APPLICATION DESCRIPTION AND INSTRUCTIONS

Dear Applicant:

Attached, please find the application form, guidelines and instructions for the American Academy of Pediatrics Section on Cardiology and Cardiac Surgery Research Fellowship Award, made possible by an educational grant from The Children’s Heart Foundation. This $35,000 award will provide funding for an individual in a pediatric cardiology fellowship training program or cardiothoracic surgery residency program to conduct basic or clinical scientific research. An electronic version of this application and instructions is available on the Section's website at: www.aap.org/sections/cardiology

Please note a PDF grant application is due by January 2, 2017. Please email the application to:

Monique Phillips
mphillips@aap.org

If you have any further questions, please contact Vivian Thorne directly at 800/433-9016 ext. 7669, or 847/434-7669. Thank you.

Sincerely,

L. LuAnn Minich, MD, FAAP
Chair, Executive Committee
Section on Cardiology and Cardiac Surgery

Attachments
AMERICAN ACADEMY OF PEDIATRICS SECTION ON CARDIOLOGY AND CARDIAC SURGERY
2016-17 RESEARCH FELLOWSHIP AWARD GENERAL

DESCRIPTION

The purpose of the Section on Cardiology and Cardiac Surgery Research Fellowship Award is to promote high quality research related to cardiovascular disease in the young. The grant will provide support for research training to a pediatric cardiology fellow or cardiothoracic surgical fellow who has demonstrated aptitude for and an interest in basic science or clinical research. Candidates who will be trainees in an accredited US pediatric cardiology or cardiovascular surgical training program are eligible.

The award will be judged on the following criteria:

- Scientific merit
- Aptitude of the applicant for research
- Research and training environment in the institution
SECTION ON CARDIOLOGY AND CARDIAC SURGERY
2016-17 RESEARCH FELLOWSHIP AWARD SPECIFIC GUIDELINES

The Award

The Award is designed to provide funding for investigation by a trainee in pediatric cardiology or pediatric cardiothoracic surgery involving hypothesis driven clinical or basic research that will lead to improved understanding of a basic mechanism of or an improved treatment modality for cardiovascular disease in the young. It is the express intention of this award to support trainees who are in the process of developing investigative, academic careers.

The Investigator

The investigator should be a trainee who has demonstrated aptitude for clinical or basic science. The applicant must be a pediatric cardiology fellow or cardiothoracic surgical resident in an accredited U.S. training program for the period of the award. The investigator must have a M.D., D.O. degree or foreign equivalent. He or she also may have obtained a Ph.D. degree. The Investigator must be an U.S. Citizen or have a permanent visa. A letter from the Sponsor (see Preparation of the Application) must address the applicant’s program for the year of funding. In addition, the Chief of Pediatric Cardiology or Cardiothoracic Surgery letter of support must include a commitment of sufficient time to allow completion of the project during the year of support. Applicants whose projects are limited to bench research will be expected to spend a minimum of 75% of their time in the laboratory. The recipient is expected to be a member of the Section on Cardiology and Cardiac Surgery at the time of award presentation (September 2017).

The Sponsor

The sponsor is the administrative link between the investigator and the institution. The sponsor should be a full-time faculty member of an academic institution. He or she may be from the basic science or clinical faculty and may have either the M.D. or PhD. A sponsor should have demonstrated 1) expertise in the area of science proposed by the investigator; 2) a commitment to training of academic pediatric cardiologists or cardiothoracic surgeons as evidenced by a list of previous trainees, and 3) productivity as evidenced by publications, as well as peer reviewed grant support.

Change of Sponsor

If during the course of the year, the sponsor changes, the American Academy of Pediatrics must be notified in writing immediately. The investigator must designate another sponsor, supply the sponsor's curriculum vitae (including previous trainees) as well as a letter from the sponsor indicating his or her willingness to serve in this capacity and specifically how any problems created by the change in sponsor will be solved.
Budget

The Award is for $35,000. There are no indirect costs. The funds may be used either for the investigator's salary, for supplies limited to this project, or for minor equipment costing less than $500 per item. The funds are not to be used for any salary other than the principal investigator's, or for consultant fees, service contracts, patient related clinical tests, books, subscriptions to journals, construction, dues, items generally considered to be overhead (i.e. telephone, lights, etc.), or publication costs. The budget must include travel funds for the recipient to travel to the American Academy of Pediatrics National Conference and Exhibition (September 2017) in Chicago, IL to accept the award. No other travel funds are allowed.

Grant funds may be re-budgeted. Any transfer of funds for a different expense in excess of $1000 must be authorized by the American Academy of Pediatrics. The request must fully describe the transfer and how the funds will be used. This letter must be co-signed by the grantee institution's fiscal officer as well as the principal investigator and sponsor. Subsequent financial reports must reference these transfers.

Method of Payment

Grant payments are disbursed quarterly to the institution.

Concurrent Funding

The principal investigator may receive support from other local, state, or national agencies so long as the absence of budgetary overlap can be clearly demonstrated. Any potential sources of additional funding must be disclosed in the application.

Reapplication or Revised Application

Reapplication is allowed for applicants not funded in a previous year. However, revised applications should not be submitted. Each application must stand alone and will be evaluated on its own merits.
**Grant Timetable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>January 2, 2017</td>
<td><strong>Deadline for receipt of application.</strong></td>
</tr>
<tr>
<td>March 1, 2017</td>
<td>Notification to Investigator and Institution</td>
</tr>
<tr>
<td>June 1, 2017</td>
<td>Initiation of the Award</td>
</tr>
<tr>
<td>September 17, 2017</td>
<td>Presentation of the Award at AAP meeting in Chicago, IL</td>
</tr>
<tr>
<td>May 31, 2018</td>
<td>Termination of the Award</td>
</tr>
<tr>
<td>June 30, 2018</td>
<td>Scientific Progress Report due signed by Principal Investigator.</td>
</tr>
<tr>
<td>August 31, 2018</td>
<td>Final Financial Report due (must be signed by the Principal Investigator and the institutional Fiscal Officer)</td>
</tr>
<tr>
<td>November 4, 2018</td>
<td><strong>Presentation of Results at the AAP meeting, Section on Cardiology &amp; Cardiac Surgery, in Orlando, FL</strong></td>
</tr>
</tbody>
</table>

The awardee will be expected to attend the Section on Cardiology and Cardiac Surgery Scientific Session and educational program at AAP’s annual meeting, the National Conference and Exhibition (NCE), in the year of funding (September 2017) to accept the award. He/she is also expected to present his or her results during the NCE in the year of the grant termination (November 2018). Thus, a commitment of funds for travel to the NCE in 2017 must be made by the individual who was the principal investigator's Chief of Pediatric Cardiology or Cardiothoracic Surgery at the time of application for the award. This commitment should be made in writing and should be included in the Chief of Pediatric Cardiology or Cardiothoracic Surgery letter of support.

**Scientific Progress Report**

One month after the termination of the Award, a final scientific progress report must be submitted (maximum three pages single-spaced) including plans for future research in the area.

**Grant Review**

The Executive Committee of the AAP Section on Cardiology and Cardiac Surgery will appoint a chair and vice-chair of the grant review study section. After receipt of the applications, the chair and vice-chair will assign reviewers to each proposal. Applications that remain incomplete after the deadline for receipt will not be considered. The assigned reviewers will constitute the study section. The group will then meet to decide the relative priorities of the applications. One Award per year will be made.
APPLICATION INSTRUCTIONS
PREPARATION OF THE APPLICATION

General
Use standard type (12 pitch = 12 characters per inch). Word processing equipment used must be of letter quality. Sixty (60) lines per page are the maximum allowed. Do not leave any area blank: indicate “N/A” or “None” if not applicable. **Failure to follow instructions will result in disqualification from consideration.**

Special Instructions

I. Application Page 1
4. If the work institution is not the same as the academic institution, indicate name of the work institution with the complete address; otherwise write "same".
5. Self-explanatory.
6. Title - title cannot exceed sixty (60) letters and spaces. Do not use abbreviations.
7. Self explanatory.
8. Check appropriate box relating to experimentation with biohazards, radioisotopes, human subjects and/or animal subjects. If the answer to A, C, or D is "yes" and the research has been endorsed by the appropriate institutional committee, enter the date after "approved". If the answer is "yes" and the project is pending review, enter the date scheduled for review followed by "P". Written endorsement must be received by the American Academy of Pediatrics before the grant can begin on July 1st (see instruction #24). Both E and F must be completed.
9. To be signed by the applicant, the sponsor, the department head, the institution academic official and the institutional fiscal officer of the institution where the work will be done.

II. Application Page 2

10. The abstract should include a synopsis of the proposed research. It should begin with one or two introductory sentences on the scientific background of the proposal and then follow with a statement of the specific aims and hypotheses, the methods and procedures to be used, the expected data and the potential significance of the research.
III. Application Page 3

11. Lay Research Summary. This summary should be written for individuals not familiar with scientific work. It should be prepared for direct publication in a local newspaper.

IV. Application Pages 5

12. Curriculum vitae of principal investigator - self-explanatory. After a list of publications and abstracts, the principal investigator should list the title of any research done that did not lead to a publication and a one sentence description indicating the principal investigator's role in the project.

V. Application Page 6

13. Principal Investigator Career Plans. A statement should be made by the principal investigator indicating how the one year of funding provided by the American Academy of Pediatrics will relate to specific plans for the next five years and to general plans for a career in pediatric cardiology or pediatric cardiovascular surgery beyond that time.

VI. Application Page 7

14. Other personnel. The name, degree, academic rank and department as well as a brief description of the role in the research project should be included for each member of the research team as well as consultants (Please include an NIH Biosketch in the appendix for each person listed on page 7)

VII. Application Pages 8 and 9


VIII. Application Page 10

16. Sponsor grant support during last five years. The title, role (principal investigator, collaborating investigator, etc.), percent effort, total amount of award and brief description of contribution to the project should be listed for each of the last five years.

IX. Application Page 11

17. Trainees of the sponsor for the last five years. The name, degree, duration of training and brief description of supervisory role should be given for each of the trainees of the sponsor during the last five years.
X. Application Page 12

18. Letter from sponsor. A supporting letter from the sponsor must accompany the application indicating full knowledge of the research plan the candidate has submitted. The letter from the sponsor must address the importance of this funding in the career goals of the applicant during the training year and for a minimum of four years following the grant period. In addition, the letter should provide assurances that this program will allow sufficient time for the applicant to complete the research project. Applicants whose projects are limited to bench research will be expected to spend a minimum of 75% in the laboratory. The letter should also indicate that appropriate research facilities will be made available. The last section should be a letter of recommendation indicating the unique facets of the principal investigator that qualify him or her for this Award as well as any potential weaknesses.

XI. Application Page 13

19. Award budget allocation. The salary and fringe for the principal investigator, supplies for the project and equipment costing less than $500 per item may be listed. The total may not exceed $35,000. It is permissible to devote 100% of the budget to either the salary or supplies, but no more than $1,000 may be used for equipment.

XII. Application Page 14

20. Award budget justification. Each item over $50 must be justified separately. The budget justification will be considered along with the budget justification of the entire project (item #21) and the two must relate to each other.

XIII. Application Page 15

21. Budget allocation for remainder of principal investigator's project. Any other funds that will be expended on this project should be listed here as well as the source. The source may be from an outside granting agency or from department funds. All current, pending and proposed grant applications of the principal investigator must be listed in this section. Any overlap with the budget of this application must be identified and explained. If new capital equipment is required for the project, this should also be listed and the source of funds to acquire the equipment should be identified.

XIV. Application Page 16

22. Budget justification for remainder of principal investigator's project. This justification as well as item #19 should form the justification for the entire project.
XV. Application Page 4

23. Facilities available. Include a brief description of the laboratory or clinical setting in which the principal investigator will work.

PLEASE NOTE: THE APPLICATION FORMS DO NOT INCLUDE PAGES 18-24. PLEASE ADD THESE PAGES TO YOUR APPLICATION, FOLLOWING THE FORMAT INSTRUCTIONS DESCRIBED BELOW

XVI. Application Pages 18 through 24

24. Research Plan. Number and title sections as outlined below. Approximate lengths are suggested guidelines only, but the total should not exceed 7 pages.

A. Specific Aims (one half to one page). Begin with a short introductory paragraph introducing the topic and stating the broad long-term objectives. This should be followed by consecutively numbered specific aims. Each aim should begin with words such as "to determine" or "to investigate". This statement should be followed by one or more specific hypotheses to be tested and one or two brief sentences indicating the approach to testing each hypothesis. Each aim should be structured such that at the end of the award period, it should be possible to determine which specific aims were met and which others were not.

Please note: B and C below should not exceed 2 pages:

B. Background Significance (one half to one page). Evaluate the existing knowledge and specifically identify the gaps which the project is intended to fill. State the significance of the research. A possible approach is to organize this section related to each specific aim.

C. Preliminary Studies (one page). Provide preliminary studies and/or any information that will help to establish the experience and competence of the present investigative team to pursue the proposed project. Any figures or charts of preliminary data must be included at this point in the application and not in the Appendix.

D. Experimental Design, Methods and Data Analysis (three pages). Detail the experimental design and the procedures to be used to accomplish the specific aims. For each hypothesis, please describe the data to be collected, the method of analysis of each set of data and possible results from each analysis.

E. Career Plans (one half to one page). Please include a detailed career plan for the applicant. This should include, but not be limited to, an elucidation of the types of positions that the applicant expects to hold in the four years following the grant period. This section should clarify the role of this Research Fellowship Award in achieving the long-term career goals of the applicant.
F. Literature Cited and figures (one page). The list of references cited within the
text of the proposed research plan as well as any figures or tables must be
included in the 7-page limit.

XVII. Application Pages 25 through 26

25. Required institutional endorsements. Applicable endorsements of the project
(dated no more than one year prior to the date of this application) must be
received by the American Academy of Pediatrics by June 1, 2014. Endorsements
should specifically cite the principal investigator's name and project title. These
should be attached to the application.

A. Biohazards. Biohazards are broadly defined to be recombinant nucleic acids
and/or infectious and tumor materials that may be deleterious to normal
organisms upon uncontrolled exposure. Research involving biohazards
requires a copy of the appropriate institutional committee approval. Research
involving radioisotopes requires a separate statement: “Radioisotopes are
controlled under an NRC license of ___________ and RC number
__________”.

B. Humans. Research involving humans requires a copy of the appropriate
institutional review board.

C. Animals. Research involving animals requires: (1) documentation of proof
of unqualified AAALAC accreditation or U.S. Public Health Service Welfare
Assurance identification number; (2) copy of the Institutional Animal Care
and Use Committee approval.

XVIII. Additional Pages to Application - Appendix

26. Appendix. Up to five published papers, manuscripts or abstracts in which the
principal investigator participated may be included. Any of these publications
included in the Appendix should be marked by an asterisk on the principal
investigator's curriculum vitae. If the principal investigator contributed to the
work but was not an author, the work may be included and the principal
investigator's role in the project should be included in the curriculum vitae. In
addition, an NIH Biosketch for each person listed on page 7 of the application
should be included in the appendix.

XIX. Separate from Application - Letters of Recommendation.

27. Letters of Recommendation.

A. Letter of support from the Chief of Pediatric Cardiology or Cardiothoracic
Surgery should give assurance that the principal investigator will be given
sufficient time to complete the research project. Applicants whose projects
are limited to bench research will be expected to spend a minimum of 75% of
their time in the laboratory. This letter should also indicate knowledge of plans of the principal investigator for the years following this award. While it is not necessary for the Chief of Pediatric Cardiology or Cardiothoracic Surgery to provide a commitment for a faculty position in that institution, if that commitment has been made, it should be stated. The Chief of Pediatric Cardiology or Cardiothoracic Surgery should also indicate his or her willingness to financially support the travel by the principal investigator to the American Academy of Pediatrics in October 10, 2015 where the investigator will present the results of the present study. The remainder of the letter should be a letter of recommendation in which the unique characteristics of the principal investigator are outlined as well as any potential weaknesses.

B. If the applicant is within his/her first year of training, please provide a letter of support from the Chairman of the Department of Pediatrics or Cardiothoracic Surgery where the principal investigator was a resident.

C. Letter from two other people who are familiar with the research potential of the applicant.

PDF’s of these letters should be e-mailed directly to the AAP to: Monique Phillips, Section on Cardiology and Cardiac Surgery, American Academy of Pediatrics at mphillis@aap.org Please address letters to “Research Fellowship Review Committee.”

Deadline for receipt of these letters is January 2, 2017
American Academy of Pediatrics
GENERAL RESEARCH POLICIES

Preface

Grants-in-Aid are awarded to nonprofit institutions with the requisite basic facilities for research and with experienced investigators on the faculty. In accepting an Award, the principal investigator, the sponsor, and the institution assume an obligation to expend grant funds for the research purposes set forth in the application. The grantee institution is further obligated to administer the Award in accordance with all regulations and policies governing this program by the American Academy of Pediatrics.

Ethical Standards

With respect to human and animal experimentation, the principal investigator, the sponsor, and the executive officer of the sponsoring institution must affirm: (1) that the investigations involving human subjects proposed and subsequently carried out in the application have been endorsed by the clearly identified appropriate body of the sponsoring institution; and (2) that any research involving human subjects will conform ethically with the guidelines prescribed by the National Institutes of Health (NIH) including the provision of suitable explanation to human subjects or their guardians concerning the experimental design and all significant hazards, so that they may be in a position to provide appropriate and informed consent prior to the investigation; and (3) that research involving animals should conform with the current "Guide for the Care and Use of Laboratory Animals", NIH publication DHHS, USPHS, and has been approved by the Institutional Animal Care and Use Committee; and (4) that wherever applicable, the research protocol will be reviewed and approved by the institution's biohazards committee, as well as conforming to NIH guidelines. The American Academy of Pediatrics endorses the guidelines and recommendations as set forth in "The Maintenance of High Ethical Standards and the Conduct of Research", adopted by the Association of American Medical Colleges, June 24, 1982.

Liability

The American Academy of Pediatrics will not assume responsibility for and the institution will indemnify and hold harmless the American Academy of Pediatrics from any lawsuit, claim, judgment, damages, awards or malpractice arising from research or investigations related to this award.

Proprietary Research

While patentable discoveries will be respected, it is not within the spirit of this Award to pursue proprietary research.
Publications

It is the American Academy of Pediatrics policy that results of research be made available to the public without restriction through appropriate scientific channels. All publications resulting from work carried out during the tenure of this grant must carry the following statement "This work was supported by a Grant-in-Aid from the American Academy of Pediatrics”.

Research Publicity

The following principles and procedures should be followed in publicizing results arising from research supported by the Academy: the principal investigator is encouraged to report to the public on both the nature and objectives of the research work, as well as on actual results, in the interests of developing public understanding and support for cardiovascular research. Results of the principal investigator's work should not be publicized in the mass media before they have been publicized in a scientific journal or presented at an appropriate scientific meeting. The principal investigator is encouraged to acknowledge Academy support in public statements to civic and other lay groups.
American Academy of Pediatrics
GRANT POLICIES

Accounting

Financial administration of a grant should be in accordance with accepted accounting procedures. Supporting records of grant expenditures must be in sufficient detail to indicate clearly the nature of expenditures.

Financial Report

A financial report must be submitted within 90 days of termination of a grant. These reports must be accompanied by a check for the balance of any unexpended funds. Failure to submit a financial report by the due date may jeopardize future funding for the grantee's institution by the American Academy of Pediatrics.

Audit

The financial officer of the institution agrees to make available to the Academy all accounting records of disbursements on any Academy grant upon due notice of the Academy.

Deficits

The principal investigator and the fiscal officer cannot expend funds in excess of the amount awarded. Under no circumstances will the Academy allocate additional funds to cover a deficit.

Early Termination

If an investigator is unable to comply with the terms of the Award for any reason, the American Academy of Pediatrics should be notified immediately in writing. A financial report as well as progress report of work accomplished must be submitted with a check for any free and unobligated balance within 60 days of termination.

This Research Fellowship Award is made possible by an educational grant from The Children's Heart Foundation.