

RESEARCH GRANT APPLICATION INSTRUCTIONS

I. METHODS/CRITERIA FOR EVALUATION

Applications will be graded by independent reviewers representing areas of expertise relevant to each project. A brief summary/review will be available to any successful or unsuccessful applicants.

Each proposal will be reviewed using the following criteria:

1. Applicant's past performance, competence, and institutional environment.
2. The originality and timeliness of the proposal.
3. The experimental design, including methodology, feasibility, documentation of hypothesis, relevance to the field of fibromyalgia (FM), sample-size justification, and budget appropriateness.
4. Patient relevance of the project.
5. The ability of the investigator's team to promptly recruit study participants.

II. INSTRUCTIONS FOR COMPLETING PDF FORMS OF THE APPLICATION

The first part of the application consists of 6 pages of "fill in" PDF forms. It includes the following four sections:

1. **Application Cover Sheet.** Be sure that all contact information is up-to-date.
2. **Scientific Abstract.** Provide a brief overview of study aims/hypotheses, how you plan to prove your hypotheses (such as the tests to be conducted), and why your project is relevant to the field of FM research.
3. **Proposed Budget.** Provide itemized costs, a list of active and pending support, and budget justifications. An explanation must be given if an item, such as equipment costs or salaries, exceeds 25% of the budget. Also, keep in mind that AFSA does not pay institutional overhead.
4. **Human Subjects Form for Compliance with Government Requirements.**

III. MAIN BODY OF YOUR APPLICATION

You may use whatever word processing program you want to complete this section. However, page size must be 8 ½ x 11 inches and must be converted to a PDF.

1. **Research Project Description.** This section is roughly six to eight pages (not including figures), but it depends on your project. Please include the following subdivisions:
 - A. Specific aims/study hypotheses.
 - B. Background information, including preliminary studies (if any) and description of published studies that provide support for your project.
 - C. Methods, including tests/evaluations to be conducted, experimental design, subject selection criteria, and sample size justification. When addressing FM patient selection, please describe the sample pool your team has access to for recruiting purposes.
 - D. Time schedule for the project, including participant recruitment, assessments/assays, and data analysis.
 - E. Significance and justification of proposal.
 - F. Literature citations used to support your proposal.

2. **Biographical Sketches/CVs.** Provide one for each key person involved in the project. Education should be listed first, followed by a chronological list of employment positions. Then list publications during the past three years, as well as representative earlier publications pertinent to this application. Try not to exceed two pages per person.
3. **Compile into a PDF.** Combine your Research Project Description and all your Biographical Sketches/CVs, then convert this document into a PDF.

III. CONDITIONS OF AWARD

Please read through AFSA's requirements to be sure you qualify as an applicant and can comply with our funding conditions before filling out an application. This is a separate form that must be completed with signatures and submitted as a PDF as part of your application.

IV. SUBMITTING YOUR APPLICATION

A completed application consists of one PDF file that includes all three sections below.

- 6-pages - Cover sheet, budget information, summary abstract, and human subjects form.
- Main Body of Application - Consists of project description and biographical sketch/CV for key personnel and collaborators, beginning with the principal investigator.
- 2-pages - Conditions of Award, which must be completed and signed

NOTE: If you have an approved IRB, please include it as a separate document with your application submission.

TAG-ON PROPOSALS: If you are requesting funding for a portion of a larger project (this would be a tag-on project proposal), please include a summary of the full study and explain how the AFSA portion fits into the overall scope of the larger project. This additional information should be included in the Main Body of your application.

Please submit all of the above to:

Kristin Thorson
President, AFSA

kthorson@afsafund.org

If you have questions about completing any aspect of the application or wish to inquire about your application's review progress, please email me.

Award Notifications: approximately 4 months after submission of a completed application.