

# Traditional Research Grant



Supporting grants for radiologic science research by  
medical imaging and radiation therapy professionals



## Timeline for Spring Grant Round

**NOV. 1** Initial application deadline

**JAN. 1** Full proposal application deadline

By **APRIL 30** Foundation informs principal investigator of funding decision; funds disbursed to institution after agreements are signed

## Timeline for Fall Grant Round

**MAY 1** Initial application deadline

**JULY 1** Full proposal application deadline

By **NOV. 30** Foundation informs principal investigator of funding decision; funds disbursed to institution after agreements are signed



## ELIGIBILITY

### Principal Investigator Qualifications

1. The principal investigator must be a current voting ASRT member with a minimum of two years of membership at the time of application. Voting membership must be maintained through the completion of grant funding and will be verified prior to releasing funds.
2. The PI must either be registered to practice in the U.S. in a primary modality by certification agencies recognized by the ASRT (American Registry of Radiologic Technologists, Nuclear Medicine Technology Certification Board, American Registry for Diagnostic Medical Sonography or Medical Dosimetrist Certification Board) or hold an unrestricted state license. Verification of registration/licensure must be provided at application and prior to each release of funding.
3. Members of the ASRT Foundation Board of Trustees, ASRT Board of Directors and ASRT staff and their immediate family members are not eligible to apply.

### Project Qualifications

1. Proposals may be submitted by an individual or a group of investigators affiliated with a U.S. sponsoring organization or institution.
2. For group submissions, one member must be designated as the principal investigator, responsible for directing the project. Other group members may be from relevant disciplines.
3. Proposed projects may not exceed two years in duration.

## STATEMENT OF INTENT FOR FUNDING

The ASRT Foundation is dedicated to improving the quality and safety of patient care. The Foundation accomplishes this goal by providing support to researchers performing research related to the delivery of radiation therapy, dosimetry or medical imaging, including nuclear medicine and sonography. Proposals related to radiologic science education and administration will also be considered if they support the ASRT Foundation's mission to support and empower medical imaging and radiation therapy students and professionals to positively impact patients.

## TERMS AND CONDITIONS

### Grant Period

A proposed project may have a period of performance of one or two years. The project start date will be established at the time of agreement, and funds will be disbursed to the PI's institution as defined in the award program timeline for the applicable spring or fall round.

### Reporting

1. Grant recipients shall submit progress reports to the ASRT Foundation.
  - a. For a one-year grant, the progress report is due six months into the grant period.
  - b. For two-year grants, the progress report will be submitted at 12 months. Note: Failure to submit a progress report on time may delay or forfeit the release of the next increment of funding. The Research and Grants Advisory Panel will review progress reports and make formal recommendations for year two funding.
2. For all projects, a final report shall be submitted within 30 days of completion of the grant period of performance. Failure to submit a final report will bar the recipient from any future Foundation funding, as the recipient will not be considered in good standing with the Foundation.
3. Grant recipients are required to submit a final manuscript\* to *Radiologic Technology or Radiation Therapist* no later than six months following the completion of the research project for consideration of publication in order to disseminate the findings of their research to the larger professional audience.

\*Manuscripts are categorized as original articles or editorials. Original articles include comprehensive research reports, literature reviews and case reports. Editorials often are shorter but still include references and contribute to the profession's body of knowledge. Both article types are assessed by at least one peer reviewer. Either type of submission is acceptable.

### Approval of Changes

1. Any significant deviation from the approved project budget requires prior written approval from the Foundation. The grantee must obtain approval from the Foundation Board before implementing any budget modification that constitutes a significant change as defined below. Requests for approval must include a revised budget when applicable. The Foundation shall have 30 days to review and respond to any request for approval of budget changes.
  - a. Changes of 20% or less: Preapproval is not required for deviations of 20% or less within any individual budget line item. All such deviations must be fully documented and explained in the required progress and annual reports.
  - b. Changes greater than 20%: Transfers between budget line items that exceed 20% or requests to expend funds in categories not included in the original approved budget are considered significant changes and require prior written approval from the Foundation. These changes may be interpreted as alterations to the project's overall plan of action and will be reviewed at the Foundation's discretion.
2. Any material change to the project's approved plan of action must receive prior written approval from the Foundation. This includes but is not limited to changes to project methodology, timelines, subject acquisition or any request for a no-cost extension. All requests must be submitted in writing. The Foundation shall have 30 days to review and respond to such requests. If a request is submitted fewer than 30 days before the next scheduled payment, the payment may be withheld until approval is granted.
  - a. Requests for additional funding to extend the project will be treated as new applications and must be submitted in accordance with the current request for proposals.
  - b. Requests for a no-cost extension must be submitted in writing at least 30 days before the end of the grant's original period of performance. The request must provide a detailed justification. The Foundation will consider up to two no-cost extensions, each not to exceed six months.

## OWNERSHIP OF EQUIPMENT

Title to all apparatus, equipment, material, instruments and products purchased, built, prepared or fabricated by an organization with the Foundation research grant funds will normally vest in the grantee, with the understanding that such equipment will remain in use for the specific project for which it was obtained.

## DISTRIBUTION OF FUNDS

If you are selected to receive this grant award, the Foundation will distribute 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 based on available funding.

The trustees have established a Research and Grants Advisory Panel of medical imaging and radiation therapy professionals to assist in evaluating grant proposals. RGAP members will evaluate the “blinded” proposals according to the required application content.

## GUIDELINES FOR SUBMISSION

### Initial Application

The initial application must be submitted by the deadline as stated in the timeline on Page 1 of this packet.

### Full Proposal Application

If invited to submit a full proposal, the PI will receive an email with further instructions on how to submit.

The full proposal contains the following required components:

1. Abstract
2. Supporting budget statement with 1st- and 2nd-year itemized budget list
3. Statement of problem: background and significance
4. Specific aims: objectives, research and significance
5. Literature review
6. Proposed methodology
7. Calendar/timeline
8. Personnel
9. Facilities and equipment
10. Appendices to include institutional signatures, curriculum vitae/resume and proof of current credentials for all investigators, institutional assurances/human assurances/institutional review board, and cooperating institutions
11. Agreement to submit a peer-reviewed article to *Radiologic Technology* or *Radiation Therapist* to disseminate knowledge gained through the funded research
12. Itemized budget
  - a. The itemized budget should correspond to the proposed activities described in the narrative section of the full proposal application. If the research is a two-year funded project, a budget for each year is required.
  - b. Items such as salaries, wages and travel should be based on the principles and policies of your institution. Fringe benefits are not to exceed 30% of the budget, regardless of institutional policy.
  - c. Consultant agreements of subcontracts may be used. Your affiliated institution will be responsible for the administration of the agreements and for the accountability of the contractors.
  - d. Funds may also be included for travel necessary to conduct and present the research. Unless included in the proposed budget, travel lodging and related expenses will be your responsibility.
  - e. Supporting budget statement: Only justify budget items that are not self-explanatory. If the budget request represents only a 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.

## GRANT ALLOWANCES

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 more than 20% of the total grant amount will be considered only in exceptional circumstances and should be justified with a supporting budget statement, including a plan for disposition of the equipment after the research project has ended.

Indirect costs are limited to 10% or less of the total award amount.