREF funding either currently or in the past for a similar project, they are not eligible.
4. IDREF will fund only one research grant per institution per year.

B. *Application Procedure:*

1. The application must be completed in full and submitted with supporting data by December 31st of each year. The period of the grant(s) will be April 1 through March 31 of the following calendar year.
2. The proposal must be double spaced and may be duplicated. The smallest size type accepted will be 12 cpi or 10 pt. fonts. Margins must be 1 inch for left, right, top and bottom.
3. **Total** proposal is not to exceed twenty (20) pages. Grants exceeding this page limitation will be returned without review.
4. If photographic prints are submitted, 3 sets are required.
5. If a grantee is re-submitting an application, he/she must provide a one page revision addressing the constructive criticism outlined in the SAB's reviews.

C. *Notification of Award:*

The Foundation will notify each applicant by letter on or before March 15th of the grant year.

III. INSTRUCTIONS FOR COMPLETING RESEARCH GRANT APPLICATION

A. *Page 1 of attached application:*

1. This is the cover sheet for the entire application. Please complete all sections.
2. The principal investigator or co-principal investigator must hold an appropriate terminal degree.

B. *Page 2*

1. Please enter specific titles, departments, addresses, telephone numbers, fax numbers and e-mail addresses where requested.
2. Signatures are required for the principal and co-principal investigator (if applicable), other investigators associated with the project, and the official authorized to sign for the institution.

C. *Page 3*

1. Enter budgets for the year funds are requested. At the bottom of the page, provide the justification for each year. Additional pages may be used, however, these will be considered part of the 20 page limit.
2. Salaries and Wages: Enter the name, percentage of time on the project and salary requested, as well as normal fringe benefits, i.e., pay for vacation, sick days, holidays charged to the grant. Please also state what each person will be doing. *No salary can be requested for the principal investigator or co-principal investigator.*
3. Permanent Equipment: Any major piece of equipment or apparatus costing more than \$500.00 should be itemized and justifications made. Permanent equipment is further defined as any item having a useful life of two years or greater.
4. Consumable Supplies: Glassware, chemicals, supplies and all expendable materials obtained from the stockroom of the institution may be grouped in this category under the appropriate subheading.

5. All other expenses:
 - a. List any equipment usage fees (including computer time, analytical equipment charges, etc.). Justify need and define rates within your institution.
 - b. Reprints, without covers, of any published paper carrying the credit line "Funded, in part, by the Implant Dentistry Research and Education Foundation, a division of the International Congress of Oral Implantologists" may be charged against the grant if the principal investigator so desires.
 - c. Up to \$2,000 in travel funds may be charged against the grant to attend a designated ICOI meeting for the purpose of presenting results.
 - d. No overhead or indirect costs can be charged against the grant.

- D. *Page 4:* Biographical sketches must be submitted for all investigators. *They should not exceed two pages for each person.* Please limit the information to experience relevant to the project. Photocopy page four for additional use.

- E. *Pages 5 & 6:* List facilities available at your institution that are relevant to the project (staying within the space limitation). List current research support *you* have received for other research projects. If candidates have current or past IDREF support for a similar project, they are not eligible.

- F. *Page 7:* Provide 100 word abstract with five underlined phrases for the project summary.

- G. *Page 8:* Research Plan, Supporting Data and References (**NOTE: *The entire proposal, including the preliminary pages, cannot exceed 20 pages.***)
 1. Complete this section according to the instructions following letters A through E.
 2. Item F — Provide as an appendix Animal IRB statement, if applicable.
 3. Item G — Provide as an appendix Human IRB statement, if applicable.
 4. Item H — “Relevance of the Project to the Mission of the Implant Dentistry Research and Education Foundation,” the Mission:

Encourage, support and acknowledge innovations in the field of implant dentistry through the sponsorship of research and educational programs.
 5. Item I — Provide a list of literature cited in the supporting data.

H. Appendices are limited to copies of Animal and Human IRB statements. *No other material will be accepted.*

I. CORRESPONDENCE

Completed application and required copies should be directed to:

IDREF Scientific Advisory Board Chairperson
ICOI World Headquarters
Implant Dentistry Research and Education Foundation

1700 Route 23 North, Suite 360
Wayne, New Jersey 07470 U.S.A.

Phone: (973) 783-6300

Fax: (973) 783-1175

E-mail: idref@icoi.org

IV. GUIDELINES

A. *Fiscal Procedures and Policies:*

1. Facilities to be provided by grantee institution:
 - a. The grantee institution is expected to provide all necessary basic facilities and services. These include the facilities and services that normally would be expected to exist in any institution qualified to undertake research in implant dentistry.
 - b. In particular, it is expected that the grantee institution will provide, whether from its own funds or from grant funds other than those of the Foundation, the following, unless otherwise specifically agreed upon:
 - (1) laboratory space
 - (2) maintenance service, including maintenance, supplies and service contracts
 - (3) telephone services
 - (4) library service, including subscriptions to periodicals and the purchase of books
 - (5) laboratory furniture
 - (6) salary of principal investigator, co-principal investigator and of secretarial personnel
 - (7) travel expenses of personnel working under the grant (other than the \$2,000 travel stipend for attendance at one designated ICOI meeting)
 - (8) society dues and memberships of personnel working under the grant
 - (9) worker's compensation, professional liability, general liability or other hazard and special insurance
 - (10) office equipment
 - (11) employee group life, disability, medical expense or hospitalization insurance

- (12) X-ray, photographic equipment, and relevant consumables
 - (13) hospital bed expense, nursing or related services, even though used for research studies
 - (14) indirect costs
2. As a matter of policy, Foundation funds may not be used for remodeling or building construction costs.
 3. Ownership of the equipment: Equipment purchased under Foundation grants becomes the property of the institution, unless otherwise specified by the Foundation before termination of the grant or its extensions.

B. *Budget Policies and Reports:*

1. If the approved budget is less than that requested, budget forms will be sent to the grantee when notification of the award is made. These forms must be completed, signed by the principal investigator and financial officer of the institution, and returned to the Foundation for approval, within thirty (30) days after notification.
2. Reports of expenditures must be prepared annually, be signed by the responsible financial officer, and be submitted to the Foundation for approval with accompanying documents. The Foundation will accept your university's accounting system format for report of expenditures. Expenses must be submitted for category, i.e., salary and wages, equipment, supplies, animals, other. This twelve-month report shall serve as the final report for grants. It should include detailed accomplishments realized as a result of the grant. It should be submitted no later than sixty (60) days after the grant has terminated.
3. 10% of funds will be withheld from the grant check until the final report of expenses and the final report of the research are received by the Foundation. Upon receipt of both reports, withheld funds will be sent to the grantee institution.
4. If a grantee leaves the institution, he/she must notify the Foundation. The Foundation will consider the grant terminated. Unspent funds must be returned to the Foundation.
5. Upon termination of the grant, any unexpended balance of \$100.00 or more must be refunded to the Foundation within sixty (60) days together with the report of expenditures and accompanying documentation.

6. Separate accounts must be maintained for each grant. These accounts, with substantiating invoices and payrolls, must be available at all times to representatives of IDREF.
7. The grantee must request permission and receive written approval from the Foundation in order to move funds between budget categories.
8. The grantee may terminate a grant prior to the normal expiration date by notifying the Foundation in writing and stating the reasons for termination. Unexpended funds must be returned to the Foundation within sixty (60) days, together with a final report of expenditures. The Foundation reserves the right to terminate grants at any time upon three months written notice.

C. *Policy on Animals in Research*

1. Use of animals and the number requested for the project must be justified by the institution. If applicable, provide an IRB statement from your institution's animal care committee approving use of and number of animals requested for the project. *No grant will be awarded without the necessary IRB statements being attached as appendices.*
2. All animals used in the research supported by IDREF grants must be acquired lawfully and must be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Decision as to the kind and sources of animals that are most appropriate for particular studies must be made by scientists and institutions. IDREF policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns and the appropriate assurances be given that NIH principles governing the use of animals are followed.

D. *Policy on Human Subjects in Research*

1. Use of human subjects and sample size must be justified. If applicable, IRB statements from your institution's human subjects committee must be provided. No grants involving the use of human subjects can be awarded without this official sanction from the institution.
2. IDREF grantees are entrusted to assure adequate protection of human subjects. NIH regulations regarding human subjects should be followed.

E. *Progress Report and Final Report*

Grantees are required to submit a final report to the Foundation, no later than sixty (60) days after termination. This report should describe concisely the research done under the grant, with an abstract of approximately 200 words. Also required is a detailed budget. A bibliography of all publications resulting in whole or in part from the grant should be appended to the abstract.

F. *Publication*

1. The Foundation requires that the results of the research funded by IDREF be submitted for consideration of publication to the official journal of the ICOI, *Implant Dentistry*.
2. Research findings *may not* be published in any other implant journal unless denied for acceptance by ICOI's *Implant Dentistry*. If the grantee chooses to publish the research findings in another journal, it is required that the following acknowledgment be used as a footnote on the first page of the text:

“Funded, in part, by the
IMPLANT DENTISTRY RESEARCH AND EDUCATION FOUNDATION
a division of the
INTERNATIONAL CONGRESS OF ORAL IMPLANTOLOGISTS”

Also, when a grantee presents a paper at a professional scientific meeting, the above credit line must be included.

The Foundation imposes no restrictions on copyrighting publication by grantees.