

American College of Sports Medicine Foundation Grant Instructions and Guidelines



AMERICAN COLLEGE of SPORTS MEDICINE®

Background

It is essential to read and follow the enclosed instructions and policy statements concerning research involving humans and animals. **Applications that do not conform to these instructions will be returned without review.** *Applicants must be current members of ACSM at the time of submitting an application to be funded.* All information requested must be on the forms provided. Early submission is encouraged. Late applications will be returned without review.

A Principal Investigator/Student Investigator of a grant is the individual whose research project is to be supported. He or she must be a graduate student, post-doctoral fellow, or on the faculty or staff at the institution where the research is to be performed and must assume personal responsibility for conducting the research being proposed and/or supervising the research activities of associates or assistants that may be required. The Principal Investigator/Student Investigator must certify that he/she prepared the application and assumes responsibility for writing the proposal. Applicants for student research grants must have graduate student status during the term of the grant (July 1, 2010 - June 30, 2011) to be considered for funding.

American College of Sports Medicine Foundation funds will not be awarded to individuals to supplement or duplicate projects, which are being supported by other funding agencies as they are intended to provide support for a well-defined, well-described research project. **Note to previous awardees, final reports and expenditure reports must be completed prior to receiving another grant award.**

In addition, the same project may not be

submitted to more than one initiative per year. However, if an application receives a scientific merit score within the fundable range and funds are not available through the initiative to which it was submitted, the Research Review Committee may recommend it be considered for funding through another initiative.

Policy Statement of the American College of Sports Medicine Foundation on Sponsored Research with Human Subjects

Safeguarding the rights and welfare of human subjects involved in research activities supported by the **American College of Sports Medicine Foundation** is primarily the responsibility of the institution that receives funds awarded for support of research activities. In all situations, the principles from the Declaration of Helsinki are endorsed. However, the Foundation relies on the Research Review Committee to evaluate all applications and proposals involving human subjects for compliance with human subject regulations (Code of Federal Regulations, title 45, part 46):

“Human subject” means a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information. “Intervention” includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject’s environment that are performed for research purposes. “Interaction” includes communication or interpersonal contact between investigator and subject. “Private information” must be individually identifiable, so that the identity of the subject may readily be ascertained by the investigator or associated with the information.

All individuals involved in human subject’s research must be HIPAA compliant:

(<http://www.hhs.gov/ocr/hipaa>).

“Research” means a systematic investigation designed to develop or contribute to the generation of knowledge.

“Minimal risk” means that the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

The Foundation will fund research covered by the regulations only if the institution has filed an

assurance with the ACSM Office and has certified that the research has been approved by an institutional review board (IRB) and is subject to continuing review by the IRB. When research involves only minimal risk and meets certain other conditions, the IRB may waive the requirement for obtaining informed consent. When research is exempt from the regulations, as provided under 45 CFR 46.10(b), adherence to ethical standards and pertinent laws is still required. The initial review is expected to reflect the collective standards of the disciplines represented within the membership of the Research Review Committee (RRC).

The evaluation by RRC members will take into consideration the risks to the subject, the adequacy of protection against these risks, the potential benefits of the proposed research to the subjects and others, and the importance of the knowledge to be gained. Based on the evaluations of its members, the RRC may:

- A. recommend approval of the activity without restrictions;
- B. recommend approval of the activity, but record expressions of concern to be communicated to the institution and the Principal Investigator/Student Investigator;
- C. recommend limitations on the work proposed, the imposition of restrictions, or the elimination of objectionable procedures involving human subjects;
- D. recommend return of the application without review if the research risks are sufficiently serious and provide inadequate protection against risks;
- E. or recommend deferral for resolution of RRC concerns for human subjects protection.

Any concerns which RRC members may wish to express regarding the adequacy of the protection afforded human subjects will be discussed in a separate paragraph in the summary statement to the investigator. No awards will be made until all expressed concerns about human subjects have been resolved to the satisfaction of ACSM. Specific concerns and policy interpretation requests may be addressed to ACSM, which is responsible for the administration and interpretation of this policy and regulations for the protection of human subjects of research.

Your signed IRB is due before money is dispersed "just-in-time."

Policy Statement of the American College of Sports Medicine Foundation on Sponsored Research with Experimental Animals

The ability of science to enhance the well-being of humans and animals depends directly on advancements made possible by research, much of which requires the use and availability of experimental animals. The biomedical research community has long recognized and assumed both a scientific and ethical responsibility for the humane care and use of animals. Therefore, all who propose to use animals for research, education, or testing purposes must assume the responsibility for their general welfare. It is essential to recognize and to appreciate that the intent of scientific research is to provide results that will advance knowledge for the general and specific benefits of humans and animals. To accomplish these goals, the Foundation of the American College of Sports Medicine will fund research projects of high scientific merit that include the use of experimental animals.

Before the Foundation will consider funding any approved research project, the Research Review Committee must receive written assurances from the institution that the policies and procedures detailed in the Guide for the Care and Use of Laboratory Animals as published by the U.S. Department of Health and Human Services and proclaimed in the Animal Welfare Act (PL89-544, PL91-979, and PL94-279) are followed. Furthermore, the Foundation endorses the rules, procedures, and recommendations for the care of laboratory animals as advocated by the American Association for Accreditation of Laboratory Animal Care (AAALAC). The research proposal must specifically elaborate on:

1. The animal species to be used.
2. The rationale for its use.
3. The specific use and care of the animals.
4. The categories of experimentation as listed below:
 - a. Live animals that will be humanely killed without any treatments, manipulations, etc., but will be used to obtain tissue, cells, etc.
 - b. Live animals that will have significant manipulations, surgery, etc., performed while anesthetized. The animals will be humanely killed at the termination of the procedure without regaining consciousness.
 - c. Live animals that will receive a painful stimulus of SHORT duration without anesthesia (e.g., injections, including for antibody production, behavioral stimuli, such as exercise training, shock, short-term pain-stimulus tests) resulting

- in a short-term traumatic response.
- d. Live animals that will have significant manipulations performed, such as surgery, while anesthetized and are allowed to recover. Such procedures cause post-anesthetic pain/discomfort resulting from the experimental protocol (e.g., catheters, implants, surgical wounds/incisions), which cause a minimum of pain and/or distress. Also included are mild toxic drugs or chemicals, tumor implants/hybridomas, tethered animals, short-term restraint, mother/infant separations.
 - e. Live animals that will have significant manipulations/surgery or severe discomfort (examples in f. below).
 - f. Live animals that will have significant manipulations or severe discomfort, etc., without benefit of anesthesia, analgesics, or tranquilizers. Examples to be included in this category are: toxicity testing, radiation sickness, irritants, burns, trauma, biological toxins, severe climatic stress, restrictions in food/water intake, long-term restraint, drug addiction, etc.
5. The analgesics, anesthetics, and tranquilizing drugs that are to be used, and when, with the various categories listed above.
 6. The surgical procedures that will be performed.
 7. The methods of euthanasia that will be used.
 8. The signatures of responsible officials from the institution and its animal resource committee indicating approval of the proposal and that the institution has either filed an NIH assurance statement or has achieved AAALAC accreditation.

Research proposals that do not follow the principles and guidelines emphasized in this document will not be reviewed and will be returned by the Research Review Committee of the College.

Preparation of Application

The deadline for receipt of the original, 2 complete copies, 3 copies of the appendix, and 17 collated stapled copies of the front page, abstract and budget is January 22, 2010. Do not use staples to attach completed application.

Part A: Special Instructions

I. Application Page 1

- Item 1. Select the appropriate research initiative.
- Item 2. Title: Limit to 60 spaces, if possible to avoid abbreviations.
- Item 3. Name of Principal Investigator/Student Investigator (PI).
 - a. Title of PI (if graduate student, put the current degree pursuing, e.g., Ph.D. candidate)
 - b. Include official mailing address of the institution where research will be performed.
 - c. Include telephone number (lab and cell), email address, and fax number (if available) where PI can be reached.
 - d. Include ACSM membership number.
- Item 4. Include total costs requested (**overhead charges or indirect costs are not permissible**).
- Item 5. Human or animal assurances and radioisotope/biohazard approval forms must be signed by the official responsible for the actions of the institutional committees for the welfare of human or animal subjects and radioisotope/biohazard assurances (e.g. Vice President for Research.) **List the date of review or when approval was granted.** If available, include a copy of the official form verifying approval in the appendix. **Your signed IRB documentation is due “just-in-time,” before funds can be disbursed.**

Type the name of the responsible official for these assurances. List telephone number where the official can be reached. **The signature of the responsible official must be provided on the original grant to verify approval or submission for approval before the application can be reviewed.** When the assurances are obtained after the submission of the application, a cover letter from the institutional official must accompany the assurances.

- Item 6a. Provide the signatures of the designated individuals. When a different site is involved, the appropriate institutional official(s) at that site is responsible for item 5.
 - a. Requires the signature and title of individual (e.g. Vice President for

Research) who is authorized by the institution to certify that the institution will comply with the granting stipulations of the American College of Sports Medicine Foundation.

Item 6b. Requires the signature of Principal Investigator/Student Investigator responsible for the ethical and scientific conduct of the research project. Requires the signature of the advisor who will supervise the study in accordance with established ethical and scientific procedures, when a student is applying.

II. Application Page 2

Item 7. Resubmissions Only: Required for resubmission of a previously reviewed grant. Please provide a point-by-point summary of revisions of previous applications submitted. Limit to one page.

III. Application Page 3-4

Item 8. Provide the requested information for the PI or Student.

Item 9. Provide a brief biographical sketch of the Student's Advisor, if applicable.

IV. Application Page 5-6

Item 10. Publication Record: limit predominately to relevant published manuscripts, chapters and books. Include abstracts only if essential. Follow the format required by *Medicine & Science in Sports & Exercise*®. Do not exceed one page.

Item 11. For Student Advisor, if applicable (see Item 10).

V. Application Page 7

Item 12. Follow the form outlined for the budget.

Salaries cannot be paid to faculty or consultants.

- a. List all positions for which salary support is requested. Identify each position by name and degree, if known, or by required qualifications if not yet employed and indicate estimated percent of time and effort on project. Justify each person by stating specific role and duties in the Budget Justification (Item 13).
- b. Equipment: Items of all non-expendable equipment must be itemized and justified in

item 13. Funding for computers is justified only if the computer is required to perform the research.

- c. Supplies: Itemize the cost of supplies by major categories, such as animals, chemicals, glassware, expendable equipment costing \$400 or less, etc.
- d. Animal or subject costs: In the case of animals indicate number to be used, unit cost per animal and cost for daily care.
- e. If subjects are to be paid, indicate the number, fee per subject and total cost. Specifics for subject remuneration should be justified in Item 13.
- f. Other: Include such items as: Office, miscellaneous, etc. *Funds are not permitted for: payment of fees to professional organizations; overhead costs; subscriptions to journals; purchase of books; travel, meeting registration; and publication expenses.*

VI. Application Page 8

Item 13. Justification of Budget. In the spaces provided, justify or explain the items of the budget. Limit to space provided.

Item 14. Institutional Resources and Environment: Describe the facilities at your institution and laboratory available for your research. Include in this description a listing of major equipment available, support services available and senior and/or experienced personnel with whom you expect to interact. If appropriate, also include possible consultants and collaborators and their contributions to the proposal. **Include their letter of support in the appendix.** Limit to space provided.

Item 15. Signature of student advisor required if applicable.

PART B: Research Plan. The research project should be described as indicated by sections 1-7 below.

1. **Brief Rationale and Specific Aims:**

Please provide a one paragraph rationale for the proposed research. This should be followed by your well-focused specific aims, with your research objectives. The specific aims should be hypothesis-based. Limit to one page.

2. **Background and Significance:**

Use this section to critically evaluate the existing

knowledge that relates to your proposal, including your own preliminary work in this area. Identify the new information your proposed research will provide, with respect to deficits in the existing knowledge. State the importance of your research in the overall context of the field of sports medicine, exercise science and to the mission of ACSM. Do not exceed two pages.

3. Experimental Design and Methodology:

Use this section to describe in detail the design and procedures you will use to accomplish the specific aims and hypotheses listed. Justify the methods you propose to use, detailing their strengths and possible limitations. **Provide details about statistical analysis, including sample size and power calculations.** Provide protocols and anticipated timetables. List any procedures or conditions that pose a hazard to humans and describe what precautions you will employ to minimize any risks to human health. Do not exceed four pages.

4. Preliminary Data:

Use this page and continuation page if necessary to report any preliminary data that would aid in the review of your proposal. Limit to two pages.

5. Anticipated Problems and Alternative Interpretations:

Describe briefly any difficult experimental problems which must be overcome in order to successfully accomplish the goals of this research project. Discuss the potential approaches to overcoming these anticipated difficulties. Describe how the anticipated scientific outcomes are going to be applied to the stated specific aims. Limit to one page.

6. Reference Citations:

This should be a concise list of the key literature cited throughout the application. References should be complete, following the *Medicine and Science in Sports and Exercise*® format. Do not attempt to be all inclusive in compiling the references. Limit to two pages.

7. Lay Summary:

State clearly and concisely (1-2 paragraphs) in lay terms your research plan, specific aims, hypotheses to be tested, and anticipated

outcome(s). Answer all of the questions in terms that the general public will understand.

8. Appendix:

This section should include 1 copy of the following materials: (Submit the original and 2 copies of the appendix).

- a. Human and/or animal research committee applications to your institution and the assurance by your institution that such applications have been approved (if available).
- b. Human Subjects Consent Form (if applicable).
- c. If available, any reprints of your publications that are relevant to this proposal. Do not include more than three.
- d. Letters of agreement for consultants and/or collaborators.
- e. Letter of support from student advisor or post-doctoral advisor that includes/confirms:
 - i. the project will be supervised by advisor
 - ii. the proposal was written by the student
 - iii. key abilities of student
 - iv. ability to complete project
 - v. information on overlapping or supplemental funding that is relevant to this proposal.

9. Deadline:

The ACSM National Center must receive on or before **January 22, 2010**, the **original and 2 copies of the complete application, 3 copies of the appendix, and 17 collated stapled copies of the front page, brief rational and specific aims, and budget.** Applications not signed by responsible officials will not be processed. Include a self addressed stamped postcard if you would like notification of receipt of your application.

Mail to:

**Research Review Committee
American College of Sports Medicine
P.O. Box 1440
Indianapolis, IN 46206-1440
Phone: (317) 637-9200**

**If mailing by overnight carrier:
Research Review Committee
401 West Michigan St.
Indianapolis, IN 46202-3233**

Do Not Staple (Please Paper Clip)

Foundation Research Grant Application

Part A

1. Research Initiative:

2. Title:

(Limit to 60 characters including spaces)

3. Principal Investigator/Student Investigator's Name, Official Mailing Address, and Telephone Number:

Name: _____
(Last, First, Middle)

Ethnicity: _____

Current Title (check one): BS/BA MS/MA Ph.D. Other _____
(Please specify)

Address: _____

Member # _____

Telephone: _____

Fax: _____

4. Total Costs Requested: _____

E-mail: _____

5. Institutional Assurances (must be completed):

	Yes	No	N/A	Review Date	Assurance #
a. Human Subjects	_____	_____	_____	_____	_____
b. Vertebrate Animals	_____	_____	_____	_____	_____
c. Radioisotopes	_____	_____	_____	_____	_____
d. Biohazards	_____	_____	_____	_____	_____

6. Official Signatures of Applicant Organization:

6a. Institutional Official's Assurance: By signing this certify the institution agrees to comply with conditions of the granting agency if funds are awarded.

Signature: _____

Typed Name: _____

Title: _____

Date: _____

6b. Investigator's Assurance: I agree to accept complete application, I responsibility for the scientific and ethical conduct of the project all the if funds are awarded. I certify that I have written this proposal.

Signature of PI/Student: _____

Signature of Advisor: _____

Advisor's Typed Name: _____

Advisors Title: _____ Date: _____

Name: _____

Part A:

7. 'Point-by-Point' Summary of Revisions: Required for Resubmission of a Previously Reviewed Proposal
(Limit to one page)

Name: _____

Part A

8. Biographical Sketch of Principal Investigator/Student Investigator

Name: _____ Position/Title: _____

If this is a student award:

a. Date entered graduate program (state degree): _____

b. Date passed comprehensive exam equivalent: _____

c. Date expected to receive graduate or equivalent degree (state degree): _____

(Advisor, please initial after each date listed)

Education (*Baccalaureate through postdoctoral training*)

Institution	Degree	Years	Field
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Experience (*in chronological order*)

Institution	Position	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership and Honors

Other Support: *Please list current and pending support (including any ACSM support), title of grant, funding agency and total amount. Briefly indicate the goals of the projects and any potential overlap. Include grants on which you are a co-investigator. *For Advisor too. (Use cont. page if needed)*

Name: _____

Part A

9. Biographical Sketch of Student Advisor (If applicable)

Name: _____ Position/Title: _____

Education (Baccalaureate through postdoctoral training)

Institution	Degree	Years	Field
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Experience (in chronological order)

Institution	Position	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership and Honors

Other Support: *See page 7. Please list current and pending support (including any ACSM support), title of grant, the responsible agency, grant number and total amount. Include grants on which you are a co-investigator. (You may include a continuation page, if needed)

Name: _____

Part A

10. List of Related Publications by the Principal Investigator/Student Investigator
(Limit to one page)

Name: _____

Part A

11. Selected Publications by Student Advisor (if applicable)
(Limit to one page)

Name: _____

Part A

12. Proposed Budget

Personnel

Name	Position/Title	% Effort	Salary	Fringe	Total
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
				Sub Total	_____

Small Equipment (Itemize)

	Total
_____	_____
_____	_____
_____	_____
_____	_____
	Sub Total _____

Supplies (Itemize)

	Total
_____	_____
_____	_____
_____	_____
_____	_____
	Sub Total _____

Animal Costs and/or Human Fees (Detail)

	Total
_____	_____
_____	_____
_____	_____
_____	_____
	Sub Total _____

Other

	Total
_____	_____
_____	_____
_____	_____
	Sub-Total _____
	Grand Total _____

Name: _____

Part A

13. Budget Justification

14. Institutional Resources and Environment

15. Student Advisor Assurance

This submitted proposal was written and prepared by my graduate student or post-doctoral fellow.

Signature required _____

Name: _____

Part B

1. Brief Rationale and Specific Aims (*Limit to one page*)

Name: _____

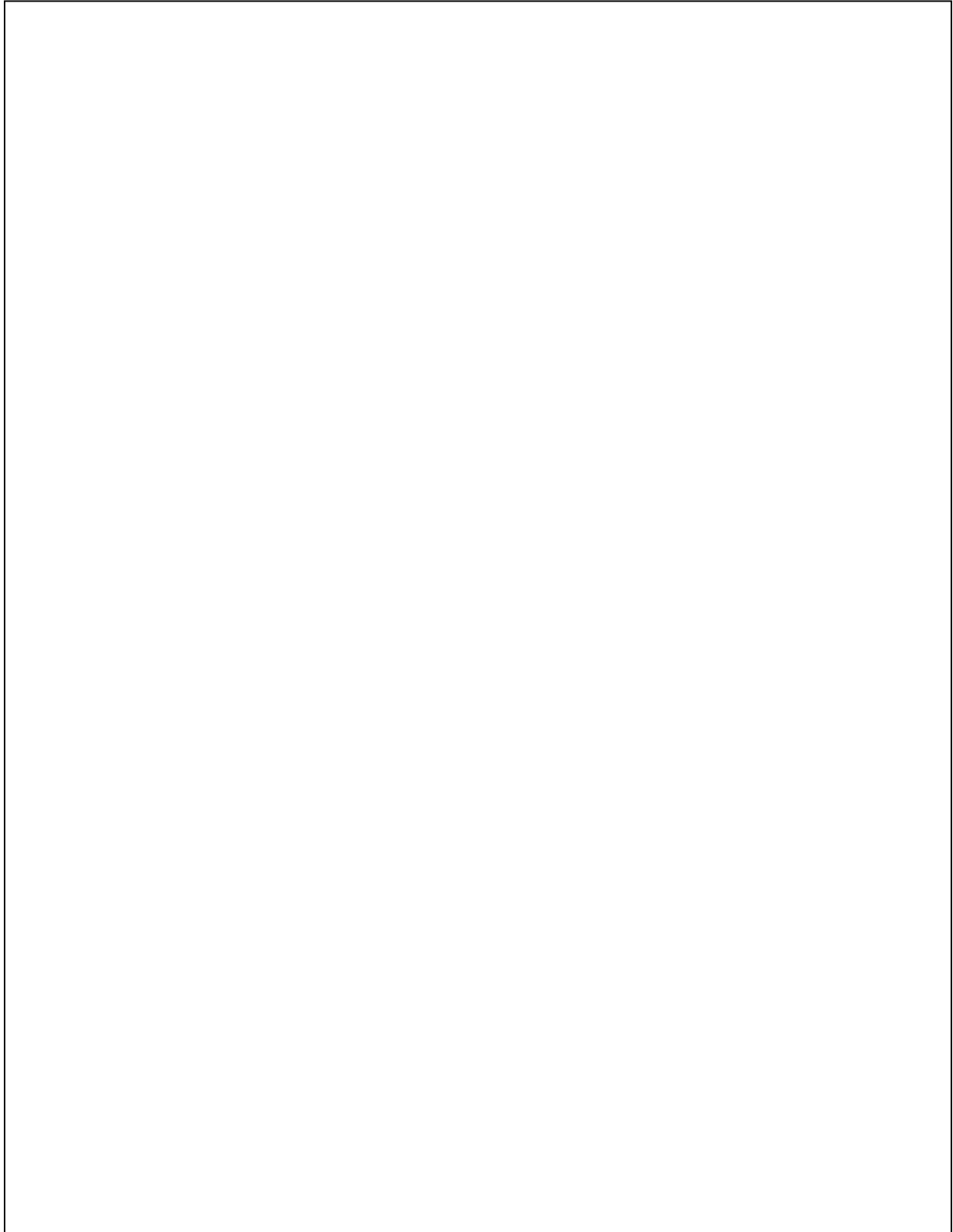
Part B

2. Background and Significance *(Limit to two pages. Use cont. page, label pages as 10a.)*

Name: _____

Part B

2. Background and Significance *(Limit to two pages. Use cont. page, label pages as 10a.)*



Name: _____

Part B

3. Experimental Design and Methodology *(Limit to four pages. Use cont. pages, label pages 11a, 11b, and 11c.)*

Name: _____

Part B

3. Experimental Design and Methodology *(Limit to four pages. Use cont. pages, label pages 11a, 11b, and 11c.)*

Name: _____

Part B

3. Experimental Design and Methodology *(Limit to four pages. Use cont. pages, label pages 11a, 11b, and 11c.)*

Name: _____

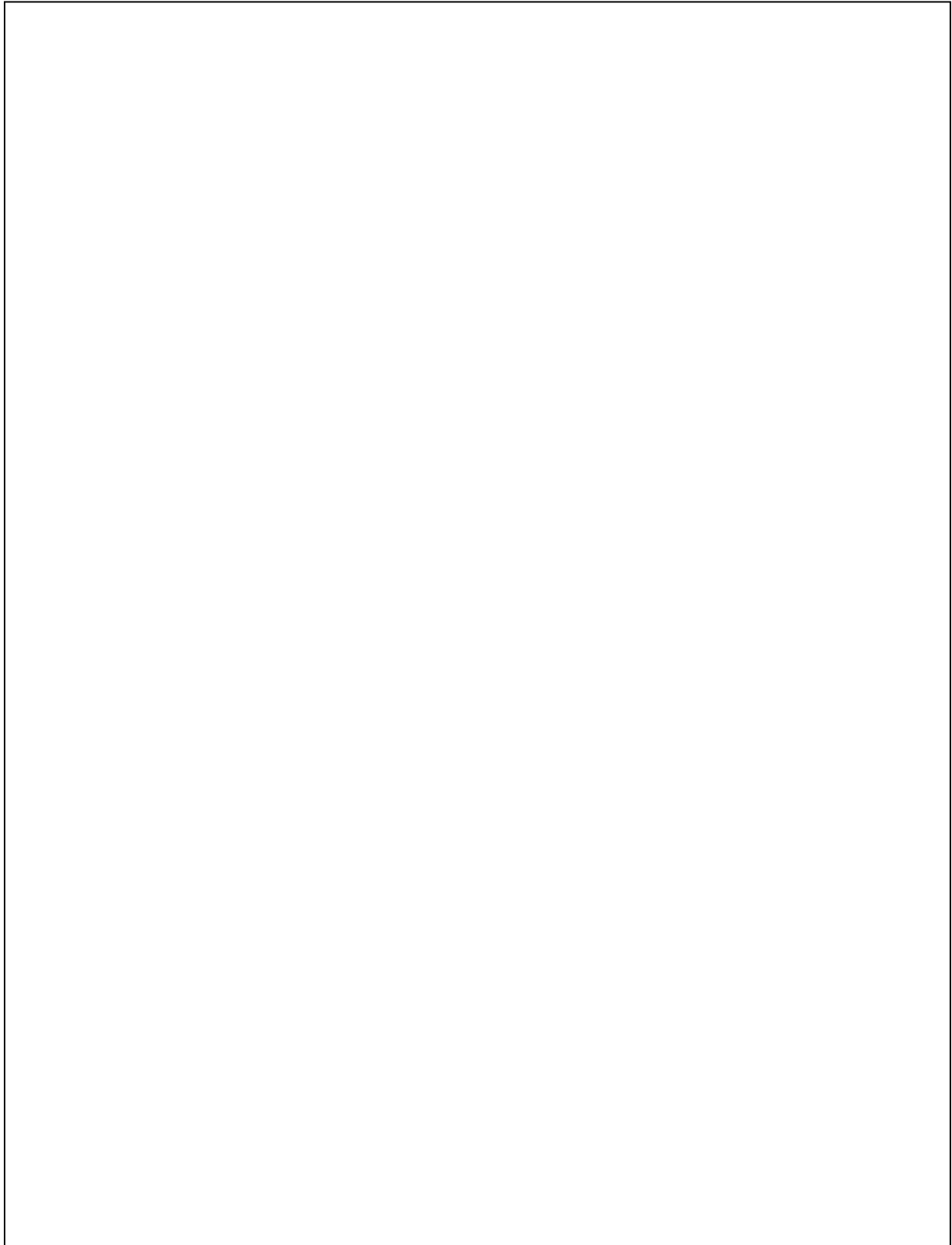
Part B

3. Experimental Design and Methodology *(Limit to four pages. Use cont. pages, label pages 11a, 11b, and 11c.)*

Name: _____

Part B

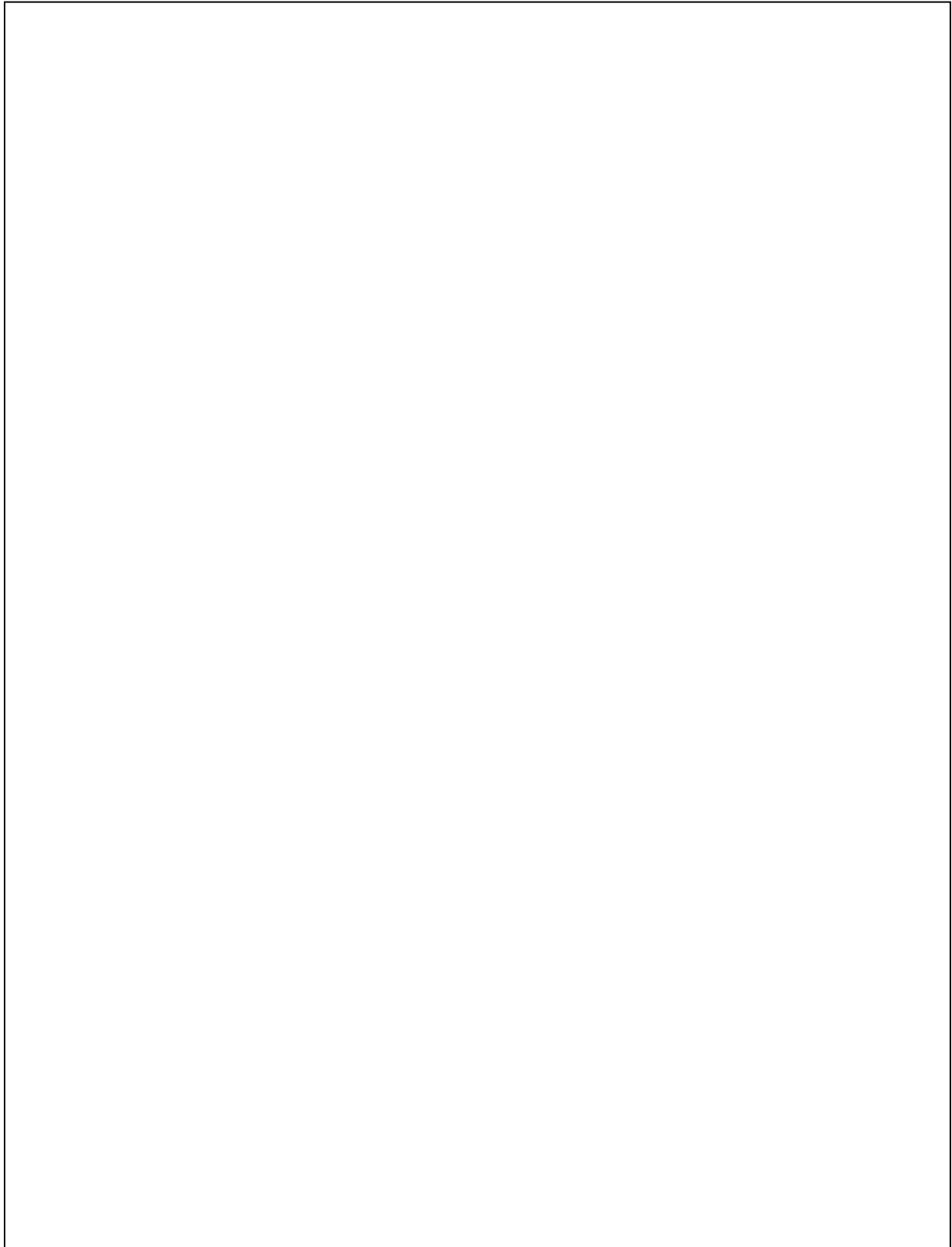
4. Preliminary Data (*Limit to two pages. Use continuation page, label page 12a.*)

A large, empty rectangular box with a thin black border, intended for the student to enter their preliminary data. The box occupies most of the page's vertical space below the section header.

Name: _____

Part B

4. Preliminary Data (*Limit to two pages. Use continuation page, label page 12a.*)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their preliminary data for question 4.

Name: _____

Part B

5. Anticipated Problems and Alternative Interpretations (*Limit to one page*)

Name: _____

Part B

6. Reference Citations *(Limit to two pages. Use continuation page, label page 14a.)*

Name: _____

Part B

6. Reference Citations *(Limit to two pages. Use continuation page, label page 14a.)*

Name: _____

LAY SUMMARY

Name of Principal Investigator/Student Investigator: _____

Title of Project: _____

Name and address of institution where research will be performed:

Lay Research Summary *(Limit to space provided)*

Appendix

The appendix should include:

1. Human and/or animal research committee approvals if completed.
2. Copy of human subjects consent forms, if applicable.
3. Reprints of three of your publications that are **relevant** to this proposal.
4. Letters of agreement from consultants/collaborators.
5. Letter of support from Student or Post-doctoral Advisor

***See Instruction #8 for Appendix Instructions*

Submit 3 copies of the appendix attached to the original application and the two copies.

Checklist:

- Original application with all signatures.
- Signature of institution's assurance official. See Part A, item # 6a.
- Signature of the PI/student. See Part A, item #6b.
- Signature of advisor if applicable. See Part A, item # 6b.
- 2 copies of complete application.
- 3 copies of appendices (attached to the original, first, and second copies of the application).
- 17 collated stapled copies of the front page, brief rationale and specific aims, and the budget.
- Self-addressed stamped postcard to verify receipt (optional).

**Application must be received at the
ACSM National Center on or before
January 22, 2010.**



**AMERICAN COLLEGE
of SPORTS MEDICINE®**

Tel.: (317) 637-9200 • FAX: (317) 634-7817 • www.acsm.org
Street Address: 401 W. Michigan St. • Indianapolis, IN 46202-3233 USA
Mailing Address: P.O. Box 1440 • Indianapolis, IN 46206-1440 USA