

2018 AACP New Investigator Award (NIA) Application Instructions

Letter of Intent Deadline: 5:00 p.m. EDT July 31, 2017

Application Deadline: 5:00 p.m. EDT August 31, 2017

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 February 2018. In addition, each award winner will receive \$1,000 from AACP for required travel to present their research findings at the 2019 AACP Annual Meeting at the Hyatt Regency Chicago in Chicago, Illinois, July 13-17, 2019.

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 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, 2012**. 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 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

A 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](http://www.aacp.org) by the deadline: **5:00 p.m. EDT, July 31, 2017**. Membership is required to access the NIA submission area.

Submission of Full Application

The NIA Application Form, on the [AACP website](http://www.aacp.org) is to be completed according to the instructions below. The full application, consisting of all six (6) pages of the NIA Application Form and the Research Narrative as described below, must be uploaded **as a single PDF document** through the online submission portal also found on the [AACP website](http://www.aacp.org) by the deadline: **5:00 p.m. EDT, August 31, 2017**. An application cannot be uploaded on to the submission portal until the applicant's LOI has been reviewed and accepted by AACP staff in early August 2017. AACP staff will notify eligible applicants when full applications will be accepted in the submission portal. **A proposal that is determined to be incomplete or does not meet the guidelines described below will be returned without review.**

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.

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 10, 2017. 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
- Pharmaceuticals
- 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 16, 2018. 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 16, 2018. 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 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 2018 NIA Applications

Complete the NIA Application Form available on the [AACP website](#). 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 based on the nature of the proposed research in order to receive a fair and complete review. The following is offered as a guide for you to select the appropriate Section:

Administrative Services	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
Biological Sciences	Animal Model Pharmacodynamics, Biotechnology/Molecular Biology, Pharmacology/Toxicology, Pharmacogenomics, Proteomics
Chemistry	Medicinal/Pharmaceutical/Analytical/Natural Products Chemistry, SAR Studies
Continuing Professional Development	Active Learning Strategies, Innovative CPD Programs
Experiential Education	Standardized Assessment, IPPE/APPE, Simulation
Library and Information Science	Search Strategies for Scholarly Endeavors, Engaging Students in Library Resources
Pharmaceutics	Theoretical or Animal Pharmacokinetics, Biopharmaceutics, Drug Delivery/Formulation
Pharmacy Practice	Clinical Pharmacy, Clinical Pharmacokinetics, Clinical Drug Evaluation, Human Pharmacodynamics
Social and Administrative Sciences	Health Services Research, Human Social/Behavioral Studies, Pharmacoeconomics

If you are unsure of which Section to select in your LOI, please contact 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 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 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 February 1, 2018 or extend past January 31, 2019. 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.

Abstract Page

Format the abstract to cover the requested sections. All abstract text must be a minimum of 11 point font size and fit within the space provided on the Application Form. **An abstract that exceeds the space allotted or contains text that does not meet the specified formatting requirements will cause an application to be returned without review.**

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's/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. Applicants must **not** include an NIH biosketch as a supporting document.

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 31, 2017. 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 10, 2017**. Email approval letters to NIA@aacp.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 31, 2017. 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 10, 2017**. Email approval letters to NIA@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 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 stating a willingness to assist in the proposed research (*required for proposals that use collaborators to assist in any capacity in the proposed research; the applicant should also describe the 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. Multiple files are not accepted in the portal. Please be sure to check the final document attached in the submission portal to ensure it is complete and correct. **AACP will not check for the presence and accuracy of uploaded applications prior to the submission deadline.**

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 will be returned without review.

2018 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, concisely and in context with previous work in the field?

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 technically sound and appropriate to the project's purposes and objectives?
 - iii. Do the proposed methods represent the most effective way to achieve the results stated in the application?
 - iv. Are the methods workable within the one-year timeline for the grant?
 - v. If needed, is the cooperation of collaborative parties assured?
 - vi. Is there adequate discussion on the limitations of the methods and on alternative approaches?
- b. Data analysis and interpretation:
 - i. Does the application provide evidence that the Principal Investigator can efficiently determine (evaluate) the outcomes (data) obtained in the study?
 - ii. Are evaluation indicators clearly stated?
 - iii. 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 needed to apply for larger 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 relation 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. Unexpended funds must be returned at the end of the award period.
2. The recipient will electronically submit an interim progress report at the end of six (6) months (by July 16, 2018) and a final report at the end of funding period (no later than April 1, 2019). 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 2019 AACP Annual Meeting at the Hyatt Regency Chicago in Chicago, Illinois. 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.

Inquiries

AACP encourages inquiries regarding this funding opportunity and would be pleased to answer questions from potential applicants. Please direct all inquiries to:

Kirsten F. Block, Ph.D.
Associate Director of Research and Graduate Programs
Telephone: 703.739.2330 x1042
Email: NIA@aacp.org