****

**ASPEN Rhoads Research Foundation Grant Application Instructions**

**2018 Grant Cycle**

**Deadline for Receipt of Applications: August 23, 2017**

**Introduction**

The Foundation is named in honor of Jonathan Rhoads, M.D., for his outstanding and renowned contributions to science in the fields of clinical nutrition, nutrition support, and surgery. Through its regular granting cycle, the Foundation funds exceptional scientific research projects submitted by early-career investigators of clinical nutrition and metabolic support in alignment with the priorities outlined in the [ASPEN Research Agenda](http://www.nutritioncare.org/Research/ASPEN_s_Research_Agenda/).

Future research should include both basic science-oriented investigations aimed at improving our understanding of the science of nutrient regulation in different disease states, as well as clinical and translational research to determine how the practice of nutrition support can continue to be refined and individualized to optimize clinical outcomes.

**Grants**

The Foundation offers grants in the amounts of

* $10,000 (annually). Non- Renewable
* $25,000 (annually). May be renewable for one year.

The Foundation is grateful to its supporters that make grant funding possible:

* Individual Foundation Donors which fund the ASPEN Rhoads Research Foundation Grants, C. Richard Fleming Grant, and Daniel H. Teitelbaum Grant
* Abbott Nutrition
* Baxter Healthcare
* B Braun Medical, Inc. and the Aesculap Academy which funds the Norman Yoshimura Grant
* Nestlé Nutrition Institute which funds the Maurice Shils Grant

Multiple submissions will *only* be accepted if the research projects are different. If an applicant submits more than one project, funding will be limited to a maximum of one award.

**Eligibility**

The Foundation will give preference to individuals who are active in developing a career in nutrition research.

**Early Career**

Applicants to the ASPEN Rhoads Research Foundation must be Early Career Investigators. The definition of Early Career Investigator adheres to **NIH's guidelines for New Investigators**: <http://grants.nih.gov/grants/new_investigators/>

For an applicant to be considered an Early Career Investigator and be eligible for a Foundation grant, he/she must

* be within 10 years of completing a terminal research degree or medical residency (or the equivalent). Applicants who are still in training (e.g., in graduate school [Masters, PharmD, PhD, etc.], post-doctoral training, fellowship) are also eligible to apply.
* be at or below the rank of Assistant Professor.
* commit at least 20% of their time to research in a professional institute that conducts nutrition research.

**Smaller Grants ($10K or under)**

The smaller grants may be most useful to support data collection and analysis for small projects including those that are part of a Masters, PharmD, or PhD program, or to support preliminary data accrual for a new line of investigation

**Corporate**

Corporate employees are eligible to receive grants if the research project is not part of their normal duties and they have at least a part-time academic appointment or are associated with a professional institute that conducts nutrition research. Early-career criteria apply.

**ASPEN Membership**

ASPEN membership is required prior to submission of the grant application. If you are not a member, go to <http://www.nutritioncare.org/membership/>, and join. Contact Sara Fleming, Research Programs Manager with any questions regarding eligibility at 301-920-9152 or email [saraf@nutritioncare.org](mailto:saraf@nutritioncare.org).

**Topics**

The Foundation is seeking applications that support topics and research initiatives described in [ASPEN’s Research Agenda](http://www.nutritioncare.org/Research/ASPEN_s_Research_Agenda/). Applicants will be required to discuss how their project relates to the research agenda.

**Terms of Support**

**Performance Period:**

The term of performance is January 1 of the award year through December 31 of the award year.

**Grant Duration:**

Support may be provided for up to two years for the grants in the amount of $25,000. Although funds for a second year are not guaranteed, the investigator may apply for a second year of funding. See reporting requirements below for 2nd year funding.

**Allowable expenses:**

Funds for an ASPEN Rhoads Research Foundation Grant **may** be used for any of the following:

1. Investigator salary
2. Technician salary
3. Equipment and supplies
4. Animals
5. Clinical research costs
6. Other expenses directly related to the conduct of the proposed research
7. Up to $1000 in funds may be allocated for a one year grant to offset costs affiliated with travel to ASPEN’s Nutrition Science and Practice Conference to meet grant requirements.

Funds for an ASPEN Rhoads Research Foundation Grant **may** **NOT** be used for any of the following:

1. Comparison of commercial products
2. Indirect costs or overhead
3. Costs of patient care
4. Constructing or renovating facilities
5. Furniture or office equipment
6. Secretarial services
7. Honoraria or membership dues
8. Textbooks or periodicals
9. Repair or service contract costs on institutional equipment
10. Entertainment
11. Travel other than that listed in allowable expenses

Other Funding Sources:

Grantee, or his/her grant administration department is required to notify the Foundation if funding for grant-supported items is received.

If during the period of support by the ASPEN Rhoads Research Foundation, the investigator obtains funding of equal or greater dollar amount from a source outside the investigator's institution (such as the National Institutes of Health, Veterans Administration or a philanthropic group) for a similar/overlapping research project, the Foundation grant will be terminated at the start of funding by the other agency. However, supplemental funds for budget items not covered by the Foundation Grant will be allowed.

**Reporting and Other Grant Requirements**

**Award Ceremony:**

Grant recipients are strongly encouraged to attend the ASPEN Nutrition Science and Practice Conference to receive recognition at the Foundation reception and the Rhoads Research Lecture and Awards Ceremony. Attendance at the conference also provides recipients access to a network of individuals in the field.

**Funds Administration:** These grants are given in support of the submitting researcher; however, the appropriate fiscal department of the investigator’s institution will administer funds provided by the ASPEN Rhoads Research Foundation.

**Funding Schedule:**

Grant of $25,000 and above will receive ½ of the awarded funds in December preceding the January performance period start. The second funds installment will be released upon approval of the interim progress report (due date August 3) and paid in September of the grant year.

**Progress Reports:**

NOTE: A grant reporting timeline chart is appended to these instructions.

* All recipients of grants are required to submit a progress report, including a narrative summary and expense report covering the period January 1 to June 30, no later than August 3, 2018 of their first grant year to receive payment of the second half of the grant funding. See additional instructions below for applying for a second year of funding for larger grants.
* All grant recipients are additionally required to submit a final progress report and financial statement by March 31 or 3 months after the closing date of their funding period.

**No Cost Extensions:**

If final study results are delayed, a 12-month extension to these terms may be requested. No cost extensions will be considered on their merit and submission of an extension form. Contact Sara Fleming ([saraf@nutritioncare.org](mailto:saraf@nutritioncare.org)) for this form.

**Publication of Research Findings stemming from grant-funded work**

Grant recipients will advise the Foundation of ANY abstract, manuscript, or presentation generated from outcomes of their Foundation funded research.

*All presentations and publications must acknowledge financial support by the Rhoads Research Foundation. “This work was supported by the ASPEN Rhoads Research Foundation.”*

Within 12 months of the ending date of the performance period, the grantee is required to:

* Submit an abstract for consideration by the ASPEN Abstract Review Committee for potential presentation at the ASPEN Nutrition Science and Practice Conference
* Submit research findings as a manuscript to be considered for publication in *JPEN* or *NCP* (as applicable).
* If the applicant can substantiate in writing that his/her research findings would better impact patient care by publication in another journal, the Foundation may choose to approve it.

**Second year funding application: DEADLINE: August 23, 2018**

Competing continuation applications for smaller grants will be not accepted.

To obtain a second year of funding for grants in the amount of $25,000 or higher, when applicable, a progress report and financial statement\* must be submitted. Additionally, a letter of intent that includes a purpose statement for the 2nd year and a proposed budget, plus an investigator’s institutional certification that the investigator is able to continue the project and has the means to do so, is actively doing research, and is receiving no other support related to the same project budget items is required. The letter of intent should be no longer than one page, single-spaced. The letter of intent, the institutional certification, the applicant’s August 3rdprogress report & financial statement, and a copy of the original grant application will be submitted to the Foundation Grant Review Committee for competitive review to determine if a second year of funding will be granted.

*\*Required financial statement information is included in the progress report form, or available upon request from* [saraf@nutritioncare.org](mailto:saraf@nutritioncare.org)*.*

**Review**

All applications will be reviewed and ranked by the Foundation Grant Review Committee. The designation of reviewers will be the responsibility of the Committee Chair. An external review committee may be empaneled at the discretion of the Committee.

Lack of alignment of the proposed project to the sciences of nutrition support and metabolic care, as prioritized in the [ASPEN Research Agenda](http://www.nutritioncare.org/Research/ASPEN_s_Research_Agenda/) may exclude the grant application from consideration.

The review follows NIH guidelines and includes the following elements:

Significance

Investigators

Innovation

Approach

Environment

Additional criteria considered but not scored: Approval of the Institution’s IRB or Animal Use Board (as applicable), Inclusion of women, children, and minorities (as applicable), biohazard (as applicable), and budget. NOTE: IRB’s may be submitted after the application. Please note the status of IRB’s in your application (Research Plan). The Foundation will not issue any grant funds until an active IRB (or other approvals as applicable) is received.

**Application**

The application consists of a Cover Page, Face Page, six Form Pages, the research plan, and a checklist. These pages must be completed in their entirety and numbered consecutively at the bottom throughout the application. Form page six (6) must be signed by the Principal Investigator and Form page seven (7) by the Institution Official authorized to sign the application on behalf of the institution.

Face Page: Personnel

If a multidisciplinary team is used be sure to list each person’s name, degree, position title, address, ASPEN member status, and their role on the project on the Face Page of the application.

Project Narrative:

This very brief statement is included to provide the Foundation with a description that could be used to notify the lay public about the grant, if awarded. This project narrative should be no longer than 2-3 sentences.

Abstract of Research Plan:

This includes the long-term objectives and specific aims of the proposal and a concise description of the research design and methods for achieving these goals.

Budget:

The budget for the proposal must be well defined, justified and realistic to complete the work proposed.

Other Support and Applicant’s Funding History:

Complete per the application. If none, designate as such.

Form Pages:

Must be completed as included in the grant application, pages 6 and 7.

Biographical Sketch:

Provide a biographical sketch for the principal investigator and key personnel.

Research Plan:

The research plan should be divided into the following parts:

Part A. Specific aims & **relevance to the** [ASPEN Research Agenda](http://www.nutritioncare.org/Research/ASPEN_s_Research_Agenda/)\*

Part B. Significance and background

Part C. Preliminary studies, as applicable

Part D. Experimental design and methods

Part E. References

Part F. Personal aims (limited to one page)

Part G. Appendix (optional)

***\*This Is a new requirement in the grant application.***

Items A - D of the Research Plan (Specific Aims, Significance and Background, Preliminary Studies, and Experimental Design and Methods) may not exceed a total of 10 pages.

Further Instructions for Part F

Principal Investigator: Role on project and Personal Goal

It is the intent of the Foundation to assist nutrition investigators by providing preliminary funding for promising new research. Applicants should include an explanation of their specific role in the project, and describe what new experiences/skills they hope to gain, as well as describing their professional goals and the way in which this grant will assist them in achieving those goals.

Part G. - Appendix. The appendix may include original, glossy photographs or color images of gels, micrographs, etc. if a photocopy (may be reduced in size) is also included within the page limits of the research plan. No publications or other printed material, with the exception of pre-printed questionnaires or surveys, may be included in the appendix.

Page Limitation and set up parameters:

The page limitations for the parts of the Research Plan are the maximum acceptable, and conciseness of description is desirable. Margins should not be less than 1 inch on all sides**.** The font must be standard 10-12 points. Font used for Figures, Charts, Tables and Figure Legends may be smaller, but must be clear and readily legible. Applications not meeting these requirements will be returned or will be subject to deferral.

References and certifications:

Applicants must submit a letter from their supervisor or department head at the institution confirming his/her commitment to the project. If the project involves human subjects, a letter pledging support in recruiting patients from the primary care provider and the institutional review board overseeing human studies is required prior to the release of funds. For *junior faculty and applicants who do not hold faculty positions*, three letters of reference are required. One must be from the applicant's collaborator/mentor including the mentor's biographical sketch. Such letters are critically important and should reflect the originality of the investigator's research and potential for independent investigation. Applicants are to request letters of reference well in advance of the application submission.

**Submission Instructions: SUBMISSION DEADLINE: August 23, 2017. This is a firm deadline; no applications will be accepted after this date.**

* The complete application package will contain (as applicable):

1. Reference letters (for junior-faculty or non-faculty applicants)
2. Supervisor/department head commitment letter
3. Human subjects recruitment/ Institutional review board letter (as applicable) or explanation of the status of IRB /or other applicable board applications.
4. Animal use committee approval (as applicable) Or other required ethics, protocol approval boards.
5. Grant application form, completed.
6. Check list, completed

* Applications will be returned to the applicant if received without all applicable documents. However, with appropriate notice from the applicant that a review board letter is in process, but not yet received, the application will be accepted and reviewed. If the grant is awarded, no funds will be sent until all approvals are provided.
* PDF Format

All grant components, including the grant application, letters of support, any required animal use approval, or IRB/Ethics Board letters should be either converted from MS Word into PDF format, or scanned into a PDF document. Use of the Adobe PDF compression algorithm is recommended. Pages should be sequentially numbered at the page bottom. The combined PDF documents should be sent via email to [saraf@nutritioncare.org](mailto:saraf@nutritioncare.org). If necessary, you may provide an ftp transfer/drop box for files too large to email.

**ASPEN Rhoads Research Foundation Grant Award and Reporting**

|  |  |
| --- | --- |
| **TIMELINE – Large Grants** | |
|  | **Aug** | **Nov 30** | **Dec** | **Jan 1** | **Jan-Sep** | **Aug** | **Sep** | **Sep-Dec** | **Dec 1** | **Dec 31** | **Mar 31**  **+ 1 year** | **Dec 31**  **+ 1 year** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Performance period** |  |  |  | Starts |  |  |  |  |  | Ends |  |  |
| **Grant requirement** | Grant application due | Grant awarded  Recipient notified |  | Award ceremony at ASPEN conference – dates vary each year | Project implementation | Progress report & interim financial report due  2nd year application due, if applicable \* |  | Project implementation | No cost extension request due  See table below |  | For 1 year or final year grants: Progress report & financial statement due | *JPEN* manuscript, abstract to  ASPEN Conference & report re final results  and any publications or negative results |
| **Payment** |  |  | First ½ of funds paid |  |  |  | Second ½ of funds paid, if report approved |  |  |  |  |  |

2nd year awards follow the same timetable as Year 1 grants.

|  |  |
| --- | --- |
| **TIMELINE - No-Cost Extension** | |
| **Dec 1** | **Jan 1** | **Jun 30** | **Aug** | **Dec 31** | **March/31 + 1 year** | **Jun 30 +1 year** | **Dec 31 + 1 year** |
| Extension request form due | Start of no-cost performance period, if approved | End 6 mo. no cost performance period | Final progress report for 6 mo. no-cost | End 12 mo. no-cost performance period | Progress report for 12 mo. no-cost | 6 mo. no-cost: *JPEN* manuscript, abstract to ASPEN Conference, & progress report | 12 mo. no-cost: *JPEN* manuscript, abstract to ASPEN Conference & final report re results & publication |