

2011-2012 AACP New Investigator Award (AACP-NIA)

Application Instructions

Letter of Intent Deadline: 11:59 pm EDT August 15, 2011

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General Program Overview

The New Investigator Award (NIA), sponsored by the American Association of Colleges of Pharmacy (AACP), provides research start-up funding for new pharmacy faculty investigators. Up to eighteen (18) grants with a maximum of \$10,000 each (no overhead allowed) will be awarded in the 2011-2012 academic year to individual faculty starting their academic careers at U.S. colleges and schools of pharmacy that are ACPE accredited (candidate or full accreditation status) and whose institution is a Regular Institutional member of AACP. In addition, each award winner will receive \$1,000 from AACP for required travel to present the research findings the AACP Annual Meeting in Chicago, IL in July 2013.

Eligibility

An eligible applicant must have an earned terminal degree (Pharm.D., Ph.D., or equivalent) and have a regular full-time faculty appointment at the assistant professor level. The applicant's initial appointment to a full-time faculty position, whether at a previous or the current institution, must not be earlier than **July 1, 2006**. Only one application per investigator will be accepted for review. A faculty member who has been a principal investigator on an AACP NIA or equivalent starter grant, on a professional (e.g., ACCP, ASHP, AAPS, PhRMA, etc.), organizational (e.g., American Heart or American Cancer) or federal grant (e.g., NIH, NSF, AHRQ, DOD, CDC etc.) is not eligible to apply. An intramural university or college/school start-up support may be used for supplementing the proposed research.

AACP Individual Membership

The applicant for the NIA must be a current individual member of AACP. An application submitted by a nonmember will not be reviewed. The AACP individual membership application information is located on the AACP Web site (www.aacp.org) under "About AACP." AACP provides a complimentary one-year membership to faculty in their first year of appointment. Complimentary membership is usually granted automatically when your college/school annually submits AACP Roster information. However, if you join the faculty after the Roster information has been compiled, you may not have been granted complimentary membership. To insure your complimentary membership, request your dean to send a letter to AACP indicating your first year faculty status. Contact Angie Edwards (aedwards@aacp.org) if you have questions about your membership status.

Submission of a Letter of Intent

The Letter of Intent must be electronically submitted by the deadline: **11:59 pm Eastern Daylight Time, August 15, 2011**. The Letter of Intent form can be found on the AACP Web site. The information submitted will be used by AACP section chairs to identify the number of reviewers needed in each discipline prior to the official application deadline of **September 15, 2011**. **Complete applications will not be accepted if no Letter of Intent has been submitted.**

Submission of Full Application

A complete application must consist of the following sections in sequence in order to be considered: 1) title page, with signatures of department chair and dean; 2) abstract page; 3) budget form; 4) biographical sketch form; 5) research narrative; 6) animal research approval letter, if applicable; 7) human subjects research approval letter, if applicable; and 8) other supporting documentation, if

applicable. Application forms are available on the AACP Web site. An application that does not follow the Guidelines and Specifications (see below) will not be considered. The full application should be submitted in a single PDF file to Diane Drakeley (ddrakeley@aacp.org) by **11:59 pm EDT, September 15, 2011**. Use a filename with your last name, first name, selected section (e.g. Drakeley, Diane PHP). Please do not mail a hardcopy of the completed application to AACP.

Review and Selection Process

Application review and recommendation for funding will be made by a review panel from one of the following eight AACP academic sections:

- Biological Sciences (BSC)
- Chemistry (CHM)
- Continuing Professional Education (CPE)
- Experiential Education (EED)
- Libraries/Educational Resources (LER)
- Pharmaceutics (PCU)
- Pharmacy Practice (PHP)
- Social and Administrative Sciences (SAS)

In reviewing the applications, attention will be given to the appropriateness of the objectives, and methods to ensure that expectations are within the scope of the project. The reviewers will be asked to place as few limitations as possible on grant budgets.

Announcement of Awards

Applicants will be notified of the outcome of awards around December 16, 2011. New investigators will receive an award agreement that must be signed and returned to AACP before funds are dispersed. Funds will be distributed on or soon after **January 3, 2012**.

Reports

The NIA recipient must submit an electronic copy of a final report along with any publication reprints in refereed journals resulting from the NIA research support upon completion, and no later than 18 months following the receipt of the NIA award. Final reports may vary in length, but should include the following: 1) nature of project, 2) goals and objectives, 3) methods, 4) results, 5) conclusions, and 6) contribution(s) to early career development, including grant proposals submitted or funded as the result of the NIA project. The recipient must acknowledge funding support from AACP New Investigator Award in any publication and presentation abstract/poster resulting from the research.

Extension of Award

Request for no-cost extension beyond the project ending date must be made by e-mail to Dr. Vincent Lau, VP Research and Graduate Education, Chief Science Officer, vlau@aacp.org prior to its termination. Requests will be carefully reviewed and determined on a case-by-case basis.

Termination of Award

Circumstances may arise necessitating the termination of the project by either the institution or the new investigator prior to completion. This may be arranged at any time by agreement between the individual, the institution, and AACP. Termination will be made with the understanding that all unexpended funds will be returned to AACP, and that any unpaid balance of the award will be cancelled.

Guidelines and Specifications for Preparing 2011-2012 AACP-NIA Applications

Choosing a Discipline

Applications will be evaluated by one of the following eight disciplinary panels appointed by the AACP section chairs:

- Biological Sciences
- Chemistry
- Continuing Professional Education
- Experiential Education
- Libraries/Educational Resources
- Pharmaceutics
- Pharmacy Practice
- Social and Administrative Sciences

It is critical that applications designate the appropriate review panel in order to receive a fair and complete review. The following is offered as a guide for you to select the appropriate panel:

<u>General Subject of Application</u>	<u>Review Panel</u>
● Animal Model Pharmacodynamics	Biological Sciences
● Biotechnology/Molecular Biology	Biological Sciences
● Pharmacology/Toxicology	Biological Sciences
● Medicinal/Pharmaceutical/Analytical/ Natural Products Chemistry	Chemistry
● SAR Studies	Chemistry
● Active Learning Strategies	Continuing Professional Education
● Innovative CPE Programs	Continuing Professional Education
● Standardized Assessment	Experiential Education
● IPPE/APPE	Experiential Education
● Simulation	Experiential Education
● Search Strategies for Scholarly Endeavors	Libraries/Educational Resources
● Engaging Students in Library Resources	Libraries/Educational Resources
● Theoretical or Animal Pharmacokinetics	Pharmaceutics
● Biopharmaceutics	Pharmaceutics
● Drug Delivery/Formulation	Pharmaceutics
● Clinical Pharmacy	Pharmacy Practice
● Clinical Pharmacokinetics	Pharmacy Practice
● Clinical Drug Evaluation	Pharmacy Practice
● Human Pharmacodynamics	Pharmacy Practice
● Health Services Research	Social and Administrative Sciences
● Human Social/Behavioral Studies	Social and Administrative Sciences
● Pharmacoeconomics	Social and Administrative Sciences

Preparing the Application

Follow the formatting specifications outlined in each section. The application must be in the following order to be reviewed: 1) title page, with signatures of department chair and dean; 2) abstract page; 3) budget page; 4) biographical sketch form; 5) research narrative; 6) animal research approval letter, if

applicable; 7) human subject research approval letter, if applicable; and 8) other supporting documentation, if applicable. Applications that are not arranged in the above stated order or do not follow the page requirement will not be reviewed.

Title Page: Consult the section above titled “Choosing a Discipline” for guidance. The Grant Period is for one year. The start and end dates for the research are determined by the Principal Investigator within the grant period. Names and signatures of your department head and dean are required in the space provided. Electronic signatures are acceptable.

Abstract Page: Limit your abstract to the space provided on the page.

Budget Page: The NIA is designed to provide start-up money for new investigators to obtain enough data to apply for additional extramural funding from government and non-government sources. Award money may not be used for indirect or overhead costs that are commonly provided by government research grants and contracts. Award money may also not be used for the faculty applicant’s salary, either as salary offset or as a summer salary. Grant money may be used, however, to pay the salary of student assistants or technicians, but must be justified in the application.

Biographical Sketch Form: Provide a brief biographical sketch; maximum length of two pages. Do not include the curriculum vitae.

Research Narrative

- Limit to six (6) pages in length, including legible figures, tables, surveys, and references. The research narrative section must be single-spaced (no more than six lines of typed text within one vertical inch). Use a font that is no less than 11 point. All margins (top, bottom, left, right) must be one-inch.
- The title page, abstract page, budget page, biographical sketch form, animal research approval letter, human subject research approval letter, and other supporting documentation are not included in the six (6) page limit.
- Do not include reprints of any research articles with your application.
- The research narrative must contain clearly stated information under each of the following headings:
 - **Nature of Project**—a brief description of the purpose and goals of the proposed work, including appropriate background material.
 - **Objectives**—a clear statement of expectations for the project.
 - **Methods**—the methods to be used for the study, including data analysis and interpretation; the indicators that will be used to measure the project’s success and analysis of results; and documentation of the adequacy of the research facilities.
 - **Timeline for Completion of the Project**—a maximum of one year. Proposals that require long-term patient enrollment are discouraged.
 - **Contribution to Career**—the relationship between the project and the applicant’s career objectives and the role of this project in relation to future funding efforts.
 - **Significance of the Project**—the ways in which the project will contribute to the advancement of new knowledge, the contribution that the project will make to the applicant’s program and or school, and the applicant’s plan for dissemination or publication of the research results.
 - **Budget Justification**—justification for requested budget items, excluding minor supply expenses, should be in sufficient detail to enable reviewers to evaluate how they will be used to support the proposed research project.

Animal Research: Research involving animals must be subjected to review and written approval by the appropriate Institutional Animal Care and Use Committee (IACUC). The research application must be submitted to the IACUC **before September 15, 2011**. A copy of the IACUC submission cover letter with the request must be included in the complete application, and the IACUC approval letter must be sent to AACCP immediately after approval is granted. Email the approval letters in PDF format to ddrakeley@aacp.org. No animal research application will be funded without prior written IACUC approval. Investigators who plan on using significant numbers of animals or potentially painful procedures are recommended to obtain IACUC approval before submission.

Human Subject Research: Research involving human subjects must receive written approval from the appropriate Institutional Review Board (IRB). The research application must be submitted to the IRB **before September 15, 2011**. A copy of the IRB submission cover letter with the request must be enclosed in the complete application, and the IRB approval letter must be sent to AACCP immediately after approval is granted. Email the approval letters in PDF format to ddrakeley@aacp.org. No human subject research application will be funded without written IRB approval.

Research involving human subjects must also abide by NIH policy regarding inclusion of women and minority group members in the study populations, unless there is a clear and compelling rationale and justification that their inclusion is inappropriate with respect to the health of the subjects or the research goals. This rationale and justification should be included in the research narrative. All investigators who plan on utilizing human subjects should read and abide by the “NIH Guideline on The Inclusion of Women and Minorities as Subjects in Clinical Research – Updated August 1, 2000”, which can be found at http://grants.nih.gov/grants/funding/women_min/guidelines_update.htm .

Other Supporting Documentation (this section should not be used to include any Research Narrative materials as a means to off-set the page requirement): Investigators using collaborators to assist in obtaining human subjects, demonstrate or perform technical procedures, or assist in data analysis in their proposed research project, must describe the collaborator’s role in the research narrative section of the application and include a letter here from the collaborators stating their willingness to assist in the research project. Research projects involving biohazards, such as radioactive materials or infectious organisms should obtain and submit an approval letter here from the appropriate institutional committees, if applicable.

Submitting the Application

Send the complete application as a single PDF file to Diane Drakeley, (ddrakeley@aacp.org) by 11:59 pm EDT, September 15, 2011. For the filename, please use your last name, first name followed by the section abbreviation, (e.g. Drakeley, Diane PHP.pdf). Electronic signatures are acceptable on the forms.

Acknowledgment of Receipt of the Application

Receipt of applications will be acknowledged within two business days via email by Diane Drakeley, ddrakeley@aacp.org.

Application submissions not in compliance with the above specifications (order of application, section formatting, page requirement, etc.) will not be reviewed.

American Association of Colleges of Pharmacy

2011-2012 New Investigator Award

Evaluation Criteria

The following criteria (point values in parenthesis) will be used by the disciplinary review panels in evaluating applications. Please refer to the criteria and the questions below as you prepare your application.

1. Nature of Project (5 points maximum)

- a. Does the applicant present the nature, structure, and scope of the project clearly and in context with previous work in the field?
- b. Is this overall presentation understandable, well written, and concise?

2. Goals and Objectives (15 points maximum)

- a. Does the applicant adequately and clearly describe the intent of the project?
- b. Does the applicant demonstrate a clear understanding of the project?
- c. Are the goals clearly defined and are they appropriate to the purpose of the project?

3. Methods (35 points maximum)

- a. Methods to be used for the study:
 - 1) Does the application describe the methods to be used in sufficient detail and clarity?
 - 2) Are the methods to be employed appropriate to the project's purposes and objectives?
 - 3) Are the methods workable? Are they sound?
 - 4) Are solid research techniques used?
 - 5) Do the proposed methods represent the most effective way to achieve the results stated in the application?
 - 6) Can the data be collected in the one-year timeline for the grant?
 - 7) If needed, is the cooperation of collaborative parties assured?
 - 8) Is there adequate discussion on the limitations of the methods and on alternative approaches?
- b. Data analysis and interpretation:
 - 1) Is the evaluation process efficient in the use of resources to achieve its purpose?
 - 2) Does the application provide evidence that the Principal Investigator can determine (evaluate) the outcomes (data) obtained in the study?
 - 3) Are evaluation indicators clearly stated?
 - 4) Is the evaluation process designed to properly measure the effective outcomes of the project?

4. Timeline (5 points maximum)—must be no more than one-year in length

- a. Is the one-year timeline reasonable for the objectives and scope of the application? The New Investigator Award is designed as a seed grant to assist new pharmacy faculty in obtaining critical data, so that they will be competitive for applying for additional grants from federal or private agencies.

5. Contribution to Career (15 points maximum)

- a. Is there a clearly stated purpose of the project in terms of its appropriateness to the future research interests of the applicant?

- b. Does the application specifically state how the current project will assist in future research grant proposals or efforts?
 - c. Is the application consistent with past research conducted by the applicant?
6. **Significance of the Project (15 points maximum)**
- a. Does the proposed research have the impact of adding new knowledge to the discipline?
 - b. Is there a stated intent to utilize the results as preliminary data for a more substantial research project in the same or a closely related area?
 - c. Is there a stated plan to disseminate (publish, present, utilize) the project's results?
7. **Budget Justification (10 points maximum)**
- a. Are the requested supply and equipment items supportive of and consistent with the methods outlined in the Research Narrative?
 - b. Are salary requests (rate and time) for professional or graduate students justified and consistent with the application timeline?

For questions concerning the New Investigator Award (NIA), please contact:

Vincent Lau, Ph.D.
Vice President for Research and Graduate Education
Chief Science Officer
American Association of Colleges of Pharmacy
1727 King Street, Floor 2
Alexandria, VA 22311
703-9739-2330 ext 1027
vlau@aacp.org