

# RESEARCH GRANT APPLICATION INSTRUCTIONS

## I. METHODS/CRITERIA FOR EVALUATION

Applications will be graded by members of the AFSA Scientific Committee and independent reviewers representing areas of expertise relevant to each project. A brief summary/review will be available to any successful or unsuccessful applicants.

Each proposal will be reviewed using the following criteria:

1. Applicant's past performance, competence, and institutional environment.
2. The originality and timeliness of the proposal.
3. The experimental design, including methodology, feasibility, documentation of hypothesis, relevance to the field of FM, sample-size justification, and budget appropriateness.
4. Patient relevance of the project.
5. The ability of the investigator's team to promptly recruit study participants.

## II. INSTRUCTIONS FOR COMPLETING THE MAIN BODY OF THE APPLICATION

The main body of the application packet consists of 24 pages of "fill in" PDF forms. It includes the following seven sections:

1. **Application Cover Sheet.** Be sure that all contact information is up-to-date.
2. **Scientific Abstract.** Provide a brief overview of study aims/hypotheses, how you plan to prove your hypotheses (such as the tests to be conducted), and why your project is relevant to the field of FM research.
3. **Proposed Budget.** Provide itemized costs, a list of active and pending support, and budget justifications. An explanation must be given if an item, such as equipment costs or salaries, exceeds 25% of the budget. Also, keep in mind that AFSA does not pay institutional overhead.
4. **Research Description.** A total of 6 pages is provided for this section. You will need to cut and paste the text for each page individually (i.e., text will not automatically flow to the next page). If you use Adobe Acrobat, you can insert graphics/tables into this section with your text. Otherwise, add all labeled graphics as one PDF file attachment. Please include the following subdivisions:
  - A. Specific aims/study hypotheses.
  - B. Background information, including preliminary studies (if any) and description of published studies that provide support for your project.
  - C. Methods, including experimental design, feasibility, subject selection criteria, and sample size justification. When addressing FM patient selection, please describe the sample pool your team has access to for recruiting purposes.
  - D. Time schedule for the project, including participant recruitment, assessments/assays, and data analysis.
  - E. Significance and justification of proposal.
  - F. Literature citations used to support your proposal.
5. **Lay Language Article.** For publicity use, please write a brief description of your proposed project in lay language that explains what you hope to accomplish. Your audience is FM patients, so also include the significance or benefits that your project may provide for patient care.
6. **Forms for Compliance with Government Requirements.** The appropriate compliance

- forms for the use of human and animal subjects must be submitted with each application.
7. **Biographical Sketches/CVs.** Fill one out for each member of your team. A total of 5 are provided. If more are needed, copy the format provided and add the additional sheets as PDF attachments.

### III. TWO ADDITIONAL FORMS THAT MUST ACCOMPANY YOUR APPLICATION

**Conditions of Award:** Please read though AFSA's requirements to be sure you qualify as an applicant and can comply with our funding conditions before filling out an application. This is a separate form that must be completed with signatures and submitted as a PDF as part of your application.

**Reviewer Recommendations.** A separate PDF form is provided for this purpose. Please list the name, institution, country, key area of expertise, and email address of three published researchers you feel would be qualified to objectively grade the merits of your proposal. None of the proposed reviewers can be affiliated with any member of your team or university/institution. If needed, AFSA may seek the advice of one or more of these reviewers regarding your proposal.

### III. SUBMITTING YOUR APPLICATION

A completed application consists of three PDF files:

- 24-page "main body" describing your proposal and associated costs
- 2-page Conditions of Award that must be completed and signed
- 1-page listing reviewer recommendations for your proposal

You can insert charts, tables, or graphs into the body of the proposal description if you use Adobe Acrobat. Or, you may simply reference each graphic/figure in the text (such as see Figure 1, etc.) and then compile all graphics into one PDF file attachment.

**TAG-ON PROPOSALS:** If you are requesting funding for a portion of a larger project (this would be a tag-on project proposal), please include a summary of the full study and explain how the AFSA portion fits into the overall scope of the larger project. This additional information should be submitted along with your application as a PDF file.

Please submit all of the above to:

Kristin Thorson  
President, AFSA

[kthorson@afsafund.org](mailto:kthorson@afsafund.org)

If you have questions about completing any aspect of the application or wish to inquire about your application's review progress, please email me.

**Award Notifications:** approximately 3 months after submission of a completed application.