

Date: June 5, 2006

To: All OMFS Faculty, Residents, Fellows and Students.

From: Education and Research Fund Review Committee

RE: Department of OMFS Education and Research Fund (ERF)
Grants for Academic Year July 1, 2006 – June 30-2007

Introduction: The Department is offering research support grants for Faculty, Residents, Fellows and Students funded by the ERF. The purpose of these internal grants is to stimulate the development of research projects and programs within the Department. The grants are meant to be for one year with the possibility of renewal for a second year. I encourage you all to participate in this program. It is a wonderful opportunity. Grants are also available to fund travel for residents and fellows to participate in continuing education activities or to further their research efforts and activities.

Eligibility: All OMFS faculty, residents, fellows or students who have a project that is supervised by an OMFS faculty member are eligible for support. There is no deadline and the applications can be submitted anytime. They will be processed on a first come first served basis. In addition, all applicants must have completed the appropriate IRB or animal research training programs. Certificates documenting completion of the educational programs and IRB or animal research committee approval of the project must be on file with the department before funds are released.

Research Grant Application: As this program is meant to encourage and stimulate research, there will be a minimum of administrative requirements. The proposal must be submitted in writing with a budget. The turnover time between submission and decision will be no longer than 1 month, unless the number of applications prevents this turnaround. The applications will be reviewed by the Department of OMFS Research Committee, composed of Drs. Troulis, Dodson, Kaban and an additional person with expertise in the field of the proposal. For predoctoral students, Dr. Catherine Hayes, Director of Predoctoral Research, will review the grants as well. An outside review will be solicited when appropriate. Categories of funding include:

- 1) "Seed money" for junior or senior faculty to support pilot research activities.
- 2) Student, resident and fellow research awards to support projects in which the student, resident or fellow is carrying out the research as a supervised PI with an OMFS faculty member. The trainee's role in the project must be clearly delineated.
- 3) Travel awards for students, residents and fellows to present an abstract derived from research done in the Department when there is no other way to fund the travel.

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Research Grant Proposal Format: Faculty research mentors responsible for student, fellow, or research projects must review, approve, and submit the application electronically to MGHoralsurgery@partners.org. Proposals submitted by mentees will be returned as administratively unresponsive to the proposal.

Maximum number of pages: 5 single-spaced.

Areas to address:

- I) Hypothesis
- II) Specific Aims
- III) Background
- IV) Methods

Summary: This should include a timeline and overall research plan, i.e., what will be the next step for the research and for funding if this grant is successfully carried out.

Budget page: This should include all personnel, supplies and equipment costs, as well as publication costs and travel to meetings. The awards this year will be a maximum of \$10, 000.

Funding by the Department of OMFS Education and Research Fund should be acknowledged on publications and abstracts.

Twenty percent of the funding will be held in reserve pending completion of a final report summarizing the research activities.

Educational Grant Application Format: Please use the format below to apply for a grant to attend an educational or research meeting. Please limit it to one page.

- Meeting name:
- Meeting location:
- Dates:
- Description of meeting:
- Reasons for attending and benefit to your education: (One or two paragraphs outlining your reasons for attending and how this will help you and contribute to your education)
- Describe how attending this meeting will benefit your co-residents and faculty: (one or two paragraphs outlining what you will do with the information and experience that you derive from the meeting and your plans for disseminating the information.)
- Budget, including:
 - Airfare:
 - Hotel and per diem:
Note - Hotel and per diem expenses, e.g. food, local transportation, tips, parking, are capped at \$225 per day.
 - Tuition:
 - Total: