



# Research Grant

## AWARD PROGRAM

Supporting Grants for  
Radiologic Science Research  
by Medical Imaging  
and Radiation Therapy  
Professionals

**asrt**  
FOUNDATION®

# Mission Statement

The mission of the ASRT Foundation is to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care.

## Eligibility

1. Applications must be submitted by the principal investigator (PI), who must be a current ASRT member.
2. The PI must be registered with the American Registry of Radiologic Technologists (ARRT) or equivalent, or hold an unrestricted state license.
3. Projects may be proposed for a period not to exceed two years. If a two-year request is made, plans for the entire project period must be stated in the proposal.
4. Only areas of research related to radiation therapy, dosimetry or medical imaging, including nuclear medicine and sonography, may be eligible for research awards. Proposals related to education and administration will also be considered.
5. ASRT Foundation Board of Trustees, staff and their immediate family members are ineligible.
6. Previous research grant awardees are eligible to apply.

## Distribution of Funds

If you are selected to receive this grant award, the Foundation will send a check for the approved amount directly to the grants administrator of your college, university or medical institution once the appropriate releases have been signed and returned to the Foundation. A final report of expenditures must be submitted to the Foundation when the project is completed. Unused funds must be returned to the Foundation.

## Selection Process

It is the responsibility of the ASRT Foundation Board of Trustees to approve grant recipients. The trustees have established a Research and Grants Advisory Panel (RGAP) of medical imaging and radiation therapy professionals to assist in evaluating grant proposals.

Applications will be reviewed according to the following criteria:

- Significance/relevance of the proposal.
- Qualification/resources of PI and associated personnel.
- Adequate demonstration of study protocols and assurances.
- Appropriateness of methodology/experimental design.
- Soundness of budget.
- Thoroughness of literature review.

## Award Program Timeline

The Foundation considers applications twice yearly. To be thorough and perform a fair assessment of each application, deadlines are strictly enforced. Letters of intent are required and are accepted throughout the year; however they must be submitted for review well in advance of the full application deadline if changes are indicated before submitting the proposed research project.

### Timeline for Spring Grant Round

- |                |  |
|----------------|--|
| <b>March 1</b> | <b>Full proposal due at the Foundation</b> |
| June 1         | Foundation informs PI of funding decision  |
| June 15*       | Check mailed to PI's institution           |

### Timeline for Fall Grant Round

- |               |   |
|---------------|---|
| <b>Aug. 1</b> | <b>Your full proposal due at the Foundation</b> |
| Dec. 1        | Foundation informs PI of funding decision       |
| Dec. 15*      | Check mailed to PI's institution                |

## Guidelines for Submission

### Letter of Intent (Optional)

1. Prior to submitting a full proposal, PIs are required submit a letter of intent to the Foundation.
  - Submitting a letter of intent gives you the opportunity for a preliminary review of your proposal concept. The ASRT Research Department and the Research Grants and Advisory Panel (RGAP) chair and vice-chair will review the letter and provide feedback as to whether the proposal is relevant to the Foundation's research agenda and mission, as well as to the strengths of its objective(s) and methodology.
  - Working with the Research Department and RGAP officers in this mentoring capacity does not guarantee funding of a proposal. It may however, help applicants strengthen their proposal prior to submission or, conversely, inform applicants their proposal is not a good match for the Foundation prior to expending significant time and resources on submission.
2. Letters of intent should not exceed three pages in length and should contain the following information:
  - Name, address, telephone, fax and e-mail address of PI and supporting organization.
  - Statement in support of the ASRT Foundation Mission: Provide a brief explanation (3-5 sentences) describing how your research project furthers the ASRT Foundation's mission to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care
  - Problems/issues to be addressed.
  - Objectives.
  - Approach and activities.
  - Estimated time frame and total budget.
3. Letters of intent are accepted on an ongoing basis via e-mail to [foundation@asrt.org](mailto:foundation@asrt.org).

### Full Proposal

You can submit your full proposal to the Foundation via e-mail (preferred) or mail. Proposals that do not comply to with the guidelines listed may be disqualified. Proposals must contain all required components and be presented in the following order:

1. Application Form.
2. Table of Contents: Include project title at top.
3. Statement in support of the ASRT Foundation Mission: Provide a brief explanation (3-5 sentences) describing how your research project furthers the ASRT Foundation's mission to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care.
4. Abstract: No more than one page.
5. Itemized Budget (See Budget Submission Template):
  - Grant requests must not exceed \$10,000 must be limited to direct costs only. If you are considering a proposal for more than \$10,000, please contact the Foundation before submitting a proposal.  
**Note:** Direct costs of conducting the project may include expendable supplies, nonexpendable equipment, printing and publications and necessary clinical tests and procedures purchased from other laboratories. Items of nonexpendable equipment costing in excess of \$2,000 will be considered only in exceptional circumstances and should be justified a Supporting Budget Statement (see no. 6), including a plan for disposition of the equipment after the research project has ended.
  - The itemized budget should correspond to the proposed activities described in the narrative (see no. 7.), in chronological order. If more than one year of research support is proposed, annual budget totals are to be provided, in addition to the project total.

# Guidelines for Submission

## Full Proposal (Continued)

- Items such as salaries, wages and travel should be based on principles and policies of your institution. Fringe benefits are not to exceed 30 percent of the budget, regardless of institutional policy.
  - Consultant agreements or subcontracts may be used. Your affiliated institution will be responsible for the administration of the agreements and for the accountability of the contractors.
  - Funds may also be included for travel necessary to conduct and present the research. Unless they are included in the proposed budget, travel, lodging and related expenses will be your responsibility.
6. Supporting Budget Statement: Only justify budget items that are not self-explanatory. If the budget request represents only partial cost of the proposed project, please indicate this and provide the estimated total cost of the proposal. You should also identify other funding resources (excluding indirect costs). If other support is not already committed, please provide the approximate date of other funding decisions.
7. Narrative (not to exceed 10 pages):
- **Statement in support of the ASRT Foundation Mission:** Provide a brief explanation (3-5 sentences) describing how your research project furthers the ASRT Foundation's mission to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care.
  - **Statement of Problem:** Describe the problem addressed by the research proposal, the rationale behind the proposed work and the significance of the work. Explain how this work is relevant to the radiologic sciences.
  - **Specific Aims:** State the specific purpose of the proposal, including hypotheses to be tested (or research questions).
  - **Literature Review:** Describe other work leading to the proposed project and relevant research with similar or different conceptual or experimental approaches. References must be in AMA or APA style.
  - **Proposed Activities:** Describe the activities to be conducted. State clearly why this methodology/strategy is appropriate. Explain how the data will be analyzed.
  - **Calendar:** Outline the expected timetable for data collection and analysis, stages of the project, etc., for each year of the proposed research.
  - **Personnel:** Describe the role of each person expected to be involved in the project (investigators, other radiologic sciences personnel, other health care personnel, students, consultants, etc.).
  - **Facilities and Equipment:** Describe the facilities (laboratory space, clinical facility, etc.) and necessary equipment available for use in conducting the proposed research.
8. Appendices:
- **CVs/Résumés:** A curriculum vitae is required for the PI and co-investigators and should address experience and education specifically appropriate to the research project. Each CV and résumé may not exceed 5 pages in length.
  - **Institutional Assurances:** The application must include documentation of all necessary institutional approvals by appropriate boards or committees. These documents must be specific to the proposed investigations, including the time period for which the grant is requested. If the application for such approvals has been made, but not acted upon at the time of submission, a copy of that application may be substituted. However, the Foundation must receive official approval by the relevant boards or committees before a final funding decision is made.
  - **Cooperating Institutions:** Applications for projects involving institutions or agencies in addition to the institution of the grantee must include a letter from an official of each facility acknowledging its role in the project.
9. Full proposals are accepted via e-mail (preferred) or mail. E-mail to [foundation@asrt.org](mailto:foundation@asrt.org). Mail to Research Grant Award Program, ASRT Foundation, 15000 Central Ave. SE, Albuquerque, NM 87123-3917.

## Budget Submission Example

The following provides an example of proposed activities and their related costs in chronological order.

**Note:** This is a sample only and is not considered inclusive of all activities of an actual project.

Date/Activity	Budget Item	Cost/Items	Quantity	Total Cost
<b>7/1/04</b> A. Obtain information on (project topic)				
<b>8/1/04</b> A.1 Finalize survey tool + prepare draft for copying	PI time-wages PI time-benefits	\$17.81/hr. .285 x wage	8 .285 x \$142.48	\$142.48 \$40.61
<b>8/10/04</b> A.2 Copy, collate, staple survey + print envelope for mailing	copying service	\$0.801/piece	2100 pieces	\$1682.10
<b>8/20/04</b> A.3 Stuff + bulk mail survey – 1st set	mailing labels postage stuffing envelopes	\$171.00/set \$0.17/piece \$0.14/piece	1 set 1050 pieces 1050 pieces	\$171.00 \$178.50 \$147.00
<b>9/20/04</b> A.4 Receive 1st set of responses + forward to data entry svcs	return postage (bus. reply @ 60% resp)	\$1.21/piece	630 pieces	\$762.30
B. Analyze survey results and compile report				
<b>9/30/04</b> B.1 Enter survey data into computer	data entry svcs	\$10.00/hr.	50 hrs.	\$500.00
<b>10/15/04</b> B.2 Analyze results + run stat. tests	PI time-wages PI time-benefits Statis. time-wages Statis. time-benefits	\$17.81/hr. .285 x wage \$27.35/hr. .285 x wage	40 hrs. .285 x \$712.40 20 hrs. .285 x \$547.00	\$712.40 \$203.03 \$547.00 \$155.90
<b>10/30/04</b> B.3 Write detailed manuscript	PI time-wages PI time-benefits	\$17.81 .285 x wage	30 hrs. .285 x \$534.30	\$534.30 \$152.28

**First Year Total:** \$5928.90  
**Second Year Total:** N/A

## Budget Submission Example

FOR OFFICE USE ONLY: Application # \_\_\_\_\_

Title of Project: \_\_\_\_\_  
 \_\_\_\_\_

**Grant Amount Requested:**

First Year	\$ _____	
Second Year	\$ _____	(if applicable)
Total:	\$ _____	

**Principal Investigator:**

Mr.  Ms.  Dr.

Name \_\_\_\_\_  
Last First MI

Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Number Street

\_\_\_\_\_ City State ZIP

ASRT Member Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Co-Investigator(s):**

Name and Title \_\_\_\_\_

Name and Title \_\_\_\_\_

Name and Title \_\_\_\_\_

**Responsible Officials of Applicant's Institution:**

Grants Administration	Academic or Clinical Department
Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
_____	_____
Signature _____	Signature _____
Date _____	Date _____

I certify that I have applied for all necessary approvals by appropriate boards or committees at my institution and will provide proof of final approval prior to receiving funds. I certify that this application contains no misrepresentations or falsification and that the information given is true and correct to the best of my knowledge. I understand that any false statements made herein will void this application and I will be ineligible for support from ASRT Foundation. I hereby authorize the release of all information contained in this application packet as may be required to determine my eligibility for an award. I hereby waive my rights to review any documents pertaining to my application once submitted.

I understand that if these funds are granted, submission will be required of a progress and/or final report to the ASRT Foundation. Any publications resulting from this research must state that the ASRT Foundation funded this project. Papers generated from this grant will be required to be submitted to ASRT peer-reviewed publications, Radiologic Technology and/or Radiation Therapist, and/or be made available on the Research Center for Excellence in the Radiologic Sciences Web site: [http://www.asrtfoundation.org/Content/Research\\_and\\_Grants/Research\\_Center/](http://www.asrtfoundation.org/Content/Research_and_Grants/Research_Center/)

I also understand that I may be required to present the research findings at an ASRT Conference if appropriate.

Signature of Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_