



# RSNA/AUR/APDR/SCARD Radiology Education Research Development Grant

Policies and Procedures

Revision Date: September 2022

## Purpose

Sponsored by the Radiological Society of North America (RSNA), Association of University Radiologists (AUR), Association of Program Directors in Radiology (APDR), and Society of Chairs of Academic Radiology Departments (SCARD). To encourage innovation and improvement in health sciences education by providing research opportunities to individuals in pursuit of advancing the science of radiology education. In addition, this program will help build a critical mass of radiology education researchers and promote the careers of persons advancing the science of radiology education.

## Nature of Projects

All areas of radiology education research are eligible for support including, but not limited to: Development of new educational programs or the improvement of existing programs; pilot studies with respect to methods of teaching, and the evaluation of educational techniques, materials, or programs; improving methods of student, teacher, course, or program evaluation; or expanding knowledge of how to provide effective education in the radiologic sciences.

## Amount

Up to \$10,000 for a 1-year project to help cover the costs of research materials, research assistant support, and limited primary investigator salary support (no more than half of grant award).

- The RSNA Research & Education Foundation does not pay institutional indirect costs or overhead costs.
- Travel expenses for the RSNA Scientific Assembly and Annual Meeting may not be paid for by this grant.
- Unexpended funds must be returned to the Foundation.

### • Award Terms and Payment

RSNA/AUR/APDR/SCARD Radiology Education Research Development Grants run July 1 – June 30. Grant funds will be paid to the institution in one installment. Ten percent (10%) of the total grant award will be withheld by the Foundation, to be released only upon receipt of an acceptable grant final report within 6 months of the due date.

## Deadline for Application

Applications must be completed online and submitted with scanned signature page by 11:59 PM CT on **January 11**. If the deadline date falls on a weekend or holiday, the deadline will be extended to the next business day. Applications will not be accepted after the deadline date. Applications that are not complete, do not comply with the instructions, or do not have properly executed signatures, will not be reviewed. See the Foundation's Website for details, [RSNA.org/foundation](http://RSNA.org/foundation).

## Eligibility

- Grants may be awarded to individuals, at any level of career development, who have a primary appointment in a radiology department.
- Applicant must be a member of one or more of the sponsoring organizations.
- Applicant/co-principal investigators must not be agents of any for-profit, commercial company in the radiologic sciences.
- Applicant may not submit more than one research or education grant application to the RSNA R&E Foundation per year.
- Recipients may not have concurrent RSNA grants.
- Supplemental funding from other grant sources must be approved by Foundation staff if not described in the original research plan. Awards from other sources may be approved by Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

## Selection Criteria/Review Process

A study section consisting of physicians and scientists with expertise in the areas and topics of each grant will review the application for scientific merit and appropriateness for funding. Funding decisions will be made by representatives of RSNA, AUR, APDR and SCARD (RAAS Collaborative), based on study section scores. Applicants will be notified of the outcome of their applications by email.

The following guidelines will be applied in the review process:

**Research Plan:** The extent to which the proposed research is innovative and will advance the science of medical education. Is the hypothesis clear and well developed? Are the experiments well designed and appropriate to test the hypothesis? Is the proposed statistical analysis of the data appropriate for the study design? Is there a reasonable chance of completion within the time frame of the grant? Will the results have scientific value? Is the budget realistic?

**Applicant:** Is the applicant knowledgeable in the subject matter of the proposal? Is the time commitment realistic?

Scientific Impact: the potential impact of the research and its intended results on radiology educational programs and the prospect of continuation after the end of the grant period.

## CONDITIONS OF THE RSNA/AUR/APDR/SCARD RADIOLOGY EDUCATION RESEARCH DEVELOPMENT GRANT

### 1. Publicity of Award Recipients

The R&E Foundation will issue a press release and publicize the award in its print and electronic properties. Information submitted in the application and subsequent reports including the recipient's name, institution, likeness, project title and abstract can be utilized in the promotion of the award. Other external promotional opportunities are at the discretion of the individual recipient.

### 2. Final Report

Recipients must submit a final report to the RSNA Research & Education Foundation office within 30 days after completion of the project. Reports will be distributed to each of the sponsoring organizations. Failure to comply with the final report requirement may negatively affect the home institution department's eligibility to receive future funds from the RSNA R&E Foundation.

Final reports are to be submitted electronically by email attachment with CC to the department chair and scientific advisor(s), if applicable. Complete reports must address each of the following:

#### Final Report:

1. Prepare an expanded abstract consisting of 1500 – 2000 words divided into Purpose, Methods, Results and Conclusions. Include appropriate tables, figures and references.
2. Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. **Include all supporting data as an appendix.**
3. Indicate any deviations you have made from the original research plan and justify these changes. If you did not reach one or more of your initial goals, explain why.
4. Indicate the expenditures you have made to date and how they relate to the project.
5. Indicate any problems or delays that you have encountered.
6. Indicate if the results from your studies are being prepared for publication or will be prepared for publication within the next six months.
7. Indicate if the results from your studies will be used as preliminary data in a grant application to another granting agency.
8. Indicate the future impact of the results of your study.
9. Indicate the strengths and weaknesses of the RSNA/AUR/APDR/SCARD Radiology Educational Research Development Grant.
10. Indicate the influence or role that the grant had on your career or will likely have in the future.

### 3. Educational Material

For projects that result in educational materials for distribution and/or electronic publication (World Wide Web content, CDs, printed materials, etc), such distribution/publication becomes the responsibility of the grant recipients. Educational materials must be made available to RSNA, AUR, APDR, SCARD and members at no cost. Any funds generated directly or indirectly from the sale, lease or distribution of the final product will be donated to the RSNA Research & Education Foundation to help fund other projects. The final product may be reviewed and evaluated by the RSNA Education Committee for quality, need and educational value.

### 4. Annual Survey

Recipients agree to participate in an annual survey that will help the Foundation's Board of Trustees track current contact information, additional grant monies received from other sources, scientific publications, and career advancements.

### 5. Presentations/Publications

Grant recipients are expected to submit their work as an abstract for presentation at the annual meeting of the RSNA or AUR and as a paper for publication in *Academic Radiology*, *Radiology* or *RadioGraphics*. One reprint of each publication produced as a result of R&E Foundation-funded work should be sent to the RSNA Research & Education Foundation's address for distribution to the sponsoring organizations. All scientific posters, publications and oral presentations resulting from this grant program must acknowledge the sponsoring organizations.

### 6. Extension

A no-cost extension of the terms of this grant may be requested to extend the final budget period up to 12 months beyond the original ending date. Approval of an extension does not include the awarding of additional funds. A request for an extension along with a progress report must be made in writing to the chair of the Grant Program Committee at the Foundation's address before the expiration of the original grant period. The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified. Requests must be co-signed by the department chair. Interim reports must be submitted every six months during the extension period. Other requests for changes to the terms of an award should be addressed to the chair of the Grant Program Committee with similar documentation and institutional approvals.

### 7. Modification or Termination of Support

The joint societies reserve the right to modify or terminate the amount of any funds granted under the terms of the RSNA/AUR/APDR/SCARD Radiology Education Research Development Grant program. If the support level has to be modified by the societies for any reason, the grant recipient will be notified in writing at least 90 days prior, and the investigator will have the option to modify the research plan or terminate the grant.



# RSNA/AUR/APDR/SCARD Radiology Education Research Development Grant

## Application Instructions

Applications must be completed online and submitted with scanned signature page by end of day **January 11**. If the deadline date falls on a weekend or holiday, the deadline will be extended to the next business day. Applications will not be accepted after the deadline date. Applications that are not complete, do not comply with the instructions, or do not have properly executed signatures, will not be reviewed. See the Foundation's Website for details, [RSNA.org/foundation](http://RSNA.org/foundation).

### Application Instructions

To enter a new application click "New" application button under the appropriate grant type.

#### Section I: Proposed Research Title

Enter proposed research title, click save and continue to proceed to the application.

#### Section II: Abstract

Click "Enter Abstract Text" link to enter text into the abstract box.

Abstract should serve as a succinct and accurate description of the proposed plan.

The abstract should include the long-term goals of the proposed work and the methods to be used. Data collection and analysis should be summarized along with the potential clinical significance and future clinical impact of this work. **Abstract not to exceed 300 words.**

#### Section III: Project Short Summary

Click "Enter Project Short Summary Text" link to enter text into the project short summary box.

**Project Summary, maximum 3 sentences** Communicate the public health relevance of the project to donors and the general public.

Using plain language understandable by a general audience.

#### Section IV: Research Profile

Select up to two research categories that align with your proposal. The information selected will be used to help match your proposal with study section members that have compatible interests, expertise and experience. **Education Grant/Award applicants, please make at least one selection from the "Noninterpretive Skills/Practice Management" categories.**

#### Section V: Additional Project Details

- A. Please enter the total dollar amount requested from RSNA to support this project (across all years of the project):

*Note: You will need to include a budget and justification at the end of the application.*

- B. Research Assurances.

Will the project involve any of the following? *Funded applicants will be required to submit appropriate forms before grant funds are released*

Human Subjects?

Vertebrate Animals?

Ionizing Radiation/Radioactive Isotopes?

Other, requiring institutional research assurance approvals? (recombinant DNA, etc)?

- C. Location of Study:

Specify the institution, department and country where the research/education project will take place

- D. Investigator Additional Details

Are you currently certified by the American Board of Radiology (ABR) or equivalent?

Enter name of certifying agency.

Select specialty.

Key Training Dates (degrees, completion of residency and fellowship training)

Current year of training, or faculty position/rank

Time allocated to the proposed project, and to other duties. Specify a percent and time.

- E. Priority Statement:

Describe your area of professional/scientific interest(s) and long-term career goals and objectives. Explain how the opportunity of a Research Scholar Grant relates to the personal plans and ambitions of the applicant, and to the priorities of the nominating institution. Describe the applicant's potential for advancement in faculty rank during or shortly after the proposed program, any other information that might be helpful in the evaluation of the application. **Not to exceed 1000 words.**

#### F. Resubmission Information:

Is this application based on a proposal previously submitted to the RSNA R&E Foundation within the past two years?

Please provide brief details of the previous submission. If you cannot recall the details, contact the R&E Foundation [grants@rsna.org](mailto:grants@rsna.org)

The following details are needed:

- Grant Program:
- Year of Submission:
- Grant Title:
- Grant ID:
- Funding Outcome:
- Summary of the reviewer comments and explanation of how each issue has been addressed in the current application:

#### Section VI: Radiation Oncology Applicants Only

To support the Foundation's fundamental objective of supporting imaging science(s) along with a desire to promote team science with radiology collaborations, the R&E Foundation requires a multi-disciplinary approach for all radiation oncology grant applications. **To achieve this, radiation oncology grant applications are required to have (1) an imaging component or (2) partnership with a mentor/advisor or co-investigator in a radiology department.**

#### Section VII: Investigators

Other Investigators: (if any) Other investigators/scientific advisors/consultants who will contribute significantly to the project should be listed.

Please upload biosketches as ONE file at the end of the application. When uploading biosketches, include a description of the role they will play in the proposed research project within each personal statement.

#### Section VIII: Uploads

**Font, Page Formatting, and Figures:** Conventional font types (Arial, Times New Roman, Helvetica, etc.) and a font size no smaller than 11-point should be used. Page margins should be no less than 0.5 inch. Embedded figures should adhere to the page margins and should have descriptive figure legends. Figure legends can be smaller than 11-point but must be legible.

#### Required files:

**Submit ONE PDF file in the following order:**

**1. Biosketches** For all key personnel, an NIH-style biosketch must be provided. When uploading biosketches, include a description of the role key personnel will play in the proposed research project within each personal statement. Biosketch page limits to be followed as those outlined by the NIH.

**2. Resources and Environment:** Describe major equipment, laboratory, clinical, animal, office/computer, support services, education resources, and other facilities (simulation centers, survey cores, etc) that will be available for this project.

**3. Research Plan:** Detailed Research Plan. Additional pages may be included for the bibliography, but may not be used to supplement the research plan.

##### Detailed Research Plan

The detailed research plan should consist of an Introduction (Rationale and Purpose, Objectives, Student Population, and Previous Experience), Project Plans (Activities, Time Schedule, Outcomes), and Evaluation. Not to exceed 5 pages, including figures, tables, etc. Use 0.5" margins and Arial size 11 font. Additional pages may be included for the bibliography.

- Introduction:
  - Rationale and Purpose: General statement of purpose. Describe why the project should be undertaken.
  - For research projects, state theory and a brief literature review.
  - Objectives: Specific statements of intended outcomes or expected results. Research hypotheses are appropriate for research studies.
  - Student population: What learner group(s) will be served by the project?
  - Previous Experience: Relevant primary work/prior experience of investigator.
- Project Plans:
  - Activities: What specifically will be done to achieve the above objectives? How? Where? etc
  - Time Schedule: To whatever extent possible, present a schedule of dates when various aspects of the project will be completed.
  - Outcomes: What types of new knowledge, educational programs or materials will be developed through this project?

- Evaluation:
  - How will the outcomes of the project be assessed in terms of the purpose and objectives?

#### **4. Budget & Other Sources of Support**

Detailed Budget & Justification. **The RSNA Research & Education Foundation does not pay institutional overhead costs or indirect costs.** Travel expenses for the RSNA Scientific Assembly and Annual Meeting may not be paid for by this grant. Please use the provided budget template and include a budget justification along with detailed information on other sources of support (pending and received).

#### **5. Letters of Support (if applicable)**

Letters of recommendation/support are not required or accepted; however, if equipment or supplies for the proposed study will be provided by a source other than the applicant's department (such as a commercial company), include a letter of intent/agreement from that source. Similarly, if the study involves significant collaboration with individuals other than the scientific advisor, include appropriate letters of agreement.

#### **6. Signatures**

Enter names and contact information for your department chair, scientific advisor (if applicable) and grant administrator. Download the signature page (PDF), obtain signatures, and upload the signed document into the application.

#### **Submit the Application Online**

When all sections of the application have been completed, click the “*Review My Work*” button, to submit and view the compiled grant application. Make sure the data and uploaded documents have been formatted correctly. You may download a print-friendly version of your submission from this page and opt to have an emailed confirmation of your submission emailed to you.

#### **Questions?**

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