Detailed Application Instructions

Applications will not be considered unless and until all materials have been received. While international applicants are welcomed, proposals must be written in the English language.

a. Format:

· Maximum length of application, exclusive of exhibits and items below, is ten one-sided pages, single-spaced, using a standard 12- point font

· Number each page consecutively

· Include name of Principal Investigator on each page as a header

· Abbreviate only after complete wording has been provided and abbreviation identified

· Use standard black type that can be photocopied well

· Black-and-white or grayscale diagrams and drawings are recommended

b. Content:

The proposal should describe the rationale and potential importance of the project, and should include the specific goals, research design and methodology. Summarize any previous, related work. Include sufficient detail for evaluation of the proposed work. Reviewers consider brevity and clarity of the proposal to be indicative of a focused and attainable research objective.

The application should include the following items:

1. Principal Investigator Information Page

        A. Title of project

        B. Principal Investigator

        C. Contact information

        D. Research Advisor

        E. Contact Information for Research Advisor

        F. Specific grant amount requested.

2. Project Description

A. Abstract: Provide a project summary that briefly describes the emergency medical issue the project seeks to address. This should be limited to 250 words.

B. Specific Aims: List the project's objectives and describe the specific goals of the research, including any hypotheses to be tested. One page is recommended.

C. Background and Significance: Briefly outline the background of the proposed project, including a critical review of any preliminary research and existing knowledge, and identifying any gaps in knowledge or understanding the project is intended to fill. State the importance of the proposed research by relating the project's specific goals to the issues of emergency medical and point-of-care ultrasound use. Two to three pages are recommended.

D. Preliminary Studies: For new applications, a report of the Principal Investigator's prior related studies, or Research Advisor's prior relevant studies.

E. Research Design and Methods: Describe the research design and methodology that will be used to accomplish the project's specific goals. Include the manner by which data will be collected, analyzed, and interpreted. Describe facilities, laboratory space, and major equipment that are pertinent to the project. Describe any new methodology and its advantage over existing techniques. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the project's aims. Provide a tentative sequence or timetable for the project. Describe any procedures, materials, or situations that may be hazardous to personnel and the planned precautions to be exercised.

F. Human Subjects: Regulations require that all affiliated institutions establish and maintain appropriate policies and procedures for the protection of human research subjects. Where applicable, briefly describe the population of subjects to be involved in the project, the guidelines for informed consent, and the means by which protection will be ensured at all stages of human subject involvement. Provide proof of current or pending project approval by an Institutional Review Board or equivalent ethical oversight committee.

G. Budget: Provide a detailed budget for the project. (Max $5,000 USD)

H. Budget Justification: In narrative form, please provide justification for budget items such as salary and benefits for the principal investigator and other project personnel; travel, printing/publications, consultant costs, patient care costs; and equipment and supplies.

I. Project Personnel: Provide the name, title, and role of the Principal Investigator and any individual who will be involved in the project.

J. Approximate the proportion of effort that each person is expected to devote to the project. Provide the *curriculum vitae* of all project participants.

K. Letters of Reference: Please provide one sealed letter of reference for the Principal Investigator, as well as a letter of support from a Research Advisor for the project.