



## Application Instructions 2008 Grant Cycle

Maurice Shils Grant  
Nutrition Research Grant  
C. Richard Fleming Grant  
Norman Yoshimura Grant

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**Deadline for Receipt of Applications:  
September 4, 2007**

<b>Grant</b>	<b>Funder</b>	<b>Amount</b>	<b>Application Deadline</b>
Maurice Shils	Baxter Health Care and Nestle Clinical Nutrition	\$25,000 per year, one year renewal option	September 4, 2007
Nutrition Research Grant	Abbott Foundation Fund	\$25,000 per year, one year renewal option	September 4, 2007
Yoshimura Grant	B. Braun Medical, Inc.	\$5000 per year	September 4, 2007
Fleming Grant	A.S.P.E.N.	\$5000 per year	September 4, 2007

## THE A.S.P.E.N. RHOADS RESEARCH FOUNDATION

### 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. The grants are intended to assist nutrition investigators by providing preliminary funding for promising new research in the fields of nutrition and metabolic support and related areas of clinical nutrition.

### Grants

The A.S.P.E.N. Rhoads Research Foundation awards grants during Clinical Nutrition Week in January or February of each year. As a general rule, the Foundation looks more favorably on applications that involve a multidisciplinary team in the conduct of their research, or that investigate the efficacy of parenteral or enteral nutrition. If a multidisciplinary team is used be sure to list each person's name, degree, position title, address, A.S.P.E.N. member status, and their role on the project on the Face Page of the application.

The Maurice Shils, C. Richard Fleming, and Norman Yoshimura Grants are named after individuals who have made significant contributions to nutrition support and for their dedicated years of service to A.SP.E.N. Baxter Health Care and Nestlé Clinical Nutrition endow the Shils Grant. Abbott Foundation Fund endows the Nutrition Research Grant. B. Braun Medical, Inc. funds the Norman Yoshimura Grant. The C. Richard Fleming Grant is funded by the generous donations of A.S.P.E.N. members. The Foundation Grants provide support in amounts starting at \$5,000 up to \$25,000 per year. The Maurice Shils and Nutrition Research Grants can be renewed for a second year of funding, assuming satisfactory progress. The Small Research Project Grants, the C. Richard Fleming and Norman Yoshimura Grants, are awarded annually for a one-year period.

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

All recipients of grants are required to submit a progress report, including a lay summary and expense report prior to the completion of the first year of any grant.

All recipients of grants are required to report their final results within 12 months of completion of the funding period by: 1) submitting an abstract for consideration to the Abstract Review Committee; or 2) submitting a report to the Research Committee if an abstract is not presently available. A.S.P.E.N. retains the right of first refusal regarding any abstract, paper, report or presentation based on research funded by the Foundation grants.

### Eligibility

Persons applying for A.S.P.E.N. Rhoads Research Foundation must be in a post-training position and commit at least 20% of their time to research in a professional institute that conducts nutrition research. These grants are not intended to support pursuit of an additional degree. Established investigators with more than \$100,000 in extramural grant funding may mentor a junior researcher in their institution towards development as an independent investigator with these grants. Persons still in training positions may apply for the Small Research Project grants, including the Fleming and Yoshimura grants. 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.

### Terms of Support

Support may be provided for the Shils and Nutrition Research grants for up to two (2) years. Although funds for a second year are not guaranteed, the investigator may request a second year of funding. Second-year funding will be considered upon receipt of a letter of intent that includes the investigator's institution certifying 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. This report should be no longer than one page, single-spaced. An expense report of the first year of grant support is also required. The interim report will be reviewed before funding is approved for a second year

The appropriate fiscal department of the investigator's institution will administer funds provided by the A.S.P.E.N. Rhoads Research Foundation. Funds may be used only for technician salary, equipment, supplies, animals, clinical research costs or other expenses directly related to the conduct of the proposed research. Funds for an A.S.P.E.N. 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
12. Salary support for the Principal Investigator

#### Review

All applications will be reviewed and judged by the A.S.P.E.N. Research Committee. The designation of primary and secondary reviewers will be the responsibility of the Committee Chair. An external review committee may be empanelled at the discretion of the Research Committee.

#### Application

The application consists of a Face Page and 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 five must be signed by the Principal Investigator and the Institution Official authorized to sign the application on behalf of the institution.

The research plan should be divided into the following parts:

- Part A. Specific aims (limited to one page)
- Part B. Significance and background (limited to three pages)
- Part C. Preliminary studies (limited to six pages)
- Part D. Experimental design and methods (limited to seven pages)
- Part E. References
- Part F. Personal aims (limited to one page)
- Part G. Appendix (optional)

Further Instructions for Part F

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.

The page limitations for the parts of the Research Plan are the maximum acceptable, and conciseness of description is desirable. An Appendix may be used for unpublished manuscripts, questionnaires and other survey tools, but should not contain further descriptive material. Margins should not be less than 1 inch on all sides. The type must be standard 10-12 points or "x" in height for capitals. This should allow for no more than 15 characters per inch. There must be no more than 6 lines of text per vertical inch. Type 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.

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. 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 (use Form Page six). 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, advising the referees to return the reference letters to the applicant in sealed envelopes as soon as possible. To protect the utility and confidentiality of reference letters, applicants are asked not to open envelopes. The sealed envelopes must be attached to the front of the original application. Applications will be returned to the applicant if received without the following: three (3) reference letters, if applicable; a separate letter from the applicant's supervisor or department head; and a letter from the institutional review board overseeing human studies, if applicable.

The original and nine (9) copies of the completed application and all supporting documents (copies of the sealed reference letters are not required) should be submitted to the Research Committee on or before **September 4, 2007**. This is a firm deadline; no applications will be accepted after this date.

The application and all supporting documents should be addressed to:

A.S.P.E.N. Rhoads Research Foundation  
American Society for Parenteral & Enteral Nutrition  
8630 Fenton Street, Suite 412  
Silver Spring, MD 20910-3805

A.S.P.E.N. reserves first rights to publish any abstract, paper, report or presentation based on research funded by the Foundation in either the *Journal of Parenteral and Enteral Nutrition (JPEN)* or *Nutrition in Clinical Practice (NCP)*.

Other Funding Sources

If during the period of support by the A.S.P.E.N. Rhoads Research Foundation, the investigator obtains funding for a similar research project 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), the Foundation grant will be terminated at the start of funding by the other agency. However, supplemental funds from the applicant's department for the purpose of completing the project will be allowed.



the proposal. Describe concisely the research design and methods for achieving these goals.

**BUDGET.** List below a budget by categories for the initial budget period and an additional year of support, if applicable. The review committee will carefully consider the appropriateness of your budget. It must be well defined, justified, and realistic to complete the work proposed. Two columns are provided for the initial budget period and two for the additional year of support. The first column defines the total expenses that are expected to be necessary to realistically complete the project. The second column indicates the expenses requested from the A.S.P.E.N. Rhoads Research Foundation. Applicants **will not** be penalized in funding considerations for requiring additional funds beyond what is requested from the Foundation; however, the true costs of the project must be acknowledged.

Budget Category	Initial Budget Period		Additional Year of Support	
	Total costs required to complete project:	Costs requested from the Foundation <i>(not to exceed \$25,000 for Shils and Nutrition Grants or \$5000 for Yoshimura or Fleming grants)</i>	Total costs required to complete project:	Costs requested from the Foundation <i>(not to exceed \$25,000 for Shils and Nutrition Grants or \$5000 for Yoshimura or Fleming grants)</i>
Personnel (salary and fringe benefits)				
Equipment				
Supplies				
Other Expenses				
<b>TOTAL COSTS:</b>				

**JUSTIFICATION.** Define and justify expenses in each category. The justification must include an explanation of what each category contributes to the project. Also explain any marked differences between the initial budget period and the additional year of support expenses in a particular category, if applicable.

**OTHER SUPPORT.** Applicants are allowed to receive funding from other sources for parts of the project not funded by the Foundation. Please define these funding sources here (the information you provide must be linked to the total costs of the project identified in the budget):

**APPLICANT'S FUNDING HISTORY.** List below other support available to the applicant for other research projects. Include support from intramural sources and list pending as well as funded applications. For each item give the title of the project, the dollar amount available to the investigator, name of the agency, and the applicant's role on the project.

<b>Project Title on Project</b>	<b>Amount (\$)</b>	<b>Source</b>	<b>Role</b>
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**Applicant's Commitment as Investigator of the Project:**

I agree as the applicant to accept responsibility for the scientific management of this project as outlined in this application. If awarded funding over \$5,000, I further agree to submit a progress report, including a lay summary and expense report, six months into the one-year funding period or prior to completion of the first year of any two-year grant. I also agree to submit an abstract of my research findings for consideration to the A.S.P.E.N. Abstract Review Committee and to present that abstract, if accepted, at Clinical Nutrition Week. I also agree to

submit a manuscript within 12 months of completion of the funding period to an appropriate A.S.P.E.N. journal.

**Applicant’s Affirmation:**

I certify that the investigations involving human subjects to be carried out in the application will have approval of the applicant’s Institutional Review Board on Human Research, Committee on Clinical Investigation, or other appropriate body at the grantee institution (this body is to be clearly designated prior to the date for award of funds); that any research involving human subjects will conform ethically with the guidelines prescribed by the National Institutes of Health (NIH), including the provision of suitable explanation to human subjects or their guardians concerning experimental design and all significant hazards, so that they may be in a position to provide appropriate informed consent prior to the investigations; and

that research involving animals will conform to the current “Guide for the Care and Use of Laboratory Animals,” approved by the American Physiological Society, and with federal (and any applicable state) laws and regulations including approval by the appropriate Institutional Animal Care and Use Committee at the grantee institution. Wherever applicable, the research protocol will be reviewed and approved by the Institution’s Biohazards Committee, as well as conform to NIH guidelines.

Results of research may be made available to the public through appropriate scientific channels. All publications will bear the statement:

“THIS WORK WAS SUPPORTED BY THE A.S.P.E.N. RHOADS RESEARCH FOUNDATION OF THE AMERICAN SOCIETY FOR PARENTERAL AND ENTERAL NUTRITION.”

\_\_\_\_\_  
Signature of Applicant

Date

**Applicant’s Institution Certification and Commitment:**

I certify that the statements herein and the Applicant’s Affirmation are true, complete and accurate to the best of my knowledge, and I agree to accept responsibility for the fiscal management of this project as outlined in this application. I further agree to commit this institution to comply with the A.S.P.E.N. Rhoads Research Foundation terms and conditions if a grant is awarded as a result of this application. I further agree that this institution will not deduct any funds from the grant award to cover any fees or charges imposed upon the applicant in association with this grant application if an award is made.

**(PLEASE TYPE)**

Name of Institution Official:  
Title:  
Address:

Phone: (        )  
E-mail Address:

FAX: (        )

\_\_\_\_\_  
Signature of Institution Official

Date

### BIOGRAPHICAL SKETCH

Provide the following information for the principal investigator and key personnel in the order listed on the face page. Photocopy this page or follow this format for each person.

NAME		POSITION TITLE		
<b>EDUCATION/TRAINING</b> ( <i>begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.</i> )				
INSTITUTION AND LOCATION		DEGREE (if applicable)	YEAR (s)	FIELD OF STUDY

**RESEARCH AND PROFESSIONAL EXPERIENCE:** Concluding with present position, list in chronological order, previous employment, experience, and honors. Include present membership in professional societies. List, in chronological order, the titles, all authors, and complete references to all publications during the past three years and to representative earlier publications pertinent to this application. **DO NOT EXCEED TWO PAGES.**

### APPLICANT'S CHECKLIST

THE APPLICATION SHOULD BE ARRANGED IN THE FOLLOWING SEQUENCE AND THIS CHECKLIST SHOULD BE COMPLETED AND SUBMITTED AS THE LAST PAGE OF THE APPLICATION:

[ ] 1 original and 9 copies of the application

- LETTERS
  - For junior faculty (up to Assistant Professor) and non-faculty grant applicants, three letters of reference in sealed envelopes attached to front of original application (one letter must be from applicant's collaborator/mentor including a biographical sketch). For all others, reference letters are **not** necessary.
  - Separate letter from supervisor or department head confirming commitment to project.
  - If human subjects are involved, a letter from the institutional review board overseeing human studies assuring access to the proposed sample.
  - If human subjects are involved, a letter from the primary care provider assuring support in recruiting patients.
- FACE PAGE
- ABSTRACT (Form Page 2)
- BUDGET & JUSTIFICATION (Form Page 3)
- OTHER SUPPORT & FUNDING HISTORY (Form Page 4)
- BUDGET ASSURANCES AND OTHER INSTITUTIONAL SIGNATURES (Form Page 5)
  - Principal Investigator signed the application
  - Authorized Institution Official signed the application
- BIOGRAPHICAL INFORMATION (Form Pages 6 & 7)
  - Principal Investigator
  - Collaborator/Mentor (junior investigators **only**, i.e., up to Assistant Professor, and non-faculty grant applicants)
  - Key Personnel
- RESEARCH PLAN
  - Part A. Specific Project Aims
  - Part B. Significance and background
  - Part C. Preliminary studies
  - Part D. Experimental design and methods
  - Part E. References
  - Part F. Personal Aims
  - Part G. Appendix (optional)
- COMPLETED CHECKLIST

**CONTINUATION PAGE: STAY WITHIN MARGINS INDICATED**