

AUSTRALIAN SOCIETY OF ORTHODONTISTS FOUNDATION FOR RESEARCH AND EDUCATION

GUIDELINES FOR PREPARING A SPECIAL RESEARCH DONATION APPLICATION

Applications for **Special Research Donations** should be submitted by email **by 30 June each year** and should contain all necessary information to allow them to be considered by the Committee and assessors without reference back to the applicant(s). They should be expressed in clear language and accurately typed

Following are guidelines for preparing the correspondingly numbered sections of the **“Application Form for Special Research Donation”**:-

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. If eligible, it is desirable applicants be members of ASO Inc.

3. Curriculum Vitae

Only a brief curriculum vita 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. Assurance and details of access to such facilities should be given in the application. See also section 21 of the form.

Attention is drawn to Clause 7 of the “Special Research Donations Conditions and Guidelines” which refers to portability of donations.

The Committee is aware that career considerations will often make such transfers to another institution important to applicants. A request to transfer the Special Research Donation to another institution will require the lodgement of a new application for a new assessment of the project to make sure adequate facilities and institutional support are available. Important considerations in the reassessment will be assurances from the head of the new institution that adequate facilities and support will be available to the researcher. These assurances must be in writing. Therefore no assumption of transferability of a project donation should be made.

5. Hours per Week

This should be averaged over the year or period of the study.

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 the awarding of the donation. Unjustified tardiness of the commencement of the project may result in the cancelling of the donation.

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

8. Research grants or donations held in the past five years

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

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

9. Research grants or donations currently held

List all grants or donations currently held for all projects.

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

10. Current applications

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

11. Budget

To help with the assessment and allocation of funds, applicants are requested to identify, using the letter "A", costs that are absolutely essential if their project is to proceed.

Items costing in excess of \$5,000 are less likely to be funded and written quotes must be provided for items of equipment over \$1,000.

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.

The attention of applicants is drawn to Section 5 of the "Special Research Donations Conditions and Guidelines

"Where the donation 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 11) and certify that the donation has been expended solely upon the work and for the purpose specified in the award of the donation and that all funds allocated in the donation 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."

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, explain whether the results would be of benefit to patient care.

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 randomisation 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 of applicants**

List mainly 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**

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

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.

All necessary professional and legal requirements must also be observed.

20. Signature of Applicant(s)

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

21. 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.