

Guidelines for AOCMF Start-Up grant applications

→ Applications which do not conform to the website application format or guidelines may be returned to the applicant and will not be considered unless resubmitted by the deadline.

General information

- The AOCMF Start-Up grants are funded by AOCMF, a Clinical Division of the AO Foundation, a Swiss non-profit organization dedicated to the world-wide advancement in the surgical treatment of trauma and degenerative disorders of the musculoskeletal system through research, development, and education.
- This call is open to all Clinical Divisions such as CMF, Spine, Trauma and VET
- With the AOCMF Start-Up Grants, AOCMF supports projects in a wide range of research fields including unconventional and novel projects. In particular it favors projects related to basic, pre-clinical, and clinical research in the fields of trauma and reconstruction in cranio-maxillofacial surgery.
- Its mission is to provide predominantly seed money and favors researchers in the early part of their career. Senior investigators are not eligible for this program.
- If a project is funded, AOCMF would like to highly encourage the investigators to submit and publish a review or manuscript in AOCMF's "Journal of Craniomaxillofacial Trauma and Reconstruction"
- The application process is a two-step approach:
 - 1) Open call for pre-proposals by a defined deadline
 - 2) Invitation to submit the full project proposal if pre-proposals has been selected

Eligibility

- Young investigators (≤ 40 years old) who are: 1) within five years of the completion of their terminal degree (eg MD, DVM, PhD, etc.) or 2) within five years of initiation of their first assistant professor position at an academic institution or 3) enrolled in residency programs or fellowships.

Deadlines

The deadline for the submission of the pre-project is **Thursday, 22 November 2018, 17:00h (Central European Time)**.

For future deadlines please visit our website. As soon as new deadlines are defined they will be published on the AOCMF's R&D website.

Application forms

1) Pre-proposal

The pre-proposal must be submitted in English on the present pre-proposal form. Do not exceed the indicated number of characters and pages. Pre-proposals which are incomplete or do not comply with our guidelines will not be considered.

Check that the contract has been seen by your legal institution and that they agree to our template.

2) Full application (on invitation only)

The grant application must be submitted in English on the present application form. Do not exceed the indicated number of characters and pages. Applications which are incomplete or do not comply with our guidelines will not be considered.

The following topics must be covered in the application under these headings:

- General Information: at least 3 keywords must be chosen from the provided pdf keyword list
- Description of principal investigator's future career desires and focus (applicable for young researchers as described in the section 'Eligibility')
- Personal data including an abbreviated CV
- Abstract of the research project
- Outline of the problem
- State of the art in this field
- Past research of the applicant in this field
- Hypothesis, open questions, aim of the project
- Detailed research plan:
 - Study design, study subjects, specimens or materials
 - Predictor and outcome variables
 - Methods for taking measurements
 - Data management and planned analyses including sample size estimate (a sample size estimate includes setting the level of power)
 - Animal model (see next section Animal model)
- Relevance of the project
- Time schedule
- Relevant literature by the applicant and by other authors

The application form must be e-mailed as an unprotected Word-document to mirjam.bucher@aofoundation.org. Please do not edit any font and do not use full text capital letters (no changes on format)

Animal model

If an in vivo animal model is used in the planned research work, please describe the model in detail. The description should include: anesthesia protocols, treatment protocols, pain management, surgical techniques, post-operative care, criteria for removal from the study if necessary, and euthanasia protocols.

The AO Foundation is committed to animal welfare and requires AAALAC standards in AO Foundation sponsored external research:

AAALAC Accreditation has to be provided if AAALAC accredited by either providing a copy of the AAALAC accreditation certificate or the certificate from your Federal or local authority, confirming that you meet the standards. If the applicant's animal research unit is not AAALAC accredited, the national accreditation has to be approved by AOVET. In case the applicant's animal research units is not national accredited, the form 'Animal Care Program Description for Non-AAALAC Facilities' has to be submitted

Please see

- a) AO Foundation Guiding Principles on Human Care and Use of Animals in Research and Education
- b) Institutional Research Animal Program Review Policy
- c) Animal Care Program Description for Non-AAALAC Approved Facilities

Clinical trials

If the grant application includes a clinical trial, we recommend you visit the following websites which will provide useful information:

www.consort-statement.org/

<http://www.strobe-statement.org/>

<http://www.fda.gov/oc/health/helsinki89.html>

Medical Devices

Please note that any medical device development cannot be funded via this call. For medical device development, please contact AO Development Incubator.

<https://www.aofoundation.org/Structure/innovation/AO-Development-Incubator/Pages/default.aspx>

The current AOCMF Start-up Grant call is not focused on product development

Funding policy

Amount and duration

AOCMF Start-Up grants provide support up to CHF 50,000 per year with a maximum duration of two years. AOCMF highly encourages applicants to submit small grant proposals. For example, investigators may consider seeking funds to support primary or secondary data analyses, systematic reviews with meta-analyses, or manuscript preparation.

Salaries

Salaries for the applicants (main applicant and co-applicants) will not normally be approved. If the project is only possible with some funding for the applicants, it must be clearly shown that the funding requested is essential, project specific and well documented.

Written and signed confirmation from the head of your institution is required with the application that no alternative source of income (including salary, stipend or grant) is available

Travel expenses

Only project specific travel expenses with a maximum amount of CHF 1,500 for conferences will be covered.

Indirect costs

No overhead contributions are made to the submitting organization

Additional funding

Additional funding from other AO institutions or any other source must be disclosed in detail. If other funding is available, it must be made clear how this will affect the overall budget of the project if the AO grant application is successful.

Collaboration with AO Institutes

Applications that involve collaboration with the AO Research Institute (ARI) Davos have to be approved by its director prior to submission. For this reason, the AO Research Institute (ARI) Davos, must be contacted at least 3 weeks prior to the submission deadline, at the very latest by November 1, 2018. It is the responsibility of the applicant to get a written confirmation from the above-mentioned AO Institute.

- ⇒ Use the excel budget template to calculate your budget and transfer all numbers into the application form.

Conditions of Contract

Prior applying for this grant, please ensure with your legal department that the contract provided is acceptable to your institution. A sample contract for pre-clinical and clinical studies is embedded in this call on our website. Please note that the contract is not negotiable and AOCMF reserves the right to cancel the grant, should the contract not be duly signed in ink, by the PI and the Director of the project within two months after approval.

AOCMF Membership

AOCMF Membership (e-member) is a condition for the PI of the funded project
<https://aocmf.aofoundation.org/Structure/membership/Pages/membership.aspx>

Publication

The PI and Co-Investigators might be interviewed for sharing interim / final results and project updates. Funded researchers are required to submit a review to the journal of Craniomaxillofacial Trauma & Reconstruction (CMTR) on the funded project Further publication is expected in peer-reviewed journals

Review and decision process

Notification

The applicant will receive a confirmation e-mail within a week regarding receipt of the application.

Review process

All pre-proposals are being prescreened and successful candidates are eligible for the full proposal submission. The AOCMF Research and Development Commission is an independent group of world class scientist and researchers and is responsible for the peer review process of the submitted projects.

Decision

Decisions to submit full proposals will be communicated within 6 weeks after submission.

Decisions with regards to funding of full proposals will be communicated within 6 months after submission.

It is not our policy to enter into any discussions and we do not accept a resubmission of an application previously declined