



Australian Society
of Orthodontists

SPECIAL RESEARCH GRANTS

The ongoing fundraising campaign, “**Foundation for the Future**” has resulted in more funds being available for research projects. As a result, the Foundation, after consultation with the Education Committee, is able to offer **Special Research Grants**.

These do not replace the Research Grants awarded to successful postgraduate students following application on the 30th of November, each year.

Special Research Grants are not available to postgraduate students but rather to those continuing with research studies either at an academic level or as a part time interest. It is to be noted that applicants will normally be current members of the Australian Society of Orthodontists Inc.

The following documents, which relate to Special Research Grants, are attached

- 1) Guidelines for preparing grant applications
- 2) Conditions governing grants
- 3) An application form

Closing date for applications is 30th of June each year.

Requests for further information should be directed to:

ASOFRE Secretary

For contact details see ASO website at:

http://www.aso.org.au/Docs/ASO_Information/ASO_Office_Bearers/ASO_Committees/ASOFRE.htm

**ASO Foundation for Research and Education
Application Form / Cover Sheet**

SPECIAL RESEARCH GRANT APPLICATION

Applicant's Name:

Title of Research Project:

Applicant's Position:
(e.g: M DSc Student ,Part-time Lecturer, Head of Dept.)

Educational Institution:

Department:

Contact Address: Mail

Email

Contact Numbers: Telephone

Fax

Total Amount of this Application:.....

I,....., the applicant,
acknowledge that the Trustees of the Foundation will determine the allocation of funds in their
absolute discretion and I abjure my possible right to challenge the Trustees' determinations.

Signed: **Date:**

Forward to:

ASOFRE Secretary

For contact details see ASO website at:

http://www.aso.org.au/Docs/ASO_Information/ASO_Office_Bearers/ASO_Committees/ASOFRE.htm

Conditions Governing Special Research Grants

1. Grants shall be used to support investigations carried out within Australia by the person or persons specified in each award. Grant monies shall be applied only to investigations approved by the Foundation's Trustees.
2. Grants are to provide for:
 - 2.1. Materials, consumable supplies, apparatus, animals and minor equipment (up to \$1000) not otherwise specified.
 - 2.2. Specified equipment costing more than \$1000 but not more than \$5000, which shall remain the property of the Foundation at the end of the project;
 - 2.3. Specified contract services;
 - 2.4. Other specified expenses related to the project.
3. Though requests for salary support for technical and other assistance will be considered and should be detailed in Sections 11 and 12 of the *Research Grant Application* it is **not** the policy of the Foundation to provide salary support.
4. Where the grant recipient(s) work(s) in an institution, a responsible officer of the institution shall submit a statement of the details of expenditure with each progress report. (See Clause 10) and certify that the grant has been expended solely upon the work and for the purpose specified in the award of the grant and that all funds allocated in the grant not expended or carried forward have been returned to the Foundation. Any applicant(s) not working in an institution will also be required to submit details of expenditure and to return to the Foundation all funds not expended.
5. An institution wherein research supported by a grant from the Foundation is undertaken shall, at its own expense, be responsible for the security, care and maintenance of equipment purchased under that grant.
6. There is no commitment expressed or implied by the Trustees that, if a successful grant applicant moves to another institution, funding for the approved project will be continued at the new institution. If the grant recipient seeks such a transfer, the proposal must be submitted at the earliest opportunity to the Foundation's Trustees. Assurances of equal facilities and support at the new institution, guaranteed by the head of that institution, will be mandatory.
7. Grants are normally paid in arrears, subject to the lodgment of satisfactory final reports (see Clause 11). An initial payment to assist in starting the project may be made available to grant recipients, particularly where equipment is to be purchased. Applications for start-up payments must be lodged immediately on the notification of the award of the grant. The Foundation will not usually pay the balance of outstanding grant monies until a satisfactory final report has been received. All requests for payment must be made within twelve (12) months of the anticipated completion date as stated on the application form.
8. Grant recipients may apply for periodic progress payments, for which purpose a statement of expenditure and relevant invoices and/or quotes must be submitted, with a written progress report.
9. Applicants should note that, where the Trustees allocate funds to support the first year of a long-term project, there is no implied commitment that the second and/or subsequent years will be funded.

10. **Progress reports** on the work shall be submitted to the Foundation **at least annually by the 30th June or at the request of the Foundation.**
11. Failure to respond promptly to requests for reports will automatically be referred to the Trustees for consideration of termination of the grant. Progress reports must be always accompany grant applications seeking further support for an ongoing project.
12. At the conclusion of the project, a **final report** shall be submitted to the Foundation, together with either: An **article** in a form suitable for publication in the **Australian Orthodontic Journal** or
An **extended abstract** of approximately 800 words (two typed pages) in a form suitable for publication in the *Australian Orthodontic Journal*.
Publication as an abstract in the *Australian Orthodontic Journal* shall not prevent the author(s) from submitting more detailed or specialised papers to other scientific journals. If you choose to submit an appropriately formatted manuscript for consideration for publication in the *Australian Orthodontic Journal*, it must adhere to the Guidelines for Authors of the *Australian Orthodontic Journal*. Publication shall be at the Editor's discretion.
13. Due **acknowledgement** should be given to the **ASOFRE** in any publication, lecture or display arising from the project.
14. The Foundation shall retain the right to terminate the funding for a project at any time.

GUIDELINES FOR PREPARING A SPECIAL RESEARCH GRANT APPLICATION

Applications for **Special Research Grants** should be submitted in **hard copy (6 copies)** by **30 June each year** and should contain all necessary information to allow them to be considered by the Trustees and assessors without reference back to the applicant(s). They should be expressed in clear language and accurately typed. Applicants should pay careful attention to the preparation of their submissions and should check and proof read them before forwarding them to the Foundation.

In general, research projects are assessed on the basis of scientific merit. **Applicants should be aware that the Trustees are especially interested in research that bears directly on the clinical practice of orthodontics.**

Applicants who are awarded special research grants should be aware of their obligation to ASOFRE to prepare a final report in a form suitable for publication in the *Australian Orthodontic Journal*. Where continued funding is sought by a grantee, a final report on the work completed must be received before further funding is provided.

The following guidelines should be noted in preparing each correspondingly numbered section of the “**Application for Research Grant**”:

1. Project Title

1A The title should accurately reflect the proposed project.

1B The project must be identified either as new or a continuation of work that has been previously granted funds from the Foundation or other source.

1C Carefully choose key words that convey the essence of the project.

2. Applicants

The primary Applicant should be the person directing the research, not necessarily the most senior researcher in the group. Preference will be given to members in good standing of ASO Inc.

3. Curriculum Vitae

Only a brief curriculum vitae is required. Please do not use additional pages.

4. Where is the work to be undertaken?

Adequate facilities to undertake the project must be available. Access to computing facilities and word processing is desirable. It is helpful to assessors if the details of access to such facilities are given in the application.

Attention is drawn to Clause 6 of the “Conditions Governing Research Grants” which refers to portability of grants

The Trustees are aware that career considerations will often make such transfers to another institution important to applicants. However, grantees should understand that, because assessment of a grant application requires assurances of adequate facilities and institutional support, a request to transfer to another institution means, in effect, a need for Trustees to conduct a new assessment of the project. It is entirely possible that such an assessment may be unfavourable, and no assumption of transferability of a project grant should therefore be made.

Important considerations in the reassessment will be assurances from the head of the new institution that equivalent facilities and support will be available to the researcher. These assurances must be in writing. In many instances, the simplest approach is to notify the Foundation’s Trustees of the change in institution, and lodge a new application for the succeeding year’s round of grants.

5. Hours per Week

This should be averaged over the year.

6. Other Staff

Give names and/or position of persons not included as applicants who will assist with the project.

7. Duration of Project

Commencement date should be as soon as possible after 1 January in the year following the application.

Completion date should normally be during, or at the end of the year following the application; however, it is recognized that some projects may extend into the subsequent year.

For projects designed to be managed in stages over more than one year, it is necessary to submit a new application each year.

8. Research grants held in the past five years

Whether related to the present application, or not, all grants received during the course of the last five years are to be listed by project title; year(s); amount and source of funds.

If ASOFRE funds were granted, a final report must be provided to the Foundation or be included with the present application.

9. **Research grants currently held**

List all grants currently held for all projects.

If Foundation funds were granted, a progress report must be provided.

10. **Current applications**

Give details of all other grant applications which are currently under consideration.

11. **Budget**

Since the back up available in an established research institution may be able to compensate for a shortfall between funds requested for a particular project, applicants are requested to identify (using the letter "A") costs that are absolutely essential if their project is to proceed.

Specify items under each heading.

Items costing in excess of \$5 000 will not be funded and written quotes must be provided for items of equipment over \$1 000.

The attention of applicants is drawn to Section 4 of the "Conditions Governing Research Grants":

"Where the grant recipient(s) work(s) in an institution, a responsible officer of the institution shall submit a statement of the details of expenditure with each progress report (see Clause 10) and certify that the grant has been expended solely upon the work and for the purpose specified in the award of the grant and that all funds allocated in the grant not expended or carried forward have been returned to the Foundation.

Any applicant(s) not working in an institution will also be required to submit details of expenditure and to return to the Foundation all funds not expended."

Under normal circumstances the Foundation will not be able to support requests for salaries or high cost items of equipment.

Funding to cover institutional overheads should not be included.

12. **Explanatory notes on Budget**

Show clearly under appropriate headings how the requested amounts were calculated. This must, for example, include an estimate of how many items of consumable supplies are needed and the cost per item. If necessary, use the letter "A" as in Section 11.

13. **Aims of the Project**

State each aim clearly and singly.

14. **Importance and Relevance of Aims**

Briefly identify previous work in the area, if any. Describe how the proposed research extends previous work.

If the project is a clinical one, consider whether the results would be of benefit to patient care.

Safety of human subjects must be a paramount of consideration in any clinical research protocols. An estimate of benefit to risk should be made.

15. **Detailed description of the Project**

Clearly and precisely define the matter to be investigated and describe the proposed methodology.

What hypotheses are to be tested?

Is the proposed project of such intrinsic value as to warrant the time commitment envisaged?

Is the time commitment which you have indicated, consistent with the other details e.g. the method?

Define the sample size required for statistically significant results at the chosen confidence level. **Consultation with a statistician is recommended during the experimental design phase.**

Provide an accurate description of the use of all materials and apparatus.

For materials research, full disclosure of all information relating to composition, properties, usage and manipulation should be available.

Consider the interaction of all possible variables and set up reliable controls.

Where indicated, use adequate randomization of testing procedures and "blind" techniques to avoid possible operator bias. Standardisation of various experimenters may be required before work can proceed to its definitive stage.

Applicants should, if necessary, seek advice on the design and management of the project by consulting with appropriate personnel, such as senior researchers.

16. **Relevant references**

Include a short list of the key references relevant to the work.

17. **Published work**

List only work published in the last five years. Mark with an asterisk before the first author work, which is relevant to this project. Abstracts and conference proceedings or the like are not appropriate for listing.

18. **Other Research**

The applicant(s) should give a brief summary only, of other research activities either as principal researcher, associate, or supervisor.

19. **Ethical Clearance**

Where animal or human experimentation is involved, ethical clearance is essential and for humans, "informed consent" must always be obtained before any work is commenced. Funds will not be allocated unless all relevant ethical clearance forms, signed by an appropriate authority, have been submitted with the application.

NHMRC ethical guidelines must be followed.¹

All necessary professional and legal requirements must also be observed.

20. **Progress Report**

Complete and submit before the 30th June each year when a grant has been received in the previous year(s).

21. **Signature of Applicant(s)**

Assent to the stated conditions under which grant applications will be considered must be indicated by means of personal signature(s). All the applicants of a group application must sign.

22. **Certificate of Head of Department**

The signed permission of the Head of Department for the research project described in the application to be conducted in that Department is required for all projects except any carried out solely in a private practice setting. Such permission shall imply that the necessary facilities are available and that relevant ethical guidelines will be observed.

APPLICATION FOR SPECIAL RESEARCH GRANT

Please submit 6 typed copies.

1A	PROJECT TITLE	_____				

1B	NEW PROJECT	<input type="checkbox"/>	or	CONTINUATION OF PROJECT	<input type="checkbox"/>	ASO FUNDED
					<input type="checkbox"/>	NON-ASO FUNDED
1C	KEYWORDS:	(List up to five keywords)				

2A	PRIMARY APPLICANT					
	Surname and Title		Given Name		Qualifications	
	Appointment		Institution (if applicable)		Department (if applicable)	
	Contact Address (Street)		City		State and Postcode	
	Phone (Work)		Fax (Work)		Phone (Home)	

2B	ASSOCIATE					
	Surname and Title		Given Name		Qualifications	
	Appointment		Institution (if applicable)		Department (if applicable)	
	Contact Address (Street)		City		State and Postcode	
	Phone (Work)		Fax (Work)		Phone (Home)	

2C ASSOCIATE

Surname and Title

Given Name

Qualifications

Appointment

Institution (if applicable)

Department (if applicable)

Contact Address (Street)

City

State and Postcode

2D ASSOCIATE

Surname and Title

Given Name

Qualifications

Appointment

Institution (if applicable)

Department (if applicable)

Contact Address (Street)

City

State and Postcode

Phone (Work)

Fax (Work)

Phone (Home)

Phone (Work)

Fax (Work)

Phone (Home)

3 BRIEF CURRICULUM VITAE

A Primary Applicant

B Associate

C Associate

D Associate

4 WHERE IS THE WORK TO BE UNDERTAKEN?

5 HOW MANY HOURS PER WEEK WILL THE APPLICANT (S) DEVOTE TO THE PROJECT?

A Primary Applicant: _____ HOURS

B Associate: _____ HOURS

C Associate: _____ HOURS

D Associate: _____ HOURS

6 WHAT TECHNICAL AND OTHER STAFF WILL BE AVAILABLE TO ASSIST THE PROJECT?

7 DURATION OF PROJECT

Commencement Date: _____

Anticipated Completion Date: _____

Note: For projects designed to be managed in stages over more than one year, it is necessary to submit a new application each year

8 RESEARCH GRANTS HELD BY APPLICANT(S) IN LAST FIVE YEARS (ALL PROJECTS)

<u>Grantee(s)</u>	<u>Source of Funds</u>	<u>Project Title</u>	<u>Amount</u>	<u>Years</u>
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9 RESEARCH GRANTS CURRENTLY HELD BY APPLICANT(S) (ALL PROJECTS)

<u>Grantee(s)</u>	<u>Source of Funds</u>	<u>Project Title</u>	<u>Amount</u>	<u>Years</u>
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10 RESEARCH GRANTS UNDER CONSIDERATION (ALL PROJECTS)

<u>Applicant(s)</u>	<u>Funding Body</u>	<u>Project Title</u>	<u>Amount Requested</u>	<u>Date Outcome Known</u>
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11 BUDGET (FOR ONE YEAR)

Mark with an "A" those costs that are absolutely essential for the project to proceed

(\$)

CONTRACT SERVICES

Data Processing

Engineering

Other

EQUIPMENT AND APPARATUS

Major (over \$1000 but not more than \$5000)

Minor (under \$1000)

CONSUMABLE SUPPLIES

TRAVEL

(will only be funded where necessary to carry out the project)

OTHER

TOTAL

GRAND TOTAL

NB: Figures must agree with item 12

12 EXPLANATORY NOTES ON BUDGET

SHOW CLEARLY UNDER APPROPRIATE HEADINGS HOW THE AMOUNTS WERE CALCULATED. THIS MUST, FOR EXAMPLE, INCLUDE AN ESTIMATE OF HOW MANY CONSUMABLE SUPPLIES ARE NEEDED AND THE COST PER ITEM.

(\$)

13 WHAT ARE THE AIMS OF THE PROJECT?

14 WHY DO YOU CONSIDER THEM IMPORTANT AND WHAT IS THEIR ORTHODONTIC RELEVANCE?

**15 DETAILED DESCRIPTION OF THE PROJECT
(INCLUDING RESUME OF EXISTING KNOWLEDGE IN THE RELEVANT FIELD)**

PROVIDE A DESCRIPTION OF THE MATERIALS AND METHODS TO BE USED AND, IF APPROPRIATE, THE STATISTICAL PROCEDURES, (YOUR DESCRIPTION SHOULD NOT EXCEED FIVE A4 PAGES). WHERE HUMAN OR ANIMAL SUBJECTS OR BIOLOGICAL SPECIMENS THEREFROM ARE USED WITH THE PROJECT, A CERTIFICATE OF ETHICAL CLEARANCE FROM THE APPROPRIATE AUTHORITY IS MANDATORY (SEE ITEM 19).

16 REFERENCES RELEVANT TO ITEM 15 ABOVE

17 LIST OF PUBLISHED WORK AND REPORTS BY APPLICANT(S) (IN THE LAST FIVE YEARS ONLY)

(PLEASE APPEND THE LIST IF THE SPACE PROVIDED HERE IS INSUFFICIENT). ABSTRACTS AND PROCEEDINGS SHOULD NOT BE LISTED.

18 OTHER RESEARCH PROGRAMMES BEING UNDERTAKEN OR SUPERVISED BY THE APPLICANT(S)

19 CERTIFICATE OF ETHICAL CLEARANCE

(1) IS APPENDED

(2) WILL FOLLOW THIS APPLICATION

(3) IS UNNECESSARY

(IF SO, PLEASE SPECIFY WHY)

PROGRESS REPORT

All Progress Reports must be submitted by the 30th of June each year.

<u>Name of Researcher / s.</u>
<u>Title of Project.</u>
<u>Date of Commencement of Project.</u>
<u>Statement on: Collection of Data.</u>
<u>Statement on: Experimental Data.</u>
<u>Statement on: Analysis of Data.</u>
<u>Details of Expenditure Against the Grant.</u> (see Section 5 of the Conditions of The Research Grant)
<u>Specify any variations if found necessary from the detailed description of the project as recorded in the original application.</u>
<u>Statement of any difficulties that have arisen needing variation in the protocol or abandonment of the project.</u>
<u>Anticipated date of completion of project.</u>

21 SIGNATURE(S) OF APPLICANT(S)

THE APPLICANT (S) BY THE EXECUTION OF THIS APPLICATION FORM SHALL
(A) ACKNOWLEDGE AND ACCEPT THE ABSOLUTE DISCRETION OF THE TRUSTEES OF ASOFRE TO
DECIDE IN ANY YEAR WHICH PROJECTS WILL RECEIVE GRANTS FROM THE FOUNDATION AND
THE SIZE OF THOSE GRANTS AND THEIR ABSOLUTE DISCRETION TO USE WHATEVER MEANS,
METHODS AND CRITERIA THEY CONSIDER APPROPRIATE TO MAKE SUCH DECISIONS; AND (B)
AGREE THAT AN APPLICANT DOES NOT NOW OR IN THE FUTURE HAVE A RIGHT TO CHALLENGE
SUCH DECISIONS OF THE TRUSTEES OF THE FOUNDATION.

SIGNATURE(S) _____

_____ DATE _____

**22 CERTIFICATE OF HEAD OF DEPARTMENT WHERE APPLICANT IS TO WORK
IN AN INSTITUTION OR UNIVERSITY (NOT REQUIRED FOR RESEARCH
UNDERTAKEN IN A PRIVATE PRACTICE)**

I CERTIFY THAT THE PROJECT IS APPROPRIATE TO THE GENERAL FACILITIES IN
MY DEPARTMENT/INSTITUTION AND I AM PREPARED TO HAVE THE PROJECT
CARRIED OUT IN THAT DEPARTMENT/INSTITUTION. I HAVE NOTED THE
CONTENTS OF ITEM 19 REGARDING ETHICS APPROVAL

SIGNATURE _____

NAME _____

DATE _____