



# CHECKLIST FOR AOA PHYSICIANS IN TRAINING RESEARCH PROGRAM APPLICATIONS

Form	Name	Instructions
A	Application Face Page	<ul style="list-style-type: none"> <li>Complete all sections keeping in mind that the project title must contain a reference to the clinical relevance of the project.</li> <li>Indicate if this is a new or resubmitted application, and enter specific titles, departments, addresses, telephone and e-mail addresses, where requested.</li> <li>Ensure all required signatures are provided. Signatures are required for the applicant, department chair, other investigators associated with the project (if applicable), the financial officer/grant administrator and the official authorized to sign for the institution. No "per" signatures are permitted.</li> <li>Indicate the type of project (basic, clinical or health services), the research focus areas and the keyword descriptors. In addition, please indicate all other relevant categories.</li> </ul>
B	Key Personnel	<p>Provide information on the following:</p> <ul style="list-style-type: none"> <li>The Physician in Training (Applicant/PI)</li> <li>Preceptor/Mentor</li> <li>Individuals whose effort is central to the project, including experts in the field of this study that should be included on the project as well as other contributors.</li> <li>Biostatistician whose effort is central to the project, either salaried or unsalaried.</li> </ul> <p><b>NOTE:</b> Include a biosketch for each individual listed.</p>
C	Biosketch	<ul style="list-style-type: none"> <li>Provide information for all personnel on the Research Team.</li> <li>Follow the format on the form for each person.</li> <li><b>DO NOT EXCEED FIVE PAGES</b> per person.</li> </ul>
D	Statement of Career Goals	Provide a statement describing the PI's career goals, including a summary of past accomplishments in research, future research goals and how successful completion of the grant proposal will enhance the PI's potential for future large-scale funding.
E	Budget Worksheet	<ul style="list-style-type: none"> <li>Provide a specific budget for the proposed expenditures. The budget should show the items and the amounts requested from the AOA. Only direct costs will be funded.</li> <li>Each budget item should be itemized and justified.</li> </ul> <p><b>NOTE:</b> See document entitled, "Budget Worksheet Instructions" for detailed guidelines.</p>
F	Budget Justification	Provide detailed justifications on all expenditures listed on the budget worksheet.
G	Resources (Facilities and Other)	Describe facilities and resources to be used to conduct the research.
H	Project Summary/Abstract	Provide a summary of the proposed activity suitable for dissemination to the public. The abstract/summary is meant to serve as a succinct and accurate description of the proposed work when separated from the application. <b>DO NOT EXCEED 7,500 CHARACTERS</b>



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I	Statement of Relevance	<ul style="list-style-type: none"> <li>Provide a statement describing the relevance of the project to the AOA's mission.</li> <li>Provide a statement that explicitly and clearly describes how the research will impact the field of osteopathic medicine and addresses the tenets of osteopathic medicine.</li> </ul>
J	Career Development and Training Plan	<ul style="list-style-type: none"> <li>Provide details on:               <ul style="list-style-type: none"> <li>The training program structure.</li> <li>The career development advising and learning opportunities (e.g., classes, seminars, and opportunities for interaction with other groups and scientists as well as grant-writing and making effective presentations extended to PI to enhance research knowledge and skills.</li> <li>Specific role of Mentor/Preceptor (e.g., instruction plan)</li> </ul> </li> </ul> <p><b>DO NOT EXCEED 9,000 CHARACTERS</b></p>
K	Parent Studies <b>ONLY APPLICABLE IF SUBMITTING A SUPPLEMENTAL PROJECT</b>	<p>Provide the parent study's research question, specific aim, research design and methods, power analysis (if applicable), and outcomes.</p> <p><b>DO NOT EXCEED 7,500 CHARACTERS</b></p>
<b>The Research Plan</b>		<p>Complete each section on continuous pages. Begin each section with the section headers below:</p> <ul style="list-style-type: none"> <li>Research Question(s)/Specific Aims (Max. 1 page)</li> <li>Background &amp; Significance (May include Preliminary Studies <i>if applicable</i>) (Max. 3 pages)</li> <li>Research Design &amp; Methods (including power analysis) (Max. 7 pages)</li> <li>Human Subjects (<i>if applicable</i>) (Max. 2 pages)</li> <li>Vertebrate Animals (<i>if applicable</i>) (Max. 2 pages)</li> <li>Bibliography (Max. 2 pages)</li> <li>Prepare a proposed timeline for each of the project's specific aims, demonstrating progress expected at 6, 12, and 18 months</li> <li>Set forth two to three specific milestones to be achieved per reporting period (Complete chart)</li> <li>Describe your dissemination plan of the study findings (1/2 page)</li> </ul> <p><b>NOTE:</b> See document entitled, "Physicians in Training Research Program Instructions" for detailed guidelines.</p>



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K	Required Reports <b>ONLY APPLICABLE IF YOU RECEIVE A FELLOWSHIP</b>	<ul style="list-style-type: none"><li>Progress reports should be a brief presentation of the accomplishments of the research project during the reporting period, in language understandable to a biomedical scientist who may not be a specialist in the project's research field. Progress reports are due semi-annually (every six (6 months)).</li><li>A final report for the study is due at the end of the grant period.</li></ul> <b>NOTE:</b> See document entitled, "Physicians in Training Research Program General Guidelines" for detailed guidelines.
L	Budget Report Worksheet <b>ONLY APPLICABLE IF YOU RECEIVE A FELLOWSHIP</b>	<ul style="list-style-type: none"><li>Detailed financial reports should be an itemized listing of expenditures is use. Financial reports are due semi-annually (every six (6 months)).</li><li>A final financial report for the study is due at the end of the fellowship period.</li></ul> <b>NOTE:</b> See document entitled, "Physicians in Training Research Program General Guidelines" for detailed guidelines.