



# AUR Research and Education Foundation Strategic Alignment Grant

## Guidelines and Application Instructions

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### Purpose

To advance the long-range strategic organizational goals of the AUR by awarding one year length grant(s) to applicants who address identified strategic priorities.

### Research and Education Foundation Mission

The Association of University Radiologists Research and Education Foundation advances the interests of individual academic radiologists and of the academic radiology community through consistent financial support of academic programming, scholarship, and innovation.

### Nature of Projects

The AUR Research and Education Foundation will identify a minimum of two targeted areas chosen from the [AUR Strategic Plan](#).

Examples for the 2017-2018 cycle include but are not limited to grants that address the following areas from the AUR Strategic Plan:

- Objective #1: Increase dissemination of AUR-based educational content to a wider audience.
- Strategy #1a: Advocate for radiology education for non-radiologists, including programs for medical students, non-radiology resident trainees, nursing students, occupational therapy and physical therapy students, and radiology technologists.
- Objective #2: Engage the participation of a broader group of academic radiologists.
- Strategy #2a: Create a faculty development program at the annual meeting targeted to division/section directors (current and future) and vice chairs.
- Strategy #2b: Increase opportunities for presentation beyond current offerings (especially for junior faculty).
- Strategy #2c: Teach non-interpretative skills to radiologists throughout their careers.
- Objective #3: Increase horizontal integration among all members of the umbrella organization, especially through the affinity group mechanism.
- Strategy #3a: Strengthen partnerships with APDR, SCARD and APCR.
- Strategy #3b: Align missions of the affinity groups with the mission of the AUR.
- Objective #4: Create “branded” presentations on important topics for nationwide dissemination to radiologists, medical educators, and other healthcare professionals.
- Strategy #4a: Collaborate with affinity groups and other radiology societies, wherever possible.
- Objective #5: Change the public perception of radiologists and their roles in patient care.
- Strategy #5a: Increase awareness of radiologists to patients and patient impact on their outcome by altering what medical students experience during training.
- Strategy #5b: Improve and increase educational activities among non-radiologists, both existing and future referring physicians.
- Objective #6: Expand leadership development.
- Strategy #6a: Increase leadership development activities.

We require the grantee to present their work at the AUR Annual meeting. (Please note report deadlines and reference these requirements in conjunction with programming and scheduling of the AUR Annual Meeting).

### **Amount**

One or more grants, up to \$35,000 (USD) in aggregate will be awarded off-cycle for the 2017-2018 year. Funds may or may not be granted, depending on the quality of the received proposals. The maximum individual award may not exceed \$35,000 for a one year project.

- The award may be used for salary support and/or other project costs. Funds cannot be used to support non grant related affinity group or association costs. The grant will not fund institutional indirect costs or overhead costs, or tuition.
- Travel expenses for the AUR Annual Meeting may not be paid by this grant's funds.
- Unexpended funds must be returned to the AUR Research and Education Foundation.

### **Payment Schedule**

Grants begin on July 1. Payments will be made to the sponsoring institution in two installments on July 1 and January 1 in the award year. Funds are expected to be spent within the annual cycle of the grant and materials presented at the following AUR Annual Meeting.

### **Deadline for Application**

Applications must be completed and submitted electronically as a PDF file with a scanned signature page by 12:00pm Central Time on the second Friday of January. 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.

### **Eligibility**

- Applicant (primary investigator) must be a full member of the AUR at the time of application. Although all full AUR members are eligible, preference in selection will be given towards projects submitted by applicants earlier in their academic careers.
- Applications by Residents and Fellows are encouraged but must list a co-principal investigator (mentor) who is a full AUR member. The full AUR member who is the mentor should be an individual with expertise in academic radiology or other area related to the proposed project. This mentor will serve to guide the project, and must be willing to take responsibility for its performance and completion. A letter of support from the mentor detailing the program should be submitted with the application.
- Applicant/co-principal investigator(s) must not be agents of any for-profit, commercial company in the radiologic sciences; however, these entities may act as consultants (examples might include a software or imaging company vendor).
- Applicants (the primary investigator) may only submit one grant application to the AUR Research and Education Foundation per year.
- Supplementation of funding from other grant sources must be approved by AUR Research and Education Foundation staff if not described in the original research plan. Awards from other sources may be approved by AUR Research and Education Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

### **Requirements for Applicant and Sponsoring Institution**

Applicants must hold a M.D. degree (or equivalent), be board eligible or certified in radiology, and have received sufficient research training at pre- and/or postdoctoral levels to be capable of independent research. Candidates should hold, or have been offered, an academic appointment in a radiology department of an accredited medical school or research institute in the United States or Canada.

Applicants who hold any of the AUR Research and Education Foundation awards, the RSNA Research Scholar, Research Fellow, or Research Seed Grant Award, GERRAF or ARRS Grant Award will not be eligible for another award or fellowship in that same year.

At the time of the application, the sponsoring institution must provide a budget and letter of support, approved by the department chair, clearly specifying the anticipated direct costs and academic time required supporting the Strategic Alignment Grant. Indirect costs cannot be paid from the grant funds. An itemized budget is required as part of the award proposal submission. Funds (up to the maximum amount of the award) may be apportioned as required by the investigator, but must be briefly justified in the application. Examples of fund use might include: (i) salary support for protected research time for the investigator, (ii) salary support for associated staff (e.g. research assistants and/or PhD collaborators), (iii) appropriate equipment and/or scanner time access, (iv) software and biostatistical support, and combinations of the above.

A sponsoring institution may only submit one application per grant cycle and will only be permitted to accept one award sponsored by the AUR Research and Education Foundation at any time. Strong consideration will be given to applicants from departments and institutions that show a commitment to the applicant's proposal. The parent institution must demonstrate adequate resources and facilities to carry out the terms of the project. Specific involvement by experts outside of Radiology will be looked upon favorably. A letter of support from the department Chair is required.

### **Selection Criteria/Review Process**

The review process will be administered by the AUR Research and Education Foundation Grants Committee. Final decisions will be subject to the approval of the AUR Research and Education Foundation Board of Directors. Applicants will be notified of the outcome of their applications by email not later than February 28. Announcements of grant awardees will be made by the Research and Education Foundation Board President at the following AUR Annual Meeting and via email announcements.

The following guidelines will be applied in the review process:

Education Plan: Evaluate the proposed educational activity. Are the purpose and goals clear and well developed? If the plan involves a research component, are the experiments well designed and appropriate to test the hypothesis? Will the results have scientific value? Is there appropriate statistical analysis? Is any advanced training in education described in terms of its impact on the future education of others in the radiologic sciences? Are the required educational resources available? Is there a reasonable chance of completion within the proposed time frame? Does the activity utilize novel theoretical concepts, approaches, methodologies, instrumentation or interventions? Does the activity fill a current need in radiology education? Will it advance the science of radiologic education? Is the budget realistic and well justified? Does the project have high value (potential educational impact relative to total budget dollars)? For two year projects, is the proposed timeline and dollar amount necessary, or can the project be completed satisfactorily within a shorter timeframe and/or smaller budget? Are the metrics used to measure the impact of the proposed project appropriate? Is there a described method of evaluation that will judge success or failure of the goals of the activity?

Applicant: Evaluate the training and experience of the applicant as they relate to the proposed educational activity. Does the applicant have a demonstrated interest in education? If an early career applicant, does he/she have adequate experience and training? If established, has he/she demonstrated an ongoing record of accomplishments that have advanced radiology education? Is the applicant's time commitment realistic?

Department Commitment: Evaluate the commitment of the applicant's institution and department to provide adequate support for the educational activity. Does the applicant have access to appropriate educational resources, including equipment, other materials, space, assistants, and mentors? Does the department allow appropriate time? Will the educational and scientific environment in which the work will be done contribute to the probability of success? Will the activity benefit from unique features of the educational and scientific environment, subject populations, or collaborative arrangements?

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## Conditions of the AUR Research and Education Foundation Strategic Alignment Grant

### 1. Progress Reports

Grant recipients are required to submit an interim report half-way through the funding period (January 1), and a more detailed final report upon completion of the project (July 1). Reports are to be submitted electronically (MS-Word) by email to the AUR Research and Education Foundation.

The interim report should summarize the specific aims and the progress achieved, explain any significant changes to the specific aims, new directions to be undertaken due to those changes, and expenditures to date. These are not to exceed one page. Any publications, patents, or other material related to the funded research should be included on a separate page and submitted separately.

The final report should include the above with the additional summary if a publication, patent, or grant is being or will be prepared using the results obtained from this grant. In the final report, a second page should be submitted separately describing the impact of the results, the strengths and weakness of the grant program, and the role that the AUR Research and Education Foundation or AUR had, has, or might have in their future.

### 2. 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 the AUR and their respective members at no cost. Any net funds generated directly or indirectly from the sale, lease or distribution of the final product will be donated to the AUR Research and Education Foundation to help fund other projects. The final product may be reviewed and evaluated by the AUR Education Committees for quality, need and educational value. The final product will contain an acknowledgement of funding in part by the AUR and AUR Research and Education Foundation.

### 3. Publications

Scientific and educational manuscript results from AUR Research and Education Foundation funded projects should be submitted to *Academic Radiology* for consideration for publication (right of first refusal) over alternate publications. However, if the manuscript is not accepted for publication by the former or following journals, *Radiology*, *RadioGraphics*, *Medical Physics* or the *International Journal of Radiation Oncology, Biology and Physics*, the manuscript may be submitted to a journal(s) of the authors' choice.

### 4. Acknowledgment

Institutional restrictions will be taken into consideration on an individual basis by the Research Committee, Academic Radiology's Editor-in-Chief, and the AUR Research and Education Foundation. Otherwise, AUR has the first right of refusal for publication of research papers generated from this award. The awardee is expected to present his/her results at the AUR Annual Meeting. All posters, publications, oral presentations and educational materials of work funded by the AUR Research and Education Foundation must contain appropriate acknowledgment.

### 5. Extension

A no-cost extension of the terms of this grant may be requested to extend the budget period up to 12 months beyond the original ending date. Approval of an extension will not include awarding additional funds. A request for an extension along with a progress report must be made in writing to the chair of the Grants Committee at the AUR Research and Education Foundation's address before the expiration of the original grant period. The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified. Requests must be co-signed by the organizational representative. Interim reports must be submitted every six months during the extension period. Other requests for changes to the terms of an award should be addressed to the chair of the Grants Committee with similar documentation and institutional approvals.

## **6. Modification or Termination of Support**

The AUR Research and Education Foundation Board of Directors reserves the right to modify or terminate the amount of any funds granted under the terms of the Strategic Alignment Grant program. If the support level has to be modified by the Board of Directors for any reason, the grant recipient will be notified in writing at least 90 days prior, and the grantee will have the option to modify the project plan or terminate the grant.

## Application Instructions

### I: Summary of Proposed Project

This page, when separated from the rest of the application, should serve as a succinct and accurate description of the proposed project. The summary should include the long-term goals of the proposed project as it applies to the applicant and to the radiologic community. Abstract not to exceed 300 words.

#### A. Title

#### B. Abstract

### II: Applicant

#### A. Applicant Data Complete applicant personal and professional data.

- Institution
- Department
- Key Training Dates (Degrees, Completion of postgraduate training programs)
- Current year of training, or faculty position/rank
- Grants & external funding for research received. Sources of grants and external funding include, but are not limited to, governmental agencies, foundations, industry, and commercial entities. Specify the amount and percent effort for each.
- Conflicts of interest must be disclosed and addressed.
- 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.
- Contact Information.

#### B. Biosketch

NIH-style, limited to 5 pages

#### C. Priority Statement: Describe your area of professional/scientific interest(s) and long-term career goals and objectives. Explain how the opportunity of Strategic Alignment Grant relates to the personal plans and ambitions of the applicant, to the priorities of the host institution, and to the radiologic community in general. Not to exceed 1000 words.

#### D. Other Participants (if any)

Other participants/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, and a brief summary of their qualifications and suitability for the proposed role.

### III: Project Plan

#### A. Detailed Project Plan:

The description of the plan should be thorough but focused. Not to exceed 5 pages. Use 0.5" margins and size 11 Arial 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 Plan:**

- Activities: What specifically will be done to achieve the above objectives? How? Where? etc.
- Deliverables: What deliverables will result from the project? How are they related to the project goals?
- Annual meeting presence: what presence will the project have at the AUR annual meeting? How will it enhance the experience of the attendees? How will it contribute to the project goals?
- Enduring materials: what enduring materials will result from the project? How will they contribute to the project goals? How will AUR member access them?
- Time Schedule: To the extent possible, present a schedule of dates when various aspects of the project will be completed.
- Outcomes: What are the desired outcomes of the project? How will they be assessed?

#### **Evaluation:**

- How will the outcomes of the project be assessed in terms of the purpose and objectives? What metrics will be used and how will they be collected?

#### **B. Research Assurances**

Will the project involve any of the following?

- human subjects (Y/N)
- vertebrate animals (Y/N)
- ionizing radiation/radioactive isotopes (Y/N)
- other, requiring institutional research assurance approval (recombinant DNA, etc) (Y/N)

While institutional review board (IRB) approval is not required at the time of award proposal submission, no funds will be disbursed before such approval is documented, if necessary.

#### **C. Resources and Environment**

Describe major equipment, laboratory, clinical, animal, office/computer, support services, education resources, study populations, and other facilities (simulation centers, survey cores, etc) that will be available for this project.

### **IV: Budget**

#### **A. Detailed Budget:**

Since plans differ, no specific format is required for this section. However, a complete description of the projected use of funds will assist the study section reviewers in determining the project's scope and feasibility. The budget should be a complete and detailed listing of the costs associated with the proposed program, including part-time salary support, tuition, supplies and materials, etc. 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). Through this grant program, the AUR Research and Education Foundation does not pay institutional overhead costs, indirect costs, or tuition.

#### **B. Other Sources of Support (pending and received):**

Other non-conflicting sources of support for the proposed activity are encouraged and should be identified.

**C. 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.

**V: Letters**

Letters of recommendation/support are not required or accepted; however, a letter of intent/agreement should be provided for any of the following:

- If the project will involve a significant amount of the applicant’s time and/or departmental resources (including other personnel), provide a letter of support from the department chair;
- If equipment or supplies for the proposed activities will be provided by a source other than the applicant’s department (such as a commercial company);
- If the study involves significant collaboration with individuals outside of the applicant’s department or home institution.

**VI: Signatures**

Enter the names and contact information for each individual that will sign the completed application. Scanned signatures are required on the PDF copy.

- Department Chair
- Grant Administrator
- Grant Applicant

**VII: Submission**

Create and submit your application electronically as a PDF document. The electronic file must be received in the AUR Research and Education Foundation office at [aur@rsna.org](mailto:aur@rsna.org) on or before the deadline.

**Questions?**

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