

ADVANCED COURSE IN

Grant Writing



RADIOLOGY RESEARCH ENHANCES YOUR PRACTICE

September 17-18, 2004

October 22-23, 2004

February 4-5, 2005

April 29-30, 2005



RSNA[®] | Radiological Society
of North America
Founded in 1915
Department of
Research

DEAR DEPARTMENT CHAIR:

Beginning in September 2004, the Radiological Society of North America (RSNA) will conduct an Advanced Course in Grant Writing. The purpose of the Advanced Course is to help participants—generally junior faculty members—prepare and submit a National Institutes of Health (NIH), National Science Foundation (NSF) or other equivalent grant application. Held at RSNA Headquarters in Oak Brook, Ill., the Advanced Course will consist of four two-day sessions that take place during a nine-month period. Sessions may include evening gatherings.

As a department chair, your support of the Advanced Course in Grant Writing is critical. This commitment requires that you:

- Allow for time off for the participant to attend the course sessions;
- Provide release time (one academic day per week during the nine-month span of the course) for the participant to complete homework assignments; and
- Select a mentor (for the participant) who is knowledgeable of the participant's proposed research idea and is willing to devote time to helping the participant.

The 2004-2005 Course Dates Are: September 17-18, 2004; October 22-23, 2004; February 4-5, 2005; April 29-30, 2005.

"I would not have received NIH grant funding had I not participated in RSNA's Advanced Course. Learning to write a good grant proposal is like learning a foreign language. The course helped me master each step along the way, from basic proposal writing to evaluating the comments of the grant proposal reviewers."

Michelle Robbin, M.D.

Associate Professor and Chief of Ultrasound, University of Alabama, Birmingham

- 1996–1997 RSNA Advanced Course in Grant Writing participant
- 1999 Recipient of a \$1,100,000 NIH Grant

LEARNING OBJECTIVES

The purpose of the Advanced Course in Grant Writing is to assist participants in developing a good quality grant application capable of being submitted to a governmental or private funding entity.

Upon completing the Advanced Course in Grant Writing, participants will be able to:

- Articulate the elements of a good grant proposal;
- Produce a good quality study design, supported by a realistic and well-justified budget and a realistic timeline;
- Write a grant proposal for the intended audience, in compliance with grant instructions and demonstrating the mechanics and logic of good expository writing; and
- Describe the components and psychology of the grant review process.

CME ACCREDITATION AND DESIGNATION STATEMENT

The Radiological Society of North America is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

This activity has been approved for AMA PRA credit.

AMERICANS WITH DISABILITIES

Individuals who need auxiliary aids or services as identified with the Americans with Disabilities Act, please contact the RSNA Department of Research at (630) 368-3758.

ACCEPTANCE TO THE COURSE

Acceptance to the course will be based on the following six criteria:

- 1** The applicant has never been a principal investigator on an NIH or NSF funded project.
- 2** The applicant must have either an M.D. or a Ph.D. and must be a faculty member in a radiology, radiation oncology or nuclear medicine program.
- 3** The applicant has the support of the department chair of his or her respective institution. This support will include release time to attend the course sessions and time (one academic day per week during the span of the course) to complete homework assignments.
- 4** The applicant has a good, viable research idea known to match current research priorities at the targeted funding agency. The applicant should be prepared to discuss and develop the research idea over the course of the four sessions with an aim to submit a proposal to NIH, NSF or other equivalent institution by the October 2005 NIH deadline.
- 5** The applicant has a mentor, ideally from his or her home institution, who has been successful at obtaining funding (preferably has served as a principal investigator on an NIH or NSF-funded project and is knowledgeable in the proposed science of the applicant's project) and is committed to helping the participant throughout the course and the application process.
- 6** The applicant's institution agrees to be responsible for air travel and ground transportation for four trips to the course site. RSNA will provide hotel accommodations (two nights for sessions I, II, III, IV) and meals during the days of the Advanced Course sessions.

Please Note: The applicant must agree to attend all four sessions of the Advanced Course and submit a grant application to NIH, NSF or other equivalent agency. All inquiries regarding the Advanced Course in Grant Writing should be directed to: Lynn Beresoff. Telephone: (630) 368-3758. E-mail: dberesoff@rsna.org

THE FACILITATOR AND COURSE

Janet S. Rasey, Ph.D., will serve as the facilitator of the Advanced Course in Grant Writing. Dr. Rasey has extensive experience in writing grant applications to the NIH to conduct research in the radiological sciences, including radiation oncology and imaging sciences. Dr. Rasey received numerous NIH awards, and was given an NIH Merit Award that spanned the time from 1990-1998. She has over 100 publications and has served on the editorial boards of *Journal of the National Cancer Institute* and *Radiation Research*. She served two four-year terms on the Radiation Study Section of the National Institutes of Health. Dr. Rasey is a Professor of Radiation Oncology at the University of Washington, Seattle (semi-retired). She currently serves as Director of the Research Funding Service at the University where she teaches grantsmanship and grant writing.

The course will conclude in time for participants to submit their proposals to NIH by the October 2005 NIH deadline.

The course will be limited to 12 participants, and is open to all subspecialties in radiology, radiation oncology and nuclear medicine.

Using the NIH R01 application as a model, Dr. Rasey will discuss a variety of topics to help participants write good grant applications, including:

- Key elements of a high quality grant proposal
- Designing the study
- Getting help
- Producing and justifying a realistic project budget
- Clear expository writing
- Understanding the process and psychology of grant review
- Understanding and using the “Pink Sheets”
- Revisions and resubmissions

APPLICATION INSTRUCTIONS

Attach the following to the application form:

A. PROJECT ABSTRACT

The abstract should be a concise and realistic statement that includes a description of the objectives, aims and research methodology of the proposed project. The abstract should adhere to the following format:

- Maximum of two typed pages, single-spaced
- 1-inch left and right margins, 0.5-inch top and bottom margins
- Font type should be no smaller than 10 points

B. CURRICULUM VITAE (CV)

Include the following:

- Applicant's CV (maximum of two pages)
- Mentor's CV (maximum of two pages) Emphasize grant record/knowledge of proposed science
- Any additional information that will help establish the investigator's competence to pursue the proposed project (maximum of two pages)

C. LETTERS OF SUPPORT

One letter of support should be submitted from each of the following:

- The applicant's department chair (confirming the support of the department)
- The applicant's mentor (confirming a commitment to advise throughout the course)

Completed applications must be received by RSNA no later than **July 1, 2004**.

Accepted applicants will be notified in writing no later than **August 1, 2004**.

The original and four copies of the completed application should be sent directly to:

**Radiological Society of North America
Department of Research
Attn: Managing Director of Research
820 Jorie Blvd
Oak Brook, IL 60523-2251**

INCOMPLETE APPLICATIONS WILL BE RETURNED.

APPLICATION COVER PAGE

Type or print clearly

I. Title of proposed research project:

II. Name of applicant: _____
Degree(s): _____

III. Applicant's complete mailing address:

Telephone: _____

Fax: _____

E-mail: _____

IV. Name and address of applicant's institution:

V. Name of department chair: _____

Telephone: _____

Fax: _____

E-mail: _____

VI. Name of applicant's mentor: _____

Telephone: _____

Fax: _____

E-mail: _____

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CHECKLIST:

Did you include the following?

- Cover page
- Project abstract
- Curriculum vitae (applicant's and mentor's)
- Letters of support
- Original and four copies