



RSNA/AUR/APDR/SCARD Radiology Education Research Development Grant

Policies and Procedures

Purpose

Sponsored by the RAAS Leadership Collaborative, Radiological Society of North America (RSNA), Association of University Radiologists (AUR), Association of Program Directors in Radiology (APDR), and Society of Chairmen of Academic Radiology Departments (SCARD). To encourage innovation and improvement in health sciences education by providing research opportunities to individuals in pursuit of advancing the science of radiology education. In addition, this program will help build a critical mass of radiology education researchers and promote the careers of persons advancing the science of radiology education.

Nature of Projects

All areas of radiology education research are eligible for support including, but not limited to: Development of new educational programs or the improvement of existing programs; pilot studies with respect to methods of teaching, and the evaluation of educational techniques, materials, or programs; improving methods of student, teacher, course, or program evaluation; or expanding knowledge of how to provide effective education in the radiologic sciences.

Amount

Up to \$10,000 for a 1-year project to help cover the costs of research materials, research assistant support, and limited primary investigator salary support (no more than half of grant award).

- The RSNA Research & Education Foundation does not pay institutional indirect costs or overhead costs.
- Travel expenses for the RSNA Scientific Assembly and Annual Meeting may not be paid for by this grant.
- Unexpended funds must be returned to the Foundation.

Payment Schedule

RSNA/AUR/APDR/SCARD Radiology Education Research Development Grants run July 1 – June 30. Grant funds will be paid to the institution in two installments: July and January. Ten percent (10%) of the total grant award will be withheld by the Foundation, to be released only upon receipt of an acceptable grant final report within 6 months of the due date.

Deadline for Application

Applications must be completed online and submitted with scanned signature page by end of day **January 10**. If the deadline date falls on a weekend or holiday, the deadline will be extended to the next business day. Applications will not be accepted after the deadline date. Applications that are not complete, do not comply with the instructions, or do not have properly executed signatures, will not be reviewed. See the Foundation's Website for details, RSNA.org/foundation.

Eligibility

- Grants may be awarded to individuals, at any level of career development, who have a primary appointment in a radiology department.
- Applicant must be a member of one or more of the sponsoring organizations.
- Applicant/co-principal investigators must not be agents of any for-profit, commercial company in the radiologic sciences.
- Applicant may not submit more than one research or education grant application to the RSNA R&E Foundation per year.
- Recipients may not have concurrent RSNA grants.
- Supplementation of funding from other grant sources must be approved by Foundation staff if not described in the original research plan. Awards from other sources may be approved by Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

Selection Criteria/Review Process

A study section consisting of physicians and scientists with expertise in the areas and topics of each grant will review the application for scientific merit and appropriateness for funding. Funding decisions will be made by representatives of RSNA, AUR, APDR and SCARD (RAAS Collaborative), based on study section scores. Applicants will be notified of the outcome of their applications by e-mail no later than May 15.

The following guidelines will be applied in the review process:

Research Plan: The extent to which the proposed research is innovative and will advance the science of medical education. Is the hypothesis clear and well developed? Are the experiments well designed and appropriate to test the hypothesis? Is the proposed statistical analysis of the data appropriate for the study design? Is there a reasonable chance of completion within the time frame of the grant? Will the results have scientific value? Is the budget realistic?

Applicant: Is the applicant knowledgeable in the subject matter of the proposal? Is the time commitment realistic?

Scientific Impact: the potential impact of the research and its intended results on radiology educational programs and the prospect of continuation after the end of the grant period.

CONDITIONS OF THE RSNA/AUR/APDR/SCARD RADIOLOGY EDUCATION RESEARCH DEVELOPMENT GRANT

1. **Publicity of Award Recipients**

The R&E Foundation will issue a press release and publicize the award in its print and electronic properties. Information submitted in the application and subsequent reports including the recipient's name, institution, likeness, project title and abstract can be utilized in the promotion of the award. Other external promotional opportunities are at the discretion of the individual recipient.

2. **Final Report**

Recipients must submit a final report to the RSNA Research & Education Foundation office within 30 days after completion of the project. Reports will be distributed to each of the sponsoring organizations. Failure to comply with the final report requirement may negatively affect the home institution department's eligibility to receive future funds from the RSNA R&E Foundation.

Final reports are to be submitted electronically (MS-Word) by email attachment with CC to the department chair and scientific advisor(s), if applicable. Complete reports must address each of the following:

Final Report:

1. Prepare an expanded abstract consisting of 1500 – 2000 words divided into Purpose, Methods, Results and Conclusions. Include appropriate tables, figures and references.
2. Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. **Include all supporting data as an appendix.**
3. Indicate any deviations you have made from the original research plan and justify these changes. If you did not reach one or more of your initial goals, explain why.
4. Indicate the expenditures you have made to date and how they relate to the project.
5. Indicate any problems or delays that you have encountered.
6. Indicate if the results from your studies are being prepared for publication or will be prepared for publication within the next six months.
7. Indicate if the results from your studies will be used as preliminary data in a grant application to another granting agency.
8. Indicate the future impact of the results of your study.
9. Indicate the strengths and weaknesses of the RSNA/AUR/APDR/SCARD Radiology Educational Research Development Grant.
10. Indicate the influence or role that the grant had on your career or will likely have in the future.

3. **Educational Material**

For projects that result in educational materials for distribution and/or electronic publication (World Wide Web content, CDs, printed materials, etc), such distribution/publication becomes the responsibility of the grant recipients. Educational materials must be made available to RSNA, AUR, APDR, SCARD and members at no cost. Any funds generated directly or indirectly from the sale, lease or distribution of the final product will be donated to the RSNA Research & Education Foundation to help fund other projects. The final product may be reviewed and evaluated by the RSNA Education Committee for quality, need and educational value.

4. **Annual Survey**

Recipients agree to participate in an annual survey that will help the Foundation's Board of Trustees track current contact information, additional grant monies received from other sources, scientific publications, and career advancements.

5. **Presentations/Publications**

Grant recipients are expected to submit their work as an abstract for presentation at the annual meeting of the RSNA or AUR and as a paper for publication in *Academic Radiology*, *Radiology* or *RadioGraphics*. One reprint of each publication produced as a result of R&E Foundation-funded work should be sent to the RSNA Research & Education Foundation's address for distribution to the sponsoring organizations. All scientific posters, publications and oral presentations resulting from this grant program must acknowledge the sponsoring organizations.

6. **Extension**

Extensions are strongly discouraged. Only in exceptional circumstances will requests for short extensions be considered. A request for an extension along with a progress report must be made in writing to the RAAS Collaborative at the Foundation's address before the expiration of the original grant period. The request must state the reason for the extension and the length of the extension requested, and must be co-signed by the department chair. If the project is delayed, interim reports must be submitted every six months. Other requests for changes to the terms of an award should be addressed to the RAAS Collaborative with similar documentation and institutional approvals.

7. **Modification or Termination of Support**

The RAAS Leadership Collaborative reserves the right to modify or terminate the amount of any funds granted under the terms of the RSNA/AUR/APDR/SCARD Radiology Education Research Development Grant program. If the support level has to be modified by RAAS for any reason, the grant recipient will be notified in writing at least 90 days prior, and the investigator will have the option to modify the research plan or terminate the grant.



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Section I: Summary of Proposed Research Plan

This page, when separated from the rest of the application, should serve as a succinct and accurate description of the proposed plan. The abstract should include the long-term goals of the proposed work and the methods to be used. Data collection and analysis should be summarized along with the potential clinical significance and future clinical impact of this work. Abstract not to exceed 150 words.

- A. **Resubmission Information:** Is this application based on a proposal submitted to the RSNA R&E Foundation within the past two years? If yes, please use the following link to provide brief details of the previous submission, including a summary of the reviewer comments and how each issue has been addressed in this proposal.
- B. **Title**
- C. **Abstract**

Section II: Investigator(s)

A. Applicant (Principal Investigator)

- Institution
- Department
- Country of Citizenship
- If not a North American Citizen, do you have permanent resident status in a North American country? Specify
- Are you currently a member of RSNA, APDR, AUR or SCARD? Include all that apply
- Key Training Dates (Degrees, Completion of residency and fellowship training)
- Current year of training, or faculty position/rank
- Research and professional experience
- List in chronological order, concluding with present position. Include only related previous employment and experience
- Grants received:
 - Include all sources of funding. Specify the amount and percent effort for each
 - Number of peer-reviewed journal articles
 - Publications. List complete references to all publications during the past three years and to representative earlier publications pertinent to this application, including titles and all authors, in chronological order. If the list of publications in the last three years is excessive, select the most pertinent publications.
 - Time allocated to the proposed project, and to other duties. Specify percent and time frame.
 - Specific role in the proposed project
 - Contact Information (Auto fill from RSNA database)

B. Biosketch

NIH-style, limited to 5 pages

C. Other investigators (if any):

Other investigators/scientific advisors/consultants who will contribute significantly to the project should be listed. Include a description of the role they will play in the proposed research project.

Section III: Research Plan

A. Detailed Research Plan

The detailed research plan should consist of an Introduction (Rationale and Purpose, Objectives, Student Population, and Previous Experience), Project Plans (Activities, Time Schedule, Outcomes), and Evaluation. Not to exceed 5 pages. Use 0.5" margins and Arial size 11 font. Additional pages may be included for the bibliography.

Introduction:

- Rationale and Purpose: General statement of purpose. Describe why the project should be undertaken.
- For research projects, state theory and a brief literature review.
- Objectives: Specific statements of intended outcomes or expected results. Research hypotheses are appropriate for research studies.
- Student Population: What learner group(s) will be served by the project?
- Previous Experience: Relevant preliminary work/prior experience of investigator.

Project Plans:

- Activities: What specifically will be done to achieve the above objectives? How? Where? etc.
- Time Schedule: To whatever extent possible, present a schedule of dates when various aspects of the project will be completed.
- Outcomes: What types of new knowledge, educational programs or materials will be developed through this project?

Evaluation:

- How will the outcomes of the project be assessed in terms of the purpose and objectives?

B. Education Profile: Complete each section as indicated. The information you enter will be used to help match your proposal with study section members that have compatible interests, expertise and experience.

Please select up to *one* keyword (primary focus) within each category

Field: Diagnostic radiology; Medical Physics; Radiation oncology

Education Design: Career development for educators; Curriculum development ; Educational technology; Ethics and professionalism; Leadership and administration; New clinical applications; New educational assessment techniques; New educational strategies and techniques; Quality assurance/improvement

C. Research Assurances

If the proposal utilizes human subjects for anything other than "improving the curriculum of the course in which the participants are enrolled, serves as didactic device involving only individuals enrolled in the class, or provides training in the conduct of such professional activities as interview procedures", indicate the current status of approval from the appropriate human subjects review board (applied for, approved). Provide specific details including date of submission/approval, title of research project, protocol number, investigator listed on the application form/approval letter, start/expiration dates. Do not attach copies of forms/letters to this application; if your proposal is approved for funding, the Foundation will request copies at that time.

Section IV: Budget

A. Detailed Budget

Provide a complete budget for the proposed project, including, where applicable, information on equipment that will be purchased or rented, supplies and materials, other (including salary support for the principal investigator and/or assistant). Salary support for the PI is limited to no more than 50% of the amount requested. All direct costs and equipment costs should be included. Specify the total project budget and the amount requested (if different than the total project budget). Explain how costs not covered by this grant will be paid (departmental funds, etc). The RSNA/AUR/APDR/SCARD Radiology Educational Research Development Grant does not cover institutional overhead costs or indirect costs. The purchase of standard office equipment will not be approved. Requests for travel to the AUR are discouraged; requests for travel to the RSNA meeting are not allowed. Funds will not be made available to replace regular departmental funding or for space renovation.

B. Budget justification

Explain the need for funds in each category requested.

C. Other Sources of Support (pending and received)

Other non-conflicting sources of support for the proposed activity are encouraged and should be identified. List all other sources of support applied for or received for the research project. Include the applicant's name, the amount, and the date of receipt. Their contributions must be clearly indicated as in-kind, restricted or unrestricted support. Supplementation of funding from other grant sources must be approved by Foundation staff if not described in the original research plan. Awards from other sources may be approved by Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

D. Award Payment Information

To facilitate fund disbursement if the grant is approved, please supply the payee information and mailing address. This information is available through the institution's research administration office. The institution will serve as the fiscal agent.

- Grant checks payable to:
- Grant checks sent to: Include contact name, mailing address, phone number, and e-mail.

Section V: Letters

Letters of recommendation/support are not required or accepted; however, if equipment or supplies for the proposed study will be provided by a source other than the applicant's department (such as a commercial company), include a letter of intent/agreement from that source. Similarly, if the study involves significant collaboration with individuals other than the scientific advisor, include appropriate letters of agreement.

- No letter from scientific advisor or department chair
- Letters of intent should be included only from sources/collaborators outside the applicant's institution;
- Letters should be written to the grant applicant, not to RSNA
- Letters should address only the deliverables that will be contributed to the project (equipment/supplies, time/expertise, etc.)
- Letters should not include specific comments on the project or recommendations of the applicant
- Letters that do not conform to the above guidelines will be removed from the application

Section VI: Signatures

Enter the names and contact information for the department chair, scientific advisor (if applicable) and grant administrator. Download and print the completed signature page, obtain signatures, scan and upload the signed document.

Submit the Application Online

When all sections of the application have been completed and the signed signature page has been uploaded, click the "*Preview Completed Application PDF*" button, located at the top of the online grant application Table of Contents page, to view the compiled grant application. Make sure the data and uploaded documents have been formatted correctly. To submit the application, click the "*Send Completed Grant Application to RSNA*" link at the bottom of the Table of Contents page; there is no need to send a printed copy to the RSNA office.

Questions?

Scott A. Walter, MS, Assistant Director - Grant Administration
Radiological Society of North America, R&E Foundation
820 Jorie Boulevard, Oak Brook, IL 60523
1.630.571.7816, swalter@rsna.org