2017 AACP New Investigator Award (NIA)  
Application Instructions

Letter of Intent Deadline: 5:00 p.m. EDT July 29, 2016  
Application Deadline: 5:00 p.m. EDT August 29, 2016

General Program Overview

The New Investigator Award (NIA), sponsored by the American Association of Colleges of Pharmacy (AACP), provides research start-up funding for the independent research programs of early-career pharmacy faculty. Each grant of up to $10,000 maximum (no overhead allowed) will be awarded in January 2017. In addition, each award winner will receive $1,000 from AACP for required travel to present their research findings at the AACP Annual Meeting at the Sheraton Boston Hotel & Hynes Convention Center, Boston, Massachusetts July 21 – 25, 2018.

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 at a U.S. college or school of pharmacy that is accredited by ACPE (either candidate or full accreditation status). The applicant's institution must also be a regular institutional member of AACP. 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, 2011. 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 Association, American Cancer Association, American Brain Tumor Association, etc.) or federal grant (e.g. NIH, NSF, AHRQ, DOD, CDC, etc.) as a faculty member is not eligible to apply. Proposals from applicants who do not meet these eligibility criteria will not be reviewed.

AACP Individual Membership

An applicant for the NIA must be a current individual member of AACP. The AACP member number is needed to access the online submission portal. AACP individual membership application information is located on the AACP website (www.aacp.org) under “About AACP.” Former AACP members may renew online. Please call 703-739-2330 extension 0 (zero) or email mail@aacp.org for membership assistance.

Submission of a Letter of Intent

The Letter of Intent (LOI) is required as part of the application process. The LOI is an online form used to gather demographic information and a 250 word abstract of the applicant's proposed NIA research project. The LOI is to be completed through the online submission portal found at the AACP website by the deadline: 5:00 p.m. EDT, July 29, 2016. Membership is required to access the NIA submission area.

Submission of Full Application

The NIA Application Form, on the AACP website is to be completed according to the instructions. The full application must be uploaded as a single PDF document through the online submission portal also found on the AACP website by the deadline: 5:00 p.m. EDT, August 29, 2016.

Work with a Mentor

The applicant is required to enlist a research mentor with whom to discuss the proposed project and preview the application. The mentor does not have to be faculty member at the applicant's institution; however, the mentor must be willing and available to advise the applicant during the application period and as needed during the research period. The mentor's signature is required on the Title Page.
Signatures
The following persons are required to sign the NIA Application/Proposal with the acknowledgement that they have read and reviewed the proposal before submission: the applicant/principal investigator (PI), the applicant’s mentor, and the applicant’s CEO Dean. Original signatures are required. Please scan the Title Page with the required signatures to include in the application. The applicant’s college or school may safe-keep the original signature page.

Submit a Single PDF Document
Combine the signed title page and all other parts of the application into a single PDF file. Submit the PDF application using the submission portal located on the AACP website. An application cannot be uploaded on to the submission portal until the applicant’s LOI has been accepted and reviewed by AACP staff in early August 2016. AACP staff will notify eligible applicants when full applications can be uploaded onto the submission portal.

IRB and IACUC Documents
Evidence of IRB or IACUC approval for research involving human subjects or animals, where applicable, must be sent via email to NIA@aacp.org by November 4, 2016. Instructions for including required IRB and IACUC documentation in the NIA application are found in the section of this document titled “Preparing the Application.”

Review and Selection Process
Application review and recommendation for funding will be made by a review panel from one of the following AACP Academic Sections:

- Administrative Services
- Biological Sciences
- Chemistry
- Continuing Professional Development
- Experiential Education
- Library and Information Science
- Pharmaceutics
- Pharmacy Practice
- Social and Administrative Sciences

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.

Announcement of Awards
Applicants will be notified of the outcome of awards by January 6, 2017. Selected new investigators will receive an award agreement that must be signed and returned to AACP before funds are dispersed.

Reports
The NIA recipient must submit an electronic copy of an Interim and a Final Scientific Report, and a Final Financial Report. Additionally, please send any publication reprints in refereed journals resulting from the NIA research support. The Interim Scientific Report is due July 17, 2017. The Final Scientific Report plus the Final Financial Report are due upon completion, or no later than 15 months following the receipt of the NIA award. The Scientific and Financial Report forms will be sent to recipients with a reminder notice. The recipient must acknowledge funding support from the AACP New Investigator Award in any publication and presentation abstract/poster resulting from the research.

Extension of Award
Request for a no-cost extension beyond the project end date must be made by e-mail to NIA@aacp.org at least one month prior to its termination date. 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 prior to completion by either the institution or the new investigator. 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.

**Return of Unused Funds**
Awarded funds that are not used are to be returned to AACP.

**Guidelines and Specifications for Preparing 2017 NIA Applications**

Complete the NIA Application Form available on the [AACP website](http://www.aacp.org). Upload the completed application through the online submission portal, according to the instructions, before the submission deadline.

**Choosing a Disciplinary Section**
Applications will be peer reviewed by reviewers appointed by the AACP Section Immediate Past Chairs. It is critical that applicants designate the appropriate Section in order to receive a fair and complete review. The following is offered as a guide for you to select the appropriate Section:

<table>
<thead>
<tr>
<th>Administrative Services</th>
<th>Administrative Effectiveness and Efficiency, Admission Practices, Student Development, Alumni and Community Relations, Novel Approaches to Organizational Leadership and Development, Policy, Governance, Analysis, Human Resources, Budget/Finance, Student Administration, Institutional and Community Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>Animal Model Pharmacodynamics, Biotechnology/Molecular Biology, Pharmacology/Toxicology, Pharmacogenomics, Proteomics</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Medicinal/Pharmaceutical/Analytical/Natural Products Chemistry, SAR Studies</td>
</tr>
<tr>
<td>Continuing Professional Development</td>
<td>Active Learning Strategies, Innovative CPD Programs</td>
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<tr>
<td>Experiential Education</td>
<td>Standardized Assessment, IPPE/APPE, Simulation</td>
</tr>
<tr>
<td>Library and Information Science</td>
<td>Search Strategies for Scholarly Endeavors, Engaging Students in Library Resources</td>
</tr>
<tr>
<td>Pharmaceutics</td>
<td>Theoretical or Animal Pharmacokinetics, Biopharmaceutics, Drug Delivery/Formulation</td>
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<tr>
<td>Pharmacy Practice</td>
<td>Clinical Pharmacy, Clinical Pharmacokinetics, Clinical Drug Evaluation, Human Pharmacodynamics</td>
</tr>
<tr>
<td>Social and Administrative Sciences</td>
<td>Health Services Research, Human Social/Behavioral Studies, Pharmacoeconomics</td>
</tr>
</tbody>
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If you are unsure of which Section to select in your LOI, please contact [NIA@aacp.org](mailto:NIA@aacp.org) for assistance. During initial review of LOIs, Section Immediate Past Chairs may elect to move an application to a different Section if it is determined that the scope of the proposal falls outside of the expertise of the originally selected Section. If you believe you selected the incorrect Section in your LOI, please contact [NIA@aacp.org](mailto:NIA@aacp.org) immediately to make arrangements for your applicant to be moved to another Section; please do not select a different Section in your application without contacting [NIA@aacp.org](mailto:NIA@aacp.org) before submitting your application, or your application may not be reviewed in a timely manner.

**Preparing the Application**

**Title Page**
The Project Title is limited to 85 characters including spaces. The Research Project Period cannot begin before January 1, 2017 or extend past December 31, 2017. Consult the section titled “Choosing a Disciplinary Section” for guidance to assure your application is reviewed appropriately. Scanned original signatures of the three persons listed are required; electronic signatures are not accepted. The applicant must identify a research mentor with whom to discuss the proposed project and preview the application.
Abstract Page
Format the abstract to cover the requested topics. All abstract text must be a minimum of 11 point font size and fit within the space provided on the Application Form.

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 allowed by government research grants and contracts. Award money may also not be used for the applicant’s, collaborator’s or other professional/consultant’s salary, either as salary offset or as a summer salary. Grant money may be used, however, to pay the salary of student or technical trainees, but must be justified in the application.

Biographical Sketch
Provide a brief biographical sketch using the space provided for the requested information.

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 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. Headers and footers may be used for titles and page numbers.
- 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 narrative limit.
- Do not include reprints of any research articles with your application.
- The research narrative must contain each of the following sections with appropriate 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 funds will be used to support the proposed research project.
  - Narratives that exceed the six (6) page limit will not be reviewed.

Resubmissions
Resubmissions of unfunded NIA proposals are accepted if the applicant still meets the eligibility criteria listed above. Applicants must indicate in the LOI if the proposal is a resubmission. Resubmissions are allowed an additional one (1) page at the beginning of the Research Narrative labeled **Introduction** that specifically addresses previous reviewer comments. New applications must not contain an introduction, nor may resubmissions exceed the one (1) page limit for the introduction. Applications that utilize all or part of the introduction page for any purpose other than to address reviewer comments will not be reviewed.
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 the application deadline August 29, 2016. A copy of the IACUC submission cover letter with the request for approval must be included as a supporting document in the NIA application, and the final IACUC approval letter must be sent to AACP immediately after approval is granted but no later than November 4, 2016. Email approval letters to NIA@aaccp.org. No animal research application will be funded without prior written IACUC approval. Investigators who plan to use 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 the application deadline August 29, 2016. A copy of the IRB submission cover letter with the request for approval must be included as a supporting document in the NIA application, and the final IRB approval letter must be sent to AACP immediately after approval is granted but no later than November 4, 2016. Email approval letters to NIA@aaccp.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 must abide by the NIH Policy and Guidelines on The Inclusion of Women and Minorities as Subjects in Clinical Research – Amended, October, 2001.

Supporting Documents
This section must not be used to include any Research Narrative materials as a means to off-set the page requirement. Allowed supporting documents include:

- Letters of support from collaborators clearly stating a willingness to assist in the propose research (required for all proposals that use collaborators to assist in any capacity in the proposed research; additionally, the applicant should describe each collaborator’s role in the Research Narrative).
- A letter of support from the proposed research mentor.
- Copies of IRB/IACUC submission cover letters as described in the “Animal Research” and “Human Subject Research” sections above, if applicable.
- Approval letters from appropriate institutional committees for research projects involving biohazards, such as radioactive materials or infectious organisms, if applicable.
- An official university appointment letter demonstrating how the applicant’s salary is fully supported by the institution (required for all regular full-time clinical- or research-track faculty).

Submitting the Application
Upload the completed application as a single PDF document in the online submission portal.

Acknowledgment of Receipt of the Application
Receipt of the application will be acknowledged by the online submission system.

Applications not in compliance with the above specifications (missing signatures, inappropriate order of application, section formatting, page requirements, etc.) will not be reviewed.

For questions concerning the NIA, please email NIA@aaccp.org.
2017 NIA 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 a guide for the preparation of NIA 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. Specific Aims (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. 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?

4. Methods (35 points maximum)
   a. Methods to be used for the study:
      i. Does the application describe the proposed methods in sufficient detail and clarity?
      ii. Are the methods to be employed appropriate to the project’s purposes and objectives?
      iii. Are the methods workable? Are they sound?
      iv. Are solid research techniques used?
      v. Do the proposed methods represent the most effective way to achieve the results stated in the application?
      vi. Can the data be collected in the one-year timeline for the grant?
      vii. If needed, is the cooperation of collaborative parties assured?
      viii. Is there adequate discussion on the limitations of the methods and on alternative approaches?
   b. Data analysis and interpretation:
      i. Is the evaluation process efficient in the use of resources to achieve its purpose?
      ii. Does the application provide evidence that the Principal Investigator can determine (evaluate) the outcomes (data) obtained in the study?
      iii. Are evaluation indicators clearly stated?
      iv. Is the evaluation process designed to properly measure the effective outcomes of the project?

5. 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.

6. 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?
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 student and technical trainees justified and consistent with the application timeline?

**Conditions for Accepting the AACP NIA**

In order to accept the AACP NIA, the recipient must agree the following conditions:

1. The recipient will use the funds solely for the purposes that are stipulated in the original research application and are approved by AACP. None of the money awarded by the NIA can be used for any disallowed project costs such as the principal investigator’s salary or indirect costs. Research should begin promptly after the award is received.

2. The recipient will electronically submit an interim progress report at the end of six (6) months (by July 17, 2017) and a final report at the end of funding period (no later than March 30, 2018). The final report will include the research findings as well as a financial statement as to how the grant was expended.

3. The recipient will present his or her final research findings from the NIA project as the primary presenting author at the 2018 AACP Annual Meeting at the Sheraton Boston Hotel & Hynes Convention Center, Boston, Massachusetts. An additional $1,000 will be disbursed by AACP to defray travel expenses.

4. The recipient will acknowledge funding support from the American Association of Colleges of Pharmacy in any publication, poster, or published abstract generated from the NIA project. Electronic copies of those publications, abstracts and posters should be submitted to AACP for record keeping.

5. AACP must be notified when additional extramural funding is received within this funding period for the same project with overlapping research aims and budget.

6. All NIA-funded research must be performed following all federal, state and institutional guidelines established for Responsible Conduct of Research.

For questions concerning the NIA, please email NIA@aacp.org.