

ADMINISTRATIVE POLICIES AND PROCEDURES FOR POSNA RESEARCH GRANTS

These procedures are for anyone who will be submitting a full application for a research grant. *Please see POSNA's website for Microgrant policy and procedures.* This document contains instructions for submitting the grant application, as well as information on POSNA's research grant rules and policies.

1. OBJECTIVE:

The purpose of these grants is to provide funding for high quality basic science, clinical research, and clinical registries (multicenter preferred) for pediatric orthopaedic conditions.

Grant proposals should emphasize the following:

- Potential to have a profound effect on the orthopaedic care of children.
- Ability to successfully complete the funding proposal, as measured by past experience, preliminary data and pilot work.
- Potential for expanded research, future publications, and extramural grant funding.
- Collaborative nature of the grant (number of investigators and institutions involved).

2. Eligibility: See Section I. A.

3. Period of Grant: up to 2 Years for most grants (Start-Up & QSVI grants are 1 year, Registry Grants run for 3 years)

4. Amount: Up to \$30,000 for most grants. Start-Up grants are up to \$10,000. Directed Research up to \$50,000, Registry Grants up to \$50,000/year for 3 years. The Angela Kuo award is up to \$40,000. Please note that principal investigators are allowed to specify how they would modify their budget and specific aims or make up the shortfall for any smaller funding amount. This allows their grants to be considered for grant funding at different levels and increases their chances of an award.

5. Award eligibility: Applicant must be an Active member of POSNA. The Huene award is available to investigators 45 years of age or older as of January 1st of the year of submission. The Kuo award is available to investigators under 45 years of age and with at least 5 years of practice, as of January 1st of the year of submission. The St. Giles award is available to investigators of any age with less than 5 years of practice as of January 1st of the year of submission.

6. Any grant at any funding level is eligible for these named awards (with exception of Research Start-Up, Roshen N. Irani Grants and QSVI), including POSNA Directed and Registry grants. The author in these cases should state their desire to be considered for the award and include the requisite supplementary materials. Thus, to submit for a named award the investigator should apply using the Registry (50k x 3 years), Directed Research (50k), Research (30k) or Clinical Trials Planning Grant (30k) options and select the option to compete for the named award.

7. Application: Must be submitted through ProposalCENTRAL website:

- a. Log in as an applicant here: <https://proposalcentral.com>



Instructions for ProposalCENTRAL, Altum website (link above):

- If you have used this website to submit grant applications for POSNA or other organizations in the past, you should already have a log in and account.
- If you are a first-time user, you will have to register with the site first and create a log in.
- After you are logged in, click on the “Grant Opportunities” tab.
- Select “filter by grant maker”, scroll down and click on POSNA, which will bring you to a list of available LOI grant programs.
- Selecting the program grant name will take you to the POSNA website to view descriptions and requirements for that grant.
- Clicking “apply now” will take you to the submission “Title Page”. Enter the title and select save, then the instructions and other links on the left will be available. The submission process consists of 8 steps.
- ***You may submit a single LOI with designation of multiple potential funding levels and whether you would like to be considered for an award.***

For questions, please contact Traci Russell at russell@posna.org.

For technical support contact pcsupport@altum.com

I. POSNA RESEARCH GRANTS – PROPOSAL SUBMISSION INFORMATION

A. Eligibility:

1. For most grants, the PI or Co-PI must be a **Candidate or Active POSNA member** in good standing. See individual award descriptions on POSNA's website for details.
2. Current grant or award recipients, with the exception of current microgrant recipients, cannot apply for a future grant as a PI, as one of multiple investigators, or as a co-investigator until the current award/grant research is completed and all final reports and expense reports have been submitted and accepted. An exception can be made if a co-investigator is due less than \$5,000 for the remaining timeline of the grant, inclusive of any payment made during the current calendar year.
3. For most grants, Ph.D.'s or D.V.M.'s may serve as one of multiple investigators, as long as they are working in an orthopaedic department with a member of POSNA as another of multiple investigators. See individual award descriptions on POSNA's website for details.
4. In the case of multiple investigators, the precise role of each person must be clearly defined, and typically involves interdisciplinary collaboration with the need for multiple individuals directing the study and allocating funds. If the study is instead being directed by a single principal investigator, then the remaining investigators should be listed as co-investigators.
5. For the Angela S.M. Kuo Memorial Award: Must be an Active POSNA member. Available to investigators under 45 years of age with at least 5 years of practice, as of January 1st of the year of submission.
6. For the Arthur H. Huene Memorial Award: Must be an Active POSNA member. Available to investigators 45 years of age or older as of January 1st of the year of submission.
7. For the St. Giles Young Investigator Award: Must be an Active POSNA member. Less than 5 years of practice as of January 1st of the year of submission
8. For the Roshen N. Irani Research Grant: Active, Associate, Candidate Active, and Candidate Associate POSNA members in good standing may apply.
9. For the Roshen N. Irani Research Training Grant: Resident, medical student, or pediatric orthopaedic fellow with an interest in pediatric orthopaedic research. The applicant must have a POSNA Candidate or Active member in good standing serve as a mentor.

See individual grant and award descriptions on our website for specific details.

B. Application Procedure:

1. Indicate on the application whether this is a New Submission or a Re-submission. See "Research Plan and Supporting Data" (next page)
2. If this is a resubmission, please provide a one-page letter with a point-by-point response to previous critique outlining changes made to the proposal. If a similar grant has been funded by your study group in the past, please specify what specific aims have previously been completed and which ones will be addressed in the current grant.
3. Any application for a Research Grant, Directed Research Grant, Clinical Trial

Planning Grant, or Registry Grant can be designated as also applying for one of the three names awards (Kuo, Huene, St. Giles) if the applicant qualifies and would like to be considered, with funding up the level of the underlying grant. For example, a Registry Grant application could be designated as a Kuo award and still be funded at 150K. Candidacy for award grants will be designated using a checkbox when submitting the full grant in Proposal Central, after the application has passed the letter of intent process. Please note that in order to be considered for a named award, the applicant must also submit supplementary materials.

C. Notification of Award

1. A written notification to winners of the following grants will be sent out in February: Kuo, Huene, St. Giles, Research, Directed Research, Registry, Start Up, Clinical Trials. Winners of the Irani Grants and the POSNA Peter Armstrong QSVI grants will be notified in April.
2. Announcement to the membership will be sent out via email and newsletter.
3. Winners of POSNA's grant and awards will be recognized at POSNA's Annual Meeting during the Member Business Meeting. The cost of attending the Annual Meeting is *not* covered by POSNA.
4. **Grant period begins on June 1 in the year of the award and run for up to two years, through May 31.** All research grants run for a period of up to 2 years, unless otherwise stated here: Start-Up grants run for one (1) year. Registry grants span three (3) years.

II. INSTRUCTIONS FOR COMPLETING RESEARCH GRANT APPLICATION

See Application in ProposalCENTRAL

A. Biosketches: Use format/template on POSNA or ProposalCENTRAL's website.

Biographical sketches for all investigators must be submitted using the current NIH format and should not exceed **five (5)** pages per person. NIH format includes:

- A. Personal Statement
- B. Positions, Scientific Appointments, and Honors
- C. Contributions to Science
- D. Bibliography

B. Facilities and Infrastructure:

1. List facilities available at your institution.
2. List previous and current research funding relevant to this project for the past five years.
3. List previous and current funding received for other research projects over the last five years, including your own institution's.
4. List current funding with potential overlap with this proposal.
5. List lifetime POSNA funding for the Principal Investigator or for each of the Multiple Investigators.

C. Lay and Project Summary:

Provide 15-line lay summary *and* 35-line project summary (See POSNA Research Application Research Plan and Supporting Data instruction for more detail).

D. Research Plan and Supporting Data:

1. Detailed instructions on research plans and supporting data for all grants can be found on our website and in the related applications in ProposalCentral.
2. Page limits should be strictly followed.
3. Relevance of the project to the Mission Statement of the Pediatric Orthopaedic Society of North America should be highlighted.
“The objective of this Society shall be the advancement of pediatric orthopaedic surgery. This Society is devoted to the enhancement of care for children with musculoskeletal problems. Therefore, the purposes of this Society are exclusively to foster, promote, support, augment, develop and encourage investigative knowledge of pediatric orthopaedic surgery; to develop and encourage methods of prevention of disorders of the musculoskeletal system...”
4. POSNA encourages transparency and equal access to registry data by all participating institutions. It is suggested that Data Use Agreements do not restrict participating institutions from access to deidentified data or from publishing on their individual institutional data. It is encouraged that DUAs reflect this philosophy.

E. Budget and Justification:

1. Enter budgets for year funds are requested. At bottom of page provide justification. Use an additional page (see application) if necessary.
2. Salaries and Wages: Enter the name, percent of time on project and the salary requested, as well as normal fringe benefits, i.e., pay for vacation, sick days, and holidays charged to the grant. On the budget justification page, state the responsibilities of each person.
No salary can be requested for the principal investigator, any of the multiple investigators, or co-investigators.
3. Permanent equipment: Any major piece of equipment or apparatus costing more than \$500.00 should be itemized, and justifications made.
4. Consumable supplies: Glassware, chemicals, supplies and all expendable materials obtained from the stockroom of the institution may be grouped in this category under appropriate subheading.
5. All other expenses:
 - a. Retirement plan and Federal Insurance Compensation Act employer contributions may be charged to grants when such contributions are the normal practice of the institution. The percentage of such costs charged on behalf of a given individual must be calculated based on the percentage of that individual's salary charged to the grant. These expenditures must be shown in this category for approval.
 - b. No travel funds can be charged against the grant.
 - c. No overhead, PI salary, or indirect costs can be charged against the grant.
6. Multiple funding designations: If the principal investigator or multiple

investigators would like to be considered for multiple funding levels, they should clearly describe how the project would be modified for lower funding levels or how the difference in funding amount would be otherwise obtained.

III. GUIDELINES

A. Fiscal Procedures and Policies:

1. Facilities to be provided by Grantee Institution:
 - a. Grantee institution is expected to provide all necessary, basic facilities and services. These include the facilities and services that normally could be expected to exist in any institution qualified to undertake orthopaedic research.
 - b. In particular, it is expected that the grantee institution will provide, whether from its own funds or from grant funds other than those of POSNA, the following, unless otherwise specifically agreed upon:
 - i. Laboratory space
 - ii. Maintenance service, including maintenance, supplies and service contracts
 - iii. Telephone services
 - iv. Library service, including subscriptions to periodicals and the purchase of books
 - v. Laboratory furniture
 - vi. Salary of principal investigator, of any of multiple investigators, and of secretarial personnel
 - vii. All travel expenses of personnel working under the grant
 - viii. Worker's compensation, public liability or other hazard and special insurance
 - ix. Office equipment
 - x. Employee group life, disability, medical expense or hospitalization insurance. Indirect Costs Tuition expenses of personnel on grant.
 - xi. Tuition expenses of personnel on grant.
 - xii. Remodeling or building construction costs.
2. Ownership of the Equipment: Equipment purchased under POSNA grants becomes the property of the institution, unless otherwise specified by POSNA before the termination of the grant or its extensions.

B. Budget Policies and Reports:

1. A detailed budget must be recorded in ProposalCENTRAL under the "Budget" tab. Expenses must be submitted by category, i.e., Salary and Wages, Equipment, Supplies, Animals, Other.
2. Should the need arise, a re-budget request form can be found in ProposalCENTRAL under "Deliverables", then "Add Deliverables".
3. All one-year duration grants shall have a final budget report of the past 12 months submitted along with the final grant report that outlines the findings and achievements, no later than three (3) months after the grant period has ended (by September 1). All reports are to be submitted via ProposalCENTRAL.
4. For grants of two or three-year duration, a twelve (12) month financial expense

progress report and a twelve (12) month progress report on the research, must be submitted no later than three (3) months after the first year (by September 1), then again, each subsequent year. All reports are to be submitted via ProposalCENTRAL.

5. At completion of the grant, any unexpended balance of \$100.00 or more must be refunded to POSNA within sixty (60) days along with the report of expenditures and accompanying documentation. Payment should be made in check, made out to POSNA with the grant recipient's name in the Memo, and sent to
POSNA
Attention: Accounting Dept-Grants
1 Tower Lane Suite 2410
Oakbrook Terrace, IL 60181
6. Separate accounts must be maintained for each grant. These accounts, with substantiating invoices and payrolls, must always be available to representatives of POSNA.
7. Grantee may terminate a grant prior to normal expiration date by notifying POSNA in writing and stating the reasons for termination. Unexpended funds must be returned to the POSNA within sixty (60) days, together with a final report of expenditures. POSNA reserves the right to terminate grants at any time upon three months written notice.

C. Policy on Animals in Research

1. Use of animals and number requested for project must be justified by institution. If applicable, provide IACUC statement from your institution's animal care committee approving use of and number of animals requested for project.
2. All animals used in research supported by POSNA grants must be acquired lawfully and be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Decisions as to the kind and sources of animals that are most appropriate for particular studies must be made by scientists and institutions accompanied by a statistical plan or power analysis. POSNA policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns, and that appropriate assurances be given that NIH principles are followed governing the use of animals.

D. Policy on Human Subjects in Research

1. Use of human subjects and sample size must be justified. If applicable, IRB statements from your institution's human subjects committee must be provided. The investigator takes responsibility for obtaining appropriate IRB approvals and permissions for all aspects of the research project, including any non-standard-of-care procedures, for instance, radiographs or other testing. A plan for maintaining patient confidentiality and privacy must be in place.
2. POSNA grantees are entrusted to assure adequate protection of human subjects. NIH regulations regarding human subjects should be followed.

E. Policy on Transfer of Grant

If the grant has not started at the first institution and the principal investigator moves

to a new institution, the grant **will be canceled**. The principal investigator can re-apply from the new institution for the following year's funding. If the grant has started and the principal investigator leaves the first institution, the investigator should write to POSNA outlining the progress of the work, funds expended, and plan for transference of leadership to another PI at the first institution. A "Change in Grant" form can be found in ProposalCENTRAL under "Deliverables", then "Add Deliverables".

F. Policy on Extensions

1. No cost grant extensions are allowed, given approval. A request form can be found in ProposalCENTRAL under "Deliverables", then "Add Deliverables". The form must be submitted in writing one month before the grant end date.
2. The No Cost Extension
 - a. Must be justified with a specific reason(s) as to why an extension is required.
 - b. A timetable as to when this specific barrier(s) will be addressed.
 - c. A progress report of all work accomplished up to the time of the extension request must be submitted.
3. If an extension is granted
 - a. A report on the progress of resolving the barrier must be submitted according to the timetable set in 2.c.
 - b. An overall progress report must be submitted within 6 months of resolving the barrier(s).
4. A maximum of two (2) no cost extensions can be granted. After that the grant will be terminated unless there are extreme, extenuating circumstances. Each no cost extension can be no more than 1 year. Grants must be completed within 2 years of the initially planned end date.
5. If a no cost extension is received, the PI cannot apply for another grant until the current grant is completed and final expense and progress reports are received.

G. Policy on Changing Aims of Grant

If the principal investigator and collaborators find that the original aims of the grant cannot be accomplished, and that to continue the project substantial changes in aims or methodology must be considered, the principal investigator must write to POSNA, requesting permission to change the procedure and state the reasons for the change. The form can be found in ProposalCENTRAL under "Deliverables". The Research Committee will respond to the principal investigator.

H. Final Report of Findings and Achievements:

1. Grantees must submit a final report via ProposalCENTRAL by September 1, (three months after the end of the grant period), using a standard report form, which can be found on ProposalCENTRAL under "Deliverables". A written notation should be made to the Chair of POSNA research committee, detailing any problems or delays with meeting the stated objectives of the grant in the originally proposed time frame. It is extremely important that the investigator report these accomplishments. **Failure to submit a report within 6 months will result in ineligibility to apply for future POSNA grants or awards either as a principal**

investigator or as one of multiple investigators.

2. POSNA reserves the right to deny additional grants to any institution where the final reports have not been submitted within six (6) months.
- I. According to POSNA's policy, any current grant or award recipient cannot apply for a future grant as a PI, as one of multiple investigators, or as a co-investigator until the current award/grant research is completed and all final reports and expense reports have been submitted and accepted. An exception can be made if a co-investigator is due less than \$5,000 for the remaining timeline of the grant, inclusive of any payments made during the current calendar year.
- J. Publication
1. POSNA encourages free publication of research findings by grantees but requires that the following acknowledgment be used as a footnote on the first page of the text: **"AIDED BY A GRANT FROM the Pediatric Orthopaedic Society of North America"**. Also, when a grantee presents a paper at a professional scientific meeting, the above credit line must be included.
 2. **POSNA should be sent reprints of all papers and publications resulting from work done under a grant, even those that publications occurring after the grant period has ended.** POSNA imposes no restrictions on copyrighting publication by grantees.

K. Patents

1. If any patents accrue from investigations supported by grants funded by POSNA, POSNA reserves the right to negotiate a proportionate interest in the royalties.

It is understood and agreed to by the applicant: (1) that funds granted as a result of the request are to be expended for the purposes set forth herein; (2) that the grant may be terminated in whole, or in part, at any time, by the Pediatric Orthopaedic Society of North America but that such termination shall not affect obligations made pursuant to the approved application prior to the effective date of such termination; (3) that all reports of original investigations supported by any grant made as a result of this request shall acknowledge such support provided by the Pediatric Orthopaedic Society of North America; (4) that the applicant will request that the project be revised whenever the approved plan of operation, or method of financing, is materially changed; (5) that any invention arising out of the activities assisted by this grant will be promptly and fully reported to the Pediatric Orthopaedic Society of North America; (6) that where the grant activity results in a book or other copyrightable material, the author is free to copyright, but the Pediatric Orthopaedic Society of North America reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to use, all copyrightable or copyrighted material resulting from the grant-supported activity; (7) that reports will be made as required and necessary records and accounts, including financial and property controls, will be maintained and made available to the Pediatric Orthopaedic Society of North America.