



COSMETIC SURGERY
FOUNDATION

Cosmetic Surgery Foundation

RESEARCH GRANT APPLICATION

Cosmetic Surgery Foundation Research Grant Application

Application Process

1. Cosmetic Surgery Research Grant Purpose and Objective

Cosmetic surgery is a subspecialty of medicine and surgery uniquely restricted to the enhancement of appearance through surgical and medical techniques. Cosmetic surgery is a multi-disciplinary and comprehensive approach directed to all areas of the head, neck and body.

Among the purposes of the Cosmetic Surgery Foundation for Education, Research and Patient Safety, Inc. (the "Foundation") is to assist in scientific research related to the art and science of cosmetic surgery. In furtherance of this purpose, the Foundation developed the Cosmetic Surgery Foundation Research Grant. The objective of the Cosmetic Surgery Foundation Research Grant is to provide support for original research efforts designed to advance the art and science of cosmetic surgery and cosmetic surgery patient safety.

Consistent with its exempt purposes, the Foundation requires all Cosmetic Surgery Foundation Research Grant awardees to submit the results of their Research Projects to the American Journal of Cosmetic Surgery (AJCS), who holds right of first refusal in publication.

2. Research Grant Cycle

- All Research Grant Cycles coincide with the calendar year (January-December). Applicants for any Research Grant Cycle will be accepted from April 1 to September 1 of the preceding year. For example, grant requests for 2012 (the 2012 Research Grant Cycle) should be submitted between April 1, 2011 and September 1, 2011.
- **Grant Application:** Research Grant Applications for the calendar year (January-December) Research Grant Cycle will be available beginning April 1st of each year.
- **Where to Get an Application:** Research Grant Applications for the current grant cycle are available directly through the Foundation's website www.cosmeticsurgery.org/csf or can be requested by calling the Foundation at 312.981.6760 or writing the Foundation at:

**Cosmetic Surgery Foundation
Attn: Cosmetic Surgery Research Grant
737 North Michigan Avenue, Suite 2100
Chicago, Illinois 60611-5405**

- **Grant Application Submission Period and Deadline:** The Foundation shall accept Research Grant Applications from April 1 through September 1 for the following calendar year Research Grant Cycle. **Research Grant Applications not received during this time period will not be considered and will be administratively denied.**
- **Where to Get Additional Information Regarding the Cosmetic Surgery Foundation Research Grant:** Additional information regarding the Cosmetic Surgery Research Grant Program is available at the Foundation's website www.cosmeticsurgery.org/csf or by contacting the Foundation at 312.981.6760.

3. Eligibility

- **Minimum Criteria:** In order to apply for a Grant, the applicant, if the applicant is also the principal investigator, or the applicant's principal investigator must meet the following minimum criteria:
 - The investigator must be an MD, DO, DDS or PhD working in cosmetic surgery or a cosmetic surgery related field;
 - The investigator must be qualified to conduct a program of original research;
 - The investigator must have access to institutional resources necessary to conduct the proposed research; and
 - The investigator must have sufficient education, training, and experience to conduct the proposed research.
- **Nondiscrimination:** The Foundation values diversity and seeks applicants from diverse backgrounds. The Foundation does not discriminate on the basis of race, gender, age, sex, sexual orientation, religion, nationality or ethnic origin, disability, or status as a Vietnam era veteran or disabled veteran, in the administration of the Grant program.
- **Disqualified Persons:** The officers, directors, employees and staff of the Foundation and the American Academy of Cosmetic Surgery, Inc. and their relatives are not eligible to participate in the Grant program. Likewise, the members of the Foundation's Research and Education Committee ("REC") and their relatives are not eligible to participate in the Grant program.

4. Application Process

- **Application:** Applicants begin the Application process by submitting a completed Application. Failure to submit a completed application will result in the application being administratively denied.
- **Submission Period and Deadline:** Applications for the current Grant cycle shall be accepted April 1 through September 1. Applications not received during this time period will not be considered and will be administratively denied.

5. Application Review Process

- **Administrative Review:** All Applications are initially reviewed by the Foundation to determine if they are submitted timely, complete and comply with all Application requirements. **Applications that are not timely, complete, or otherwise do not comply with all application requirements shall not be given further consideration, but shall be returned to the applicant with a letter indicating the application was administratively denied.**
- **Peer Review:** The Foundation's peer review process is modeled on the National Institutes of Health ("NIH") peer review process. It is designed to identify research proposals which, in the opinion of the Foundation, are likely to have the greatest impact on the science and art of cosmetic surgery.

Applications which are not administratively denied are reviewed, scored, and ranked by the Foundation's REC. As part of this process, each Application is assigned to three (3) members of the REC for detailed critical review. Two members serve as Reviewers providing a detailed written critique of the Application and one serves as a Reader conducting a detailed review of the Application, but without preparing a written critique. Borrowing from the NIH peer review process, Applications are evaluated on their scientific merit based on the following factors:

- **Significance:** Does the proposal address an important issue or concern in cosmetic surgery? If the proposal is successfully completed, how will the science of cosmetic surgery or patient safety advance? What will be the impact of the proposal on the science of cosmetic surgery?
- **Innovation:** Does the proposal employ novel concepts, approaches or methods? Does the proposal challenge existing paradigms or develop new methods or technologies?
- **Methodology, design and feasibility:** Are the conceptual frameworks, designs, methods, and analyses adequately developed, consistent with scientific research norms, well integrated and appropriate for the aims of the proposal? Is the research proposal feasible?
- **Investigator Qualifications:** Is the applicant, where the applicant is also the principal investigator or, in all other cases, the applicant's principal investigator, appropriately trained, and well suited to carry out the proposal?
- **Research Environment:** Is the research environment, in which the proposed research will take place, appropriate and does it contribute to the probability of success?
- **Relevance of the research proposal to the Foundation's purposes:** How will the proposal advance the Foundation's exempt purpose?
- **Ethics:** Is the proposal consistent with applicable ethical standards? Does the proposal raise ethical issues or concerns?
- **Proposed Budget:** Is budget appropriate for research proposed?

After critically reviewing an Application, REC Reviewers and Readers score each of the above eight factors based on the following scale:

- 9.0 – 10 Outstanding
- 7.0 – 8.0 Excellent
- 5.0 – 6.0 Very Good
- 4.0 Good (Average)
- 3.0 Below Average
- 2.0 Poor
- 1.0 Very Poor

Applications receiving an average score of 3.0 or less (Below Average – Very Poor) are summarily reviewed. The written critiques and scores, essentially unmodified, are sent to the applicant, along with a letter briefly describing the review process, the summary review process, and explaining an important part of the process is to provide applicants with feedback they can consider in refining their proposal and research skills.

Applications not summarily reviewed are presented, discussed, and scored by the REC. Based on the purpose of the Grant program, the final score and rank of each Application, and the number of Grants approved for the cycle, the REC makes funding recommendations to the Foundation's Board of Directors ("Board").

6. Grant Awards and Announcement

Based on the REC's recommendations, available financial resources, and what the Foundation's Board determines, in its sole discretion, best advances the Foundation's exempt purposes; the Foundation's Board will determine the applicants who will receive Grant awards and the amount of each Grant award. The Board's decision will be final and not subject to appeal. Grant awards are announced at the Foundation's Annual Meeting, generally held in January of each year. Attendance is not required, and therefore, funding to attend the AACS Annual Scientific Meeting is the individual responsibility of grant applicant(s) and/or grant award recipient(s).

7. Application Feedback

An important aspect of the Grant program is to provide cosmetic surgery applicants and investigators with informed and constructive feedback on their research proposals from cosmetic surgery experts. This educational aspect of the Application process is intended to provide a mechanism to continually improve the quality of cosmetic surgery research and cosmetic surgery investigators. Accordingly, after the Foundation's Board announces the Grants for a given Grant cycle, the Foundation's Executive Director will mail final written critiques to the applicants whose applications were reviewed by the REC.

8. Terms And Conditions of Grant Awards

Following the announcement of the Grant awards for a given year, the Foundation will send a Grant award package to each successful applicant. The Grant award package will identify the research proposal awarded the Grant, the amount and duration of the Grant, how the Grant will be disbursed; and the key terms and conditions of the Grant award (e.g., reporting requirements, deadlines, publication requirements, IRB approval certification). **THE APPLICANT'S IRB APPLICATION, SUBMISSION AND APPROVAL SHOULD BE SOUGHT PRIOR TO COMPLETING THIS APPLICATION.** The Grant package will also include a Research Grant Agreement. Prior to the Foundation disbursing a Grant award to a successful Grant applicant, the applicant must execute and return to the Foundation the signed Research Grant Agreement.

Cosmetic Surgery Foundation Research Grant Application

This application portion must be typed.

1. Title of Research Project: _____

2. Applicant:

Legal name of individual or entity: _____

Contact (last/first/middle/title): _____

Mailing address:

Street: _____

City, State, Zip code: _____

E-mail address: _____

Telephone: _____ Fax: _____

3. Principal Investigator:

Name (last/first/middle): _____

Degrees: _____ Position: _____

Department or equivalent: _____

Mailing address:

Street: _____

City, State, Zip code: _____

E-mail address: _____

Telephone: _____ Fax: _____

4. Human Subjects Research: YES NO

Exemption No. or IRB No.: _____

5. Vertebrate Animal Research: YES NO

If yes, IACUC approval date: _____

Animal Welfare Assurance No.: _____

6. Affiliated Institution:

Legal name: _____

Contact (last/first/middle/title): _____

Mailing address:

Street: _____

City, State, Zip code: _____

E-mail address: _____

Telephone: _____ Fax: _____

7. Performance Site(s):

Please identify each location at which any aspect of the research proposal will be conducted. Your response should identify the organization controlling each site, the individual responsible for each site, the address, telephone, fax, and e-mail address for each site; and the particular aspects of the research proposal that will occur at each site.

8. Abstract:

Please summarize for scientific audiences the proposed research. This scientific abstract should provide a clear and concise overview of the proposed work, including background, objective or hypothesis and its supporting rationale, specific aims of the research, study design, and relevance of the proposed project to the Cosmetic Surgery Foundation's purpose of advancing the science and art of cosmetic surgery and cosmetic surgery patient safety. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the Application. If the Application is funded, this description, as is, will become public information. Therefore, do not include proprietary/confidential information.

9. Layperson Summary:

Provide a brief summary of the project's aims and methods in non-scientific terms. Among other things, the summary should explain how the research proposal advances the art and science of cosmetic surgery and/or cosmetic surgery patient safety.

10. Key Personnel:

Please list all key personnel in alphabetical order, last name first, who will be involved in the research proposal, including the principal investigator.

Name	Organization	Role In Proposal

11. Biographical Sketch:

For each individual identified under the Key Personnel section above, please complete a biographical sketch:

Name: _____ Position Title: _____

Education/Training (*Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.*)

Institution and Location: _____

Degree: _____ Year(s): _____

Field of Study: _____

Positions and Honors. List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any public or private advisory committee.

Selected peer-reviewed publications (in chronological order). List the title and complete reference to all publications during the past three (3) years and earlier publications pertinent to this Application. Do not include publications submitted or in preparation.

Research Support. List selected ongoing or completed (during the past three (3) years) research projects. Begin with projects that are most relevant to the research proposed in this Application. Briefly indicate the overall goals of the projects and your role (e.g., Principal Investigator, Co-Investigator, Consultant) in the research projects.

12. Background:

Please provide a statement of the problem or need that will be addressed by the research proposal.

13. Statement of Significance:

Please provide a statement of the significance of your proposal with respect to advancing the art and science of cosmetic surgery and/or improving cosmetic surgery patient safety.

14. Specific Aims:

Please provide a statement of the goals, objectives, and relevance to advancing the art and science of cosmetic surgery and/or cosmetic surgery patient safety.

15. Methods:

Please provide a statement of the methodology to be used in achieving the specific aims of the research proposal.

16. Evaluation:

Please explain how you will assess whether the project activities outlined in the methods section are performed successfully. Please relate back to project objectives/specific aims.

17. Timetable:

Provide a timetable for implementing the research proposal.

18. Budget:

Personnel				Amount
Name	Role on Project	% Effort	Salary	Fringe Benefits
			Subtotals	
Consultant Costs				Subtotal
Equipment (Itemize)				Subtotal
Supplies (Itemize by Category)				Subtotal
Travel (Domestic Only). Attendance is not required, and therefore funding to attend the AACS Annual Scientific Meeting is the individual responsibility of grant applicant(s) and/or grant award recipient(s).				Subtotal
Other Expenses (Itemize by Category)				Subtotal
Total Direct Costs - Year One \$				

19. Budget Justification:

Please provide justification by major categories as listed in #18, above. Note that indirect costs will not be covered.

20. Appendix:

Please include other information you believe relevant to the consideration of the Application.

21. Applicant's and Principal Investigator's Representations And Warranties:

The Applicant and Principal Investigator hereby represent, warrant, and agree that:

- The undersigned is/are duly authorized to execute this document on behalf of the Applicant and the Principal Investigator.
- The information provided is true and correct.
- If the Applicant is awarded a Grant, it will be used exclusively for educational and scientific purposes related to cosmetic surgery, and in particular, for the research proposal identified in this Application.
- If the Applicant is awarded a Grant, the Applicant will, as a condition of the Applicant receiving the Grant award, execute a Research Grant Agreement and abide by its terms and conditions.
- There is no guarantee the Applicant will be awarded a Grant. Grants are awarded at the sole discretion of the Foundation in furtherance of its exempt purposes.
- The Applicant and Principal Investigator understand the Grant program involves a staff and peer review process.
- In consideration for the Foundation considering Applicant's Grant Application, the Applicant and Principal Investigator hereby waive any and all claims, demands, actions, or causes of action of any kind Applicant or the Principal Investigator may have directly or indirectly against the Foundation or any of its directors, officers, employees, representatives, agents, volunteers, committee members, or contractors resulting from, arising out of, or in any way related to the Grant program, the Applicant's Application, any action taken with regard to Applicant's Application, or any decision related to the Applicant's Application.

If the Applicant is awarded a Grant, he or she understands that the Foundation requires all Cosmetic Surgery Foundation Research Grant awardees to submit the results of their Research Projects to the American Journal of Cosmetic Surgery (AJCS), who holds right of first refusal in publication.

- If the Applicant is awarded a Grant, Applicant and the Principal Investigator shall abide by the terms, conditions, representations, warranties, and agreements outlined in this Application and those contained in the Research Grant Agreement.

I hereby certify the information contained in this Application is true and correct and that I am authorized to execute this Application on behalf of the Applicant.

Applicant's Signature: _____

Applicant's Printed Name: _____

Title: _____

Date: _____

I hereby certify the information contained in this Application is true and correct and that I am authorized to execute this Application on behalf of the Principal Investigator.

Principal Investigator's Signature: _____

Principal Investigator's Printed Name: _____

Title: _____

Date: _____

CSF Use Only

Received by the CSF on:

Date:

Name:

Reviewed by CSF:

Application complete:

Date

Name

Application incomplete:

Date

Name

Return to Applicant:

Date

Name

Reviewer #1

Date

Name

Reviewer #2:

Date

Name

Reader:

Date

Name

Alternate:

Date

Name

Distributed to REC:

Date

Name

Reviewer #1 Score:

Reviewer #2 Score:

Reader Score:

Average Score:

Summary Review: YES

NO

Pulled from Summary Review List:

YES

NO

Summary Review Letter Sent:

Date

Name

REC Final Score:

Rank

Date

Name

Application Rank:

Rank

Date

Name

REC Grant Award

Recommendation

Amount

Date

Name

Board of Directors

Determination

Amount

Date

Name

Application Feedback

Package Sent:

Date

Name

Grant Award Package Sent:

Date

Name

Executed Grant

Agreement Received:

Date

Name

President, Cosmetic Surgery Foundation for Education, Research, and Patient Safety, Inc.

Date



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