

A-OPTIC Policy Concerning the Allocation of Internal Research Funds

In order to be considered for A-OPTIC internal research funds, a Principal Investigator (PI) shall follow the following procedure:

1. A proposal shall be submitted to the A-OPTIC Research Committee for review that consists of the following elements:
 - a. Abstract/Executive Summary**
 - i. This section provides a capsule description of the entire project. It should include a brief statement of the needs or problem being addressed, the methodology(s) to be employed in accomplishing the tasks outlined, project goals or expected outcomes, the time duration, the approximate cost, and the amount requested from A-OPTIC. [2-3 paragraphs, 300 words maximum]
 - b. Background/existing base of knowledge**
 - i. This section should reflect your scholarship and show evidence of a thorough research of the topic, including relevant literature search, and reference to external benchmarks and related measures.
 - c. Statement of Need**
 - i. This is the "why" of the project. One needs to convince the reader that the problem is real and that the proposer's rationale and methods will actually enhance the field, provide the service, or accomplish the stated objectives.
 - d. Project Description**
 - i. It should include a reasonably extensive explanation of the problem, with sufficient technical background, as appropriate, a statement of objectives, detailed explanation of the methodology or techniques to be utilized, and evaluation measures.
 - e. Budget**
 - i. Budget should include line-item budget for all direct costs. The extent of individual cost items should match the scope of the project, reflect real or estimated cost burdens, and not be padded. Each major cost item should be accompanied by a narrative explanation of the basis of costs, and avoid jargon terms. If a multiple year project, a detailed budget sheet should be provided for each year, plus a consolidated or summary budget page totaling all cost categories.

- f. Organizational Information**
 - i. This is required for most institutional or program applications; this material may be optional or deleted for some grant requests for individuals or fellowship-type applications. It should include a brief history and profile of major institutional characteristics, including its primary mission, operating activities, audiences, services, etc. [1-2 pages]

 - g. Documentation of project review by Institutional Research Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC), all applicable, or Letter of Support from same**

 - h. Conclusion-Statement of Outcomes**
 - i. This includes a summary of the main points of your project narrative, and a restatement or final reinforcement of the intended project goals or outcomes. [1 page]
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- 2. A recommendation shall be made to the A-OPTIC Osteopathic Graduate Medical Education (OGME) Committee by the Research Committee
 - 3. A-OPTIC OGME Committee shall determine the funding level, if any, in accord with the research funding resources of A-OPTIC.