



USAFP Large Grant (\$1500 to \$5000) Guidelines



Purpose

Grants have been made available to promote research activities in the USAFP. These monies are available through a competitive grant program.

Program Priorities

Priority will be given to research projects possessing one or more of the following characteristics:

- focusing on military unique aspects of medicine
- focusing on primary care clinical or educational research
- research that can be completed within three years
- conducted by applicants in isolated duty locations
- conducted by recent graduates of Family Medicine residencies
- conducted by first time grant applicants (not previously funded)

Review Considerations

Research Design:

- Are the Project Aims clearly defined?
- Are research methods appropriate to the Project Aims?
- Are outcomes consistent with Project Aims?

Feasibility:

- Is the applicant likely to be able to accomplish the of the Aims of the project?
- Are the resources and study personnel adequate?
- Can the project be sustained beyond the grant period?

Impact:

- Is there a clear clinical, educational or operational benefit?
- Do the project outcomes add to the primary care research base?
- Is there a description of how the information obtained will be disseminated?

Eligibility

Active members of the Uniformed Services Academy of Family Physicians.
Project must be completed while on active duty.

Budget Restrictions

- The proposal must have IRB approval.
- The funds made available for the proposal are dependent upon final budget approval by the USAFP.
- Awarded funds must be used within a 3-year period. Special consideration will be given to researchers that are affected by the following situations: deployments, PCS and other mission related requirements.
- If a proposal is funded and the Principal Investigator (PI) voluntarily separates from military service prior to completion of the project, any unspent monies will be returned to the USAFP grant Initiative. If this is a joint project and the collaborator remains in the service, a special request may be made to continue the project under a new PI.
- Please provide detailed information regarding funding requests for staff support or data entry analysis (e.g. numbers of hours needed for the project and cost per hour).
- Based on the applicant's final report and budget form, the applicant is required to repay any unused grant money.

Funds may not be used for the following items:

- Permanent staff salaries
- Travel expenses not directly related to research data collection
- Research completed prior to grant application
- Preparation and production of materials for presentation
- Registration fees for meetings
- Payment of indirect costs recovery

Reporting Requirements

Annual Progress Report:

Funded projects will be asked to submit an annual report to the USAFP Headquarters Office. The report is due one year from the date of funding unless the research is completed prior to that date. The report (not including budget form) must be double-spaced using 12-point font size in Arial style.

The following must be included in the annual progress report:

- Describe the activities you have conducted in the past year and how they compare to the original plan.
- Include any change you have made or need to make due to any problems encountered.
- Indicate whether you are on schedule, ahead of schedule or behind schedule.

Please e-mail your completed progress report to direamy@vafp.org as a MS Word or PDF document.

Post-Project Report:

A final report is due to the USAFP Headquarters Office within three (3) months of the completion of the project. This report should clearly address the impacts and outcomes of the research. Additionally, a final budget form must be completed and attached to the report. The final report (not including budget form) must be double-spaced using 12-point font size in Arial style. The post-project report must be completed using the Final Report Forms included in this packet.

If the completed research is published, USAFP must be acknowledged as financially supporting the project.

Proposal Submission Procedures

Proposal forms are available at <https://www.usafp.org/research/usafp-research-grants-program-large-grant/>

Email the grant proposal as a MS Word Document or a PFD Document to Dianne Reamy @ direamy@vafp.org

- Proposal must be completed using the outline provided.
- Applicant's project must include a copy of the approved IRB application and letters of support.
- Submitted proposals (not including the application page and budget form) must be double spaced using 12-point size in Arial style and having no less than 1-inch margins.

For questions regarding USAFP grant proposals, please contact: direamy@vafp.org



USAFP Large Grant (\$1500 to \$5000)

PROPOSAL FORMAT INSTRUCTIONS



Grant proposal (not including the application page or budget form) must be double spaced using 12-point size in Arial style and having no less than 1-inch margins. All proposals must use the following format:

- I. Cover Page (use enclosed application)
- II. Grant Proposal Outline: Please include your name and the project title on each page of the grant proposal. The proposal must be written in the following order.
 - A. Project Aims
 - B. Rationale/Background
 - C. Project Description (Include research design and methods)
 - D. Expected Project Outcomes (Explain the potential impact of outcomes)
 - E. Project Evaluation Plan (Describe how you will assess your project's impact and disseminate findings)
- IV. Budget (use the enclosed budget form)
- V. Letters of Support: A letter of support must be included from your Department Research Coordinator or Department Head or it cannot be considered for review. Please note required signature/s on the attached application to be included with your proposal.
- VI. IRB Application Approval: A copy of your approved IRB application must be included, or it cannot be considered for review.

FORMAT FOR PROPOSALS

Grant Reviewer Scoring Sheet

Rating Scale	1.	Unsatisfactory or Not Specified
	2.	Inadequate as Written
	3.	Needs Improvement
	4.	Good, but Needs Some Revision
	5.	Excellent

Circle Your Ratings

1.	Rationale for project is clearly stated.	1	2	3	4	5
2.	Project Aims are clearly stated.	1	2	3	4	5
3.	Methods to conduct project are described fully.	1	2	3	4	5
4.	Qualified personnel are available to conduct project.	1	2	3	4	5
5.	Subjects of the study are described.	1	2	3	4	5
6.	Instruments or data-gathering methods are described.	1	2	3	4	5
7.	Evaluation design is specific.	1	2	3	4	5
8.	Outcomes are clearly stated.	1	2	3	4	5
9.	Budget is adequate or realistic to conduct project.	1	2	3	4	5
10.	Project proposal is clearly written.	1	2	3	4	5
11.	Project has potential for clinical, educational or operational impact.	1	2	3	4	5
12.	Additional funds are available for project.	1	2	3	4	5



USAFP Large Grant (\$1500 to \$5000)



Cover Page

1. Proposal Title _____

2. Principal Investigator:
Name, Title and Duty Station _____
Preferred Mailing Address _____
City, State, Zip _____
Phone _____ Fax _____
E-Mail _____

3. Co-Investigator/Collaborators (if applicable):
Name, Title and Duty Station _____
Preferred Mailing Address _____
City, State, Zip _____
Phone _____ Fax _____
E-Mail _____

Name, Title and Duty Station _____
Preferred Mailing Address _____
City, State, Zip _____
Phone _____ Fax _____
E-Mail _____

4. Anticipated Start Date of Project _____ 5. Anticipated Completion Date _____

6. Is this your first request for a grant? Yes No

7. Actual Amount Requested \$ _____
Are additional funds being used to support this project? Yes No
Amount of additional funds \$ _____
Source of additional funds _____

8. By signing below I attest that my project has IRB approval and appropriate documentation is attached.

Signature/s:
Principal Investigator _____ Date: _____
Head CPHS/IRB _____ Date: _____
Dept. Head/OIC/CO _____ Date: _____

USAFP Headquarters Office Use Only

Date Received _____

Proposal # _____

Approved _____ Amount \$ _____ OR Denied _____

BUDGET FORM

Instructions: Items listed under each category are only suggested items and should not be considered the only expense items allowed.

Expense Category	Amount Requested
Personnel	
<ul style="list-style-type: none"> • Consultants • Technical Services (Contract) 	
Supplies	
<ul style="list-style-type: none"> • Office supplies • Clinical supplies • Printing • Software 	
Services	
<ul style="list-style-type: none"> • Postage & Shipping • Conferencing services • Transcription services • Web services 	
Equipment	
<ul style="list-style-type: none"> • Computer Equipment <p><i>Hardware purchase is discouraged and requires additional explanation.</i></p>	
Clinical Expenses	
<ul style="list-style-type: none"> • Patient Recruitment 	
Travel	
<p><i>Only travel expenses related to research data collection are allowed</i></p>	
Other (provide additional explanation)	
TOTAL	

Provide a brief justification for the expenses in each category.

**Uniformed Services Academy of Family Physicians
Research Large Grant Initiative
Final Report Form**

(TO BE SUBMITTED WITHIN THREE MONTHS OF COMPLETION OF ACTIVITY)

1. Name _____ Title of Project _____

2. Date of Activity _____ Location of Activity _____

3. Amount Awarded _____ Unexpended Amount _____

4. DESCRIPTION:

- Briefly restate the work you initially planned to undertake to achieve the project aims

- List the activities you conducted and how they compare to the original plan. Include any challenges you encountered in completing the project.

- Describe the impact of your project (clinical, educational or operational).

- Describe any products you have generated as a result of project activities with specific quantitative data where possible, for example, papers, course materials, websites and other tangible products

- Report how this work will be sustained, if applicable, beyond the grant period.

- Report activities you are undertaking around dissemination of products and/or results.

FINAL BUDGET FORM

Expense Category	Original Budgeted Amount	Funds Remaining (if any)
Personnel		
<ul style="list-style-type: none"> • Consultants • Technical Services (Contract) 		
Supplies		
<ul style="list-style-type: none"> • Office supplies • Clinical supplies • Printing • Software 		
Services		
<ul style="list-style-type: none"> • Postage & Shipping • Conferencing services • Transcription services • Web services 		
Equipment		
<ul style="list-style-type: none"> • Computer Equipment <i>Hardware purchase is discouraged and requires additional explanation.</i>		
Clinical Expenses		
<ul style="list-style-type: none"> • Patient Recruitment 		
Travel		
<i>Only travel expenses related to research data collection are allowed</i>		
Other (provide additional explanation)		
TOTAL		