

The Rita Allen Foundation and the American Pain Society 2018 Award in Pain

Guidelines for the Grant Application

Important dates:

Applications **open September 6, 2017 and close December 6, 2017**. Grant awards will be announced in February 2018 and funding disbursed for the initial twelve month grant period upon satisfactory execution of the grant agreement between the Rita Allen Foundation (RAF) and the grant recipient's institution.

About the Grant:

The RAF and APS may award two grants for \$50,000 annually, for a period of up to three years to those research proposals demonstrating the greatest merit and potential for success. The committee will not provide a review of unsuccessful applications. The entire award is to be allocated to projects specifically chosen by the recipient. Overhead is not supported. Applications will be reviewed by a Scientific Advisory Committee of APS and RAF.

Research Topics

Proposed research projects should be directed towards the molecular biology of pain and/or basic science topics related to the development of new analgesics for the management of pain due to terminal illness.

Eligibility

- Must have received committed start-up funds and independent laboratory space from their institution and this information must be clearly indicated in the Chair's letter of support for the candidate.
- Should be in the first three years of their appointment.
- Should be appointed to tenure track or equivalent position at their respective institution.
- Must conduct the research and be appointed at an institution in the United States or Canada.
- Must indicate if an application has been submitted for another APS research award and the candidate may accept only one concurrent APS research award.
- A senior post-doc should not be an applicant.
- Associate professors should not be an applicant.

Grant Budget and Grantee Obligations:

- Eligible grant expenses may include Principal Investigator salary but not institutional overhead.
- Recipients are required to submit a 500-word annual progress report and a financial report to the RAF in accordance with the terms of the grant agreement.
- Investigators are required to present an abstract presentation of the sponsored research at the 2019 APS Annual Meeting. Travel expense for attending the annual meeting must be included in the grant budget.

General Information about the application

The application must include a written proposal in English of no more than six pages, including a page of no more than 20 references. A curriculum vitae is also required. The candidate's application must include a letter of support from the Department Chair or Institute Head demonstrating strong support for the candidate's proposed research and career development. Two other required letters of support are from the candidate's PhD advisor, and a mentor who has influenced the candidate's research. The candidate will provide the email contact information for the individuals requested to submit letters of support and each individual will be contacted by the online system requesting that their letters be uploaded directly into the candidate's application. The candidate should list current and pending research support from all sources.

Step-by-step instructions are included in the online application system.

For additional information contact APS at 847-375-4715 or info@americanpainsociety.org.

A complete application must be submitted via the proposalCENTRAL system by 11:59pm Midnight Eastern Time on December 6, 2017.

For questions regarding application components:

Email [Emily Panci](mailto:Emily.Panci), Operations & Education Coordinator, or call at 847-375-6327.

For technical support regarding the application website:

Email proposalCENTRAL at pcsupport@altum.com or by phone at 1-800-875-2562 (toll-free) or 1-703-964-5840 (international) Monday-Friday from 8:30 am ET-5:00 pm ET.

The Application:

Title Page:

The Applicant will provide a concise title for the proposed project, adhering to the eighty-one character limitation (including spaces) and save before continuing.

Enable Other Users to Access this Proposal:

For the Rita Allen Foundation grant, the Applicant will not need to enter other users or provide access to the grant application to others at the investigator's institution. Only the Applicant will be able to view, modify and submit the application.

Applicant/PI:

The information in this section is completed by the Applicant/Principal Investigator (PI). The majority of this section is populated from the Applicant Professional Profile. If there are required fields which are missing information, the Applicant should click on the Edit Professional Profile button and complete the requested information. Please note that

items marked with a red asterisk are required fields. Save changes on this page and proceed to the next page.

Institution and Contacts

The first part of this section is automatically pre-populated with information from the Applicant's Institution.

Letters of Support

The application must include three letters of support from the following individuals: Department Chair or Institute Head; PhD Advisor; and a Mentor who has influenced the applicant's research.

As the Applicant adds the contact information for each of these individuals, the system will generate an email to them requesting the upload of their letter of support and providing instructions for doing so. If necessary, the Applicant may remind them to submit these letters by clicking the "Re-send email" button on this page.

Abstract

The abstract should be limited to 350 words. The text box is set to accept up to 3,000 characters, which should accommodate an abstract of that length. Applicants are advised to check spelling, word, and character count before pasting the abstract here.

Budget Summary

The grant budget may not exceed \$50,000 and must include travel expenses to support attending the 2019 APS annual meeting where the investigator will present the results of their research by submitting an abstract.

Research Support

The Applicant will provide information about all current and pending research support. The system will prompt for provide details about each funding source entered on this page.

Attachments

The Applicant will upload all required documents including a proposal narrative, curriculum vitae, and a signature page all of which must be in .pdf format.

The narrative is limited to six pages in Arial 11 pt font, which will include a single page of no more than 20 references.

The signature page will be printed out in step 13 and the Applicant will need to obtain official signatures on the document, scan and upload it here.

Validate

It is necessary for Applicants to validate their completed application in this section. The Validate function is a way to ensure that all of the required fields of information are completed. If required fields are empty, the system identifies and notifies the Applicant of fields that require information.

Signature pages

All applications must be signed by the Applicant/PI, and the Institution's Signing Official. The Signature Page is provided as a printable document and completing this page is the final step before submitting the application. The Applicant should select the **First Signature Page Button Option** listed. Next, the Applicant should print the Signature page and obtain the indicated signatures. Once both signatures are acquired, the document needs to be scanned, converted to a PDF, and then uploaded in the **Attachments Page** of proposalCENTRAL.

Submit

The Applicant/PI can submit their completed application in this section. The application is not considered submitted until successful completion of this step.

Applications with missing sections, which do not meet eligibility requirements, or which do not adhere to these application instructions, including required formats (font size, and page lengths) and use of signature pages are considered ineligible.