



## 2018 Focused Projects Award- Humanitarian/Educational

<b>ISSUE DATE:</b>	August 30, 2018
<b>SUBMISSION DUE DATE:</b>	October 23, 2018 by 11:59 pm CT
<b>AWARD SELECTION NOTIFICATION</b>	December 10, 2018
<b>PERIOD OF PERFORMANCE:</b>	1 year
<b>AMOUNT OF AWARD:</b>	Up to \$20,000 per award
<b>LINK TO APPLICATION:</b>	<a href="https://www.grantrequest.com/SID_5880?SA=SNA&amp;FID=35019">https://www.grantrequest.com/SID_5880?SA=SNA&amp;FID=35019</a>
<b>CONTACT:</b>	AASM Foundation 2510 N. Frontage Road Darien, IL 60561 Phone: 630-737-9700 Fax: 630-737-9790 E-mail: <a href="mailto:foundation@aasm.org">foundation@aasm.org</a>

The Focused Projects Award – Humanitarian/Educational awards is investigator-initiated and intended to support projects across a wide variety of topics relevant to sleep medicine that align with the broad mission of the AASM Foundation. Humanitarian and Educational projects will be considered under this mechanism and each are defined below:

1. **Humanitarian projects** address sleep problems in disadvantaged populations. Projects of this nature might include development or promotion of novel approaches to address human suffering in under-served populations related to inadequate or non-restorative sleep, or to sleep disorders in disadvantaged groups.
2. **Educational projects** include research or other initiatives that may foster education and training in sleep medicine for medical students, residents and/or practicing physicians through curriculum reform and/or development of educational resources. Projects to improve public health through promotion of healthy sleep practices, increase awareness among primary care providers of sleep disorders and their consequences, or to improve outcomes in education or patient care through patient education will also be considered responsive.

### **Funding Information**

- The Focused Projects Award – Humanitarian/Education provides funds for one year and can be for up to \$20,000 per award (includes direct and indirect costs).

## **Eligibility**

- The following individuals or non-profit organizations are eligible to apply:
  - Individuals such as physicians (MD, DO), psychologists, individuals with doctoral degrees (PhDs), advanced practice registered nurses, physicians' assistants, or other health care providers/educators interested in sleep and sleep health  
*Note: Awards given in response to applications from individuals will be issued as a contract with the individual's host institution, rather than directly to the individual*
  - Charitable organizations (e.g., non-profit patient organizations) with tax exempt status, in collaboration with (an) individual(s) listed in #1 above, who must be clearly identified in the application
- We encourage applicants to be members of the American Academy of Sleep Medicine.
- Applicants outside the US are eligible to apply; however, payment of award funds must be accepted by the institution in US dollars.

The AASM Foundation can also help match potential applicants with local sleep experts in accredited sleep centers, hospitals or universities. Please contact the AASM Foundation's national office at least 30 days in advance of the application deadline for assistance.

Please note that the AASM Foundation will not fund ongoing projects that are currently funded by another awarding body, and the investigator or organization will be required to make a statement to this effect prior to execution of the contract. These awards are also not intended to supplement ongoing work, for example, for enrolling additional subjects into an ongoing trial.

## **Award Review Criteria and Process**

An award review committee, appointed by the AASM Foundation Executive Committee, will evaluate and score all submitted applications. Factors that will be taken into consideration include:

1. The applicant's experience, availability of resources, and environment within the applicant's institution/organization necessary to complete the work proposed within the Focused Projects award
2. Appropriateness of the proposed project to the mission of the AASM Foundation
3. The anticipated relationship between the funds provided and expected outcomes.

Only materials submitted within the application will be used in the evaluation of applications. The AASM Foundation Executive Committee will submit funding recommendations to the AASM Foundation Board of Directors based on the Award Review Committee scores. The AASM Foundation Board of Directors will make the final funding decisions.

## **Payment Schedule**

Payment #1 – Upon execution of contract	90%
Payment #2 – Upon receipt and approval of Final Report	10%

If unique circumstances are explained in the budget justification of the applicant's proposal, the Board of Directors will consider requests for an alternate payment

schedule, with a maximum variance of 10%. Reallocation of funds of <10% do not require approval.

### **Deliverables and Expected Outcomes**

The AASM Foundation intends the Focused Projects Award to provide funding for projects that will serve a targeted population and that there will be a measure of the impact of the project on sleep, sleep habits, or access to care for sleep disorders within the target population. In addition, the Foundation expects that the humanitarian or educational efforts improve sleep health and are of value to sleep medicine providers and/or to patients with sleep disorders.

Applicants are expected to address the aims as described in the application. Major modification of the proposed aims requires AASM Foundation Board of Directors or Executive Committee approval.

The expected results and deliverables should be clearly stated in the application. The applicant must submit progress and final reports during the project period, describing project activities and results, as outlined below. Failure to meet the deliverables or submit progress or final reports may result in termination of project funding.

### **Reporting Schedule**

Progress Reports	Every six months
Final Report	Within 90 days of award completion

Outcomes evaluation is an essential component of this award. All proposals must identify the goals and appropriate outcomes measures of the research. The outcomes should align with the goals and objectives stated in the applicant's proposal for this award. The AASM Foundation intends that the research funded by this award will lead to publication or dissemination of findings in peer-reviewed journals.

### **Human/Animal Subject Protection Plan**

If using human or animal subjects, the applicant will be responsible for obtaining Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval. The IRB or IACUC letter of approval for the specified project must be on file with the AASM Foundation office prior to the execution of the contract. No funds will be released for the project without receipt of written approval by an IRB or IACUC. Failure to obtain IRB or IACUC approval will result in retraction of the award.

### **Application**

#### ***Step 1: AASM Foundation Grant Request registration***

To apply for this award, you must register on [AASM Foundation Grant Request](#). Please refer to the [AASM Foundation Grant Request User Access Guide](#) for guidance on setting-up an account.

#### ***Step 2: Complete application***

**[ACCESS THE 2018 FOCUSED PROJECT AWARD -  
HUMANITARIAN/EDUCATIONAL APPLICATION](#)**

Full applications must be completed and submitted through [AASM Foundation Grant Request](#). Instructions for required forms are available via the online submission system. The Application Checklist below shows required attachments to be uploaded.

## **Application Checklist**

<b>Form</b>	<b>Page/Word Limit</b>
<input type="checkbox"/> <b>Face page</b> A. Primary investigator B. Institution C. Institution contact D. Project information E. Signed Applicant Sponsoring Organization Page	D. 300 words, max
<input type="checkbox"/> <b>Research Plan and Goals</b> A. Abstract B. Research plan and goals	A. 200 words, max B. 6 pages, excluding citations
<input type="checkbox"/> <b>Project Personnel</b> A. Primary investigator: Biosketch and other support (required) B. Key personnel: Biosketch and other support (required)	Biosketch: 5 pages per individual  Other support: No page limit
<input type="checkbox"/> <b>Profile of Applicant Organization</b>	2 pages
<input type="checkbox"/> <b>Budget and Budget Justification</b> A. Budget B. Budget justification	B. 2 pages
<input type="checkbox"/> <b>Human Subjects/Animal Research Protection Plan</b>	3 pages

### **Award Questions**

We encourage potential applicants to contact us early in the application process with questions. Eligibility questions may need to be reviewed by a member of the AASM Foundation Executive Committee, so please allow for at least a 1-week response time for eligibility questions. For all other inquiries, please allow a minimum of two business days for a response. Please note that questions received within 48 hours of an application deadline may not be answered before the deadline.

## Face Page

*Instructions: The applicant will enter sections A-D in AASM Foundation Grant Request. The applicant will upload the Signed Applicant Sponsoring Organization Signature Page in AASM Foundation Grant Request.*

### **A. Primary Investigator**

Enter the applicant's contact information and AASM member number.

### **B. Institution**

Enter the applicant's institutional affiliation and address.

### **C. Institution Contact**

Enter the institution contact information. This should be an authorized representative from the University's Sponsored Projects, Awards Management Office or Research Administration Office. (This excludes departmental officials such as the Departmental Chair or Division Chief)

### **D. Project Information**

Enter the project title, project length, request amount, and brief statement describing how the proposed project meets the objectives of this RFA and the potential impact of the proposed work on clinical care for patients with sleep disorders (300 words, max).

### **E. Signed Applicant Sponsoring Organization Page**

Complete this form and obtain a physical or digital signature from an authorized representative from the University's Sponsored Projects, Awards Management Office or Research Administration Office (this excludes departmental officials, such as the Departmental Chair or Division Chief).



## Institution Information

APPLICANT INFORMATION	
<b>Applicant Full Name:</b>	
<b>Applicant Institution:</b>	
TITLE OF PROJECT	
HOST INSTITUTION	
<b>Contact Person:</b>	
<b>Position:</b>	
<b>Street Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Telephone:</b>	<b>E-Mail:</b>
I certify that all of the statements in this application are true to the best of my knowledge, I have reviewed the sample AASM Foundation contract and I agree to comply with all the terms and conditions of the contract if an award is issued as a result of this application.	
<b>Sponsoring Organization Representative *:</b>	<b>Date:</b>
<b>Print Name:</b>	

\*An authorized representative from the University's Sponsored Projects, Awards Management Office or Research Administration Office (this excludes departmental officials, such as the Departmental Chair or Division Chief). Physical or digital signature required.

## Research Plan and Goals

*Instructions: The applicant will upload the abstract and research plan in AASM Foundation Grant Request*

### A. Abstract

*Formatting Requirements: 200 words maximum*

### B. Research Plan and Goals

*Formatting Requirements:*

- Limited to 6 pages, excluding citations
- Times New Roman 11 pt. or 12 pt. font required with all margins no less than 0.50 inches

Describe activities to be conducted during the Focused Projects Award funding period. Include a description of how:

- The **humanitarian project** addresses sleep problems in disadvantaged populations.
- The **educational project** fosters education and training in sleep medicine for medical students, residents and/or practicing physicians through curriculum reform and/or development of educational resources, improves public health through promotion of healthy sleep practices, increases awareness among primary care providers of sleep disorders and their consequences, or improves outcomes in education or patient care through patient education.

Your description should include the following sections:

1. Background
  - What are the issues that motivate the project? What is the rationale for the proposed work?
2. Target population or subject group
3. Project environment or location(s) where activities will be performed
4. Research plan, which includes:
  - a) Any personnel and/or organizations that will be involved in the project
  - b) Stakeholder analysis
    - Stakeholders are individuals who will be engaged with and be impacted by the project, such as healthcare providers, patients, or other organizations
  - c) Specific aims or goals of the project
  - d) Methods and timeline for accomplishing the aims or goals of the project
    - All activities must be completed within the 1-year project timeframe.
  - e) Risk analysis of project, considering potential challenges and methods to address them
  - f) Expected results and deliverables including products, publications or other deliverables.
  - g) Plans (if any) for sustaining the project beyond grant term or for applying for additional funding at the conclusion of this award.
5. References (not included in the page limit for this section)

## Project Personnel

*Instructions: The applicant will upload the NIH biosketch and other support pages for the primary investigator and key personnel on AASM Foundation Grant Request.*

*Formatting Requirements:*

- *NIH format biosketches - up to 5 pages per individual*

Project personnel for the project include the primary investigator and key personnel. NIH format biosketches and primary investigator and key personnel. Other support are required for the primary investigator, but optional for key personnel.

**NIH biosketch** samples can be found here: [NIH Sample Biosketch](#)

**NIH template for other support** can be found here: [NIH Other Support Example](#)

### A. Primary Investigator

#### 1. NIH format Biosketch for Primary Investigator

Please provide an NIH-format biosketch for the applicant. **(REQUIRED)**

#### 2. Other Support pages(s) for Primary Investigator

Please provide information about all other active support for the applicant. This should include overlap statements indicating budgetary, scientific or effort overlap between proposed project and current/pending projects. **(REQUIRED)**

### B. Key Personnel

#### 1. Identify key personnel

Please identify the key personnel for this project.

*Key personnel = Co-investigators and others who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not they receive compensation.*

#### 2. NIH format Biosketch(es) for Key Personnel

Please provide an NIH-format biosketch for key personnel. **(REQUIRED)**

#### 3. Other support page(s) for key personnel (OPTIONAL)

Please provide information about all other active support for all key personnel. This should include overlap statements indicating budgetary, scientific or effort overlap between the proposed project and current/pending projects. **(REQUIRED)**



## Profile of Applicant Organization

### A. Organization

#### 1. Organization name

Enter the organization name.

#### 2. Nonprofit status

Enter the organization's nonprofit status.

#### 3. IRS tax exempt letter

Upload the organization's IRS tax exempt letter to verify non-profit status.

### B. Organization Profile

*Instructions: The applicant will upload the organization profile (items 1-7 below) in AASM Foundation Grant Request*

*Formatting Requirements:*

- Limited to 2 pages
- Times New Roman 11 pt. or 12 pt. font required with all margins no less than 0.50 inches

Provide the following requested background information about the organization for this Focused Project Award proposal:

1. Description of applying organization
2. Organization mission and vision
3. Experience relevant to project
4. Clinical/educational/humanitarian experience relevant to project
5. Previous grant support (organization, amount and year of completion)

## Budget and Budget Justification

### A. Budget

Instructions: The applicant will enter the budget items below in AASM Foundation Grant Request.

#### 1. Percent Effort

List all key personnel, base salary, and percent effort. If no salary requested, use \$0 and indicate contributed effort.

#### 2. Fringe Benefits

List fringe benefit and amount only for individuals for whom a salary is requested.

#### 3. Supplies (limited to \$10,000)

Itemize supplies and amount.

#### 4. Other

Itemize other items and amount.

#### 5. Total Direct/Indirect Costs

List total direct costs, indirect costs (must not exceed 8% of direct costs), and total funding request (must not exceed \$100,000).

### B. Budget Justification

Instructions: The applicant will upload a budget justification in AASM Foundation Grant Request.

#### Formatting Requirements:

- Budget justification is submitted separately
- Limited to 2 pages total
- Times New Roman 11 pt. or 12 pt. font required with all margins no less than 0.50 inches

Budget justification should include the rationale for each item listed as a direct cost in the table above. Salaries (and proportional benefits) should be requested only for time spent on the proposed project. Only include supplies and other purchases that are required for completion of the proposed project. Funds may not be requested to provide salary support for mentors.

## Human Subjects/Animal Research Protection Plan

*Instructions: The applicant will upload the requested document, as listed under the type of subjects in AASM Foundation Grant Request.*

### Type of Subjects

Please specify what type of subjects are involved in your Research Proposal

- **Animal Research**

An Institutional Animal Care and Use Committee (IACUC) application must be provided.

- **Human Subjects Research Proposed – Exempt**

Formatting Requirements:

- *Limited to 3 pages*
- *Times New Roman 11 pt. or 12 pt. font required with all margins no less than .50 inches.*

Please provide the following:

A. Risk to Human Subjects

- a. Human subject involvement and characteristics
- b. Source of materials
- c. Potential risks
  - i. Proposed involvement
  - ii. Sample size, age range and health status
  - iii. Inclusion/exclusion criteria
  - iv. Rationale for recruiting special categories (children, pregnant women etc.)
  - v. Collaborating sites (if any)

B. Adequacy of protection against risks

- a. Recruitment and informed consent
- b. Planned procedures for minimizing risks and protecting against risks

C. Potential benefits of the proposed research to human subjects and others

- a. Discuss the favorable risk-to-benefit ratio of the proposed research study

D. Importance of knowledge to be gained

- a. Discuss the importance of the knowledge gained or to be gained as a result of the proposed research

E. Data and safety monitoring plan (if any)

F. An exempt approval letter from your institution

- **Human Subject Research Proposed – Non-Exempt**

Formatting Requirements:

- *Limited to 3 pages*
- *Times New Roman 11 pt. or 12 pt. font required with all margins no less than .50 inches.*

Please provide the following:

A. Risk to Human Subjects

- a. Human subject involvement and characteristics
- b. Source of materials
- c. Potential risks
  - i. Proposed involvement
  - ii. Sample size, age range and health status
  - iii. Inclusion/exclusion criteria
  - iv. Rationale for recruiting special categories (children, pregnant women etc.)
  - v. Collaborating sites (if any)

B. Adequacy of protection against risks

- a. Recruitment and informed consent
- b. Planned procedures for minimizing risks and protecting against risks

C. Potential benefits of the proposed research to human subjects and others

- a. Discuss the favorable risk-to-benefit ratio of the proposed research study

D. Importance of knowledge to be gained

- a. Discuss the importance of the knowledge gained or to be gained as a result of the proposed research

E. Data and safety monitoring plan (if any)

- **No Human Subjects or Animal Research**