



RESEARCH
EDUCATION
TREATMENT
ADVOCACY

The APS Future Leaders in Pain Research Grant Full Proposal Application Guidelines

Important Dates

Applications **open June 11, 2018 and close July 9, 2018 at 11:59 PM PDT**. Grant awards will be announced in October 2018 and funding disbursed for the approximate eighteen-month grant period upon satisfactory execution of the grant agreement between the APS and the grant recipient's institution.

Purpose

The purpose of this grant program is to encourage research in pain that will add to the existing body of knowledge, and to allow investigators to develop pilot data that will aid them in securing additional major grant funding.

Funds will be awarded for approximately an eighteen-month grant period that will begin upon satisfactory execution of the grant agreement between APS and the sponsoring institution, and the receipt of IRB/IACUC approval.

Research Topics

The proposed research topics should be in one of the following five areas of inquiry:

- Use of analgesic medication
- Unwanted effects of pain treatment related to analgesic therapy
- Neuropathic pain
- Mechanisms of pain
- Education and non-pharmacologic interventions or approaches to improve pain management

Eligibility

To be eligible for an APS Future Leaders in Pain Research Grant, applicants must be an:

- APS member in good standing for more than one year before applying:
 - Within six years of completing their doctoral degree; and
 - Not yet been awarded major NIH or foundation grant funding (R01 and/or equivalent).
- Previous APS grant recipients are eligible to apply, but previous funding from an APS-sponsored mechanism will be taken into final consideration in the award of otherwise highly meritorious applications.
- Must conduct research at an institution in the U.S. or Canada.

Grantee Obligations:

- Eligible grant expenses may include principal investigator salary, however:
 - Institutional overhead is not an eligible expense; and
 - Indirect costs are not covered.
- Grant Recipient is not eligible to apply for 2019 or 2020 Young Investigator Travel Awards.
- Grant Recipient is required to submit a one-page interim progress report to the APS Future Leaders in Pain Research Grants Program Review Committee prior to the following year's Annual Scientific Meeting, *e.g.*, April 2019.
- Grant Recipient will receive a \$750 Travel Stipend to attend the 2019 APS Annual Meeting for the purpose of being recognized at the APS awards ceremony.
- Grant Recipient is required to submit their final results to APS for abstract presentation at the 2020 Annual Scientific Meeting in accordance with the terms of the grant agreement:
 - Indicating estimated travel expenses to attend the 2020 APS Annual Meeting is a required component of the grant budget.

General Information About Submission System - proposalCENTRAL

Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc. at:

<https://proposalcentral.altum.com/default.asp?GMID=101>

- If you are a 'new' user in proposalCENTRAL click the 'Register' button under 'First Time Users' and complete the registration process.
- If you are already registered in proposalCENTRAL access the site and log in with your user ID or e-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
- To start an application select the "Grant Opportunities" tab (gray tab furthest to the right). Find the "American Pain Society-Future Leaders in Pain Research Grant Application" and click the "Apply Now" link (second to the last column) to create your application.

A complete application must be submitted via the proposalCENTRAL system by 11:59 PM Pacific Time on July 9, 2018.

For questions regarding application components: Email Emily Panci at epanci@americanpainsociety.org.

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.

Application Components

I. Application Requirements

Title Page: Please provide a concise title for the proposed project, adhering to the eighty-one character limitation (including spaces).

The grant category section is where the applicant must indicate the grant category that the proposed project plans to address.

Enable Other Users to Access this Proposal: This section has an option accessible for Applicants that have administrative assistance (at the Applicant's Sponsoring Institution) in completing sections of the Application. This section is not utilized in determination of the Applicant's eligibility or in administrative or programmatic review of the applications.

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.

Institution and Contacts: The first part of this section is automatically pre-populated with information from the Applicant's Institution if the Institution is already registered through proposalCENTRAL. The remainder of this section is designed to capture contact information from the Official at the Institution who will endorse the Applicant/PI's application and will be the signing official who will provide a signature on behalf of the institution for the Signature Pages.

Signing Official

The Signing Official is the institutional representative responsible for signing and agreeing to the accuracy of the application and the terms of the award should the application be accepted for funding.

Key Personnel: The Applicant/PI should use this section of the application if applicable to list any additional personnel on the project.

Key Personnel are defined as individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level should be included if their involvement meets the definition of Key Personnel. Consultants should also be included if they meet the same definition. Key Personnel must devote measurable effort to the project whether or not salaries are requested. "Zero Percent" effort or "as needed" are not acceptable levels for those designated as Key Personnel.

Abstract: The abstract is a Project Summary meant to serve as a succinct and accurate description of the proposed work. State the application's broad, long-term objectives and specific aims, making reference to the pain relatedness of the project. Describe concisely the research design and methods for achieving the stated goals. In addition, in two or three sentences describe the relevance of this research to the Program goal of adding to the existing body of knowledge, and to develop pilot data that will aid in securing additional major grant funding. Be succinct and use plain language that can be understood by a general, lay audience. (Length 350 words maximum, no graphs, tables, charts, or figures).

Budget Summary: The Applicant/PI should complete this section along with providing a detailed explanation in the *Budget Justification* section. The following budget guidelines must be adhered to:

Guidelines

Please provide a line item expenditure budget with adequate justification for each expense. Eligible grant expenses may include Principal Investigator Salary, but not institutional overhead. Only direct costs will be funded. Indirect costs are not allowable. Your expenditure budget cannot exceed the total amount of \$25,000.

Please Note

Indicating travel expenditure within the “APS meeting Travel Expenses” category is a required component of the Grant Budget. It is mandatory that recipients submit an abstract for the 2020 APS Annual Meeting to present their research during the paper session.

II. Required Attachments

Narrative: Submit a narrative that includes project aims, background, methodology and a brief description of how the project will lead to future applications for larger funding mechanisms (e.g. NIH R01 or similar). The narrative may contain figures, tables, etc. (Maximum length 4 pages, 11 pt. Arial font, single space, 0.5 inch margins, uploaded as a PDF).

Institutional Letter of Support: Submit one document containing a letter of support from the institution that endorses the project and the candidate for this grant, and guarantees institutional resources required to complete the proposed study. The letter of support must be signed, scanned and uploaded as a PDF.

Principal Investigator Biosketch: In NIH format, uploaded as a PDF document.

Reference List: Submit a reference list. Maximum of one page, single spaced, in Arial 11 point font, in American Psychological Association format. This is uploaded as a separate PDF document.

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.

Key Personnel Biosketch: Biosketches for all other key personnel (if applicable) in NIH format, uploaded as a single PDF document.

III. Submitting the Application

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.

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, margin size, and page lengths) and use of signature pages are considered ineligible.

For technical support regarding the application website:

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