

PRESIDENT

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SECRETARY/TREASURER

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GUIDELINES FOR ENDODONTIC RESEARCH GRANTS

APPLICATIONS CLOSE 30 MAY

The Australian Society of Endodontology Inc. (ASE Inc) is offering grants for endodontic research projects each year. The following information is provided to assist applicants in the preparation of a grant application.

1. ALL applicants must be financial members of the ASE Inc, during application and during the course of the research. Funding will cease or be withdrawn if ASE Inc membership lapses during the course of the research.

Research Grants are allocated in two categories and applicants must indicate on their application one category of the research grant for which they are applying. The categories are:

(a) Post-Graduate Student Research Grants

To be eligible for one of these grants, the applicant should be a post-graduate student currently enrolled in a Master's or higher degree program at an Australian university dental school.

(b) General Research Grants

All ASE members are eligible for the General Grants. First preference for this category will be given to applicants who are not eligible for the Post Graduate Student Research Grants.

2. All applications must be concise and they must be made in the manner and order described in the attached "Guidelines for Application". Any queries should be directed to the ASE President before completing the application.
3. An electronic copy of the application should be sent to the Federal Office of the ASE Inc. Please note the contact details for the ASE Secretary/Treasurer are:

ASE Federal Secretary/Treasurer
E MAIL: asefederal.sec@gmail.com

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4. All applicants should read and sign the enclosed "Terms and Conditions" for the ASE Endodontic Research Grants and the form of indemnity before completing their application. The signing of the conditions does not imply that a Grant has been awarded and will only be valid and binding if a Grant is awarded. The submission of the signed application will imply that the applicant(s) will acknowledge and accept the "Terms and Conditions" if a Grant is awarded.

5. Applications should contain ALL necessary information, including other funding applied for and approved for the project in application, to allow application to be assessed by the ASE's Research Grants Advisory Committee without reference back to the applicant. Failure to supply any details will delay processing of the application and/or may result in the application being rejected.

6. In general, projects will be assessed on the basis of scientific merit. However applicants should be aware that preference will be given to those projects which have some direct relevance to the clinical practice of endodontics. No projects will be considered for funding unless the applicant can show evidence that the project protocol is feasible - this does not necessarily mean the presentation of pilot study details or data.

The Society's Research Grants Advisory Committee will assess the following aspects of each application: the relevance of the project to endodontics, the research methodology, the criteria for the evaluation of results, and the proposed budget/costs. If necessary, the Committee may seek further advice from other experts in the proposed area of research.

7. The amount allocated to successful applicants will depend on the quality of the application and on the funds required to complete the project. In general, Grants will be allocated to those projects considered by the Research Grants Advisory Committee to be the best, and which are more likely to be completed with the research grant assistance provided, rather than be spread evenly over a larger number of projects.

In the event that an application for funding is unsuccessful, the Research Grants Advisory Committee may, at the discretion of the ASE's Federal Executive, forward to the applicant a brief summary of any problems noted with the proposed research protocol.

8. Larger projects will not be partly funded unless the applicant can show that sufficient funds are available from other sources to enable completion of the project within the prescribed time allowed for the ASE Endodontic Research Grants (ie 24 months from the date of awarding the Grant).

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9. Where equipment costing in excess of \$1,000.00 is applied for, applicants should give some indication as to whether this equipment is to be used in future projects.

10. A written report **MUST** be provided to the ASE's Executive **WITHIN TWO MONTHS** of the completion of the project. This report should be in a form that is suitable for publication in the Society's Australian Endodontic Journal - the Journal's "Guidelines for Contributors" are published in every issue. Successful applicants will be encouraged to submit a manuscript regarding the project for publication in a reputable international refereed endodontic, dental or scientific journal.

The Australian Society of Endodontology Inc. must be acknowledged as a source of funding in any publication or other presentation of the research project.

11. The applicant(s) by submitting their application for an ASE Endodontic Research Grant acknowledge(s) and accept(s) the absolute discretion of the ASE Inc. to decide which project(s) will receive Research Grants, the size of those Grants, and the Society's absolute discretion in using whatever means, methods and criteria it considers appropriate to make such decisions. The applicant(s) also agree(s) she/he/they will not, and will have no right to, challenge such decisions of the Society.

12. The closing date for applications each year is **30 May**.

13. Late applications will **NOT** be considered.

14. All applications will be treated in a strictly confidential manner by the ASE Executive and the ASE's Research Grants Advisory Committee and by any other person involved in the assessment process.

Where included in this document, "ASE", "ASE (Inc)", or the "Australian Society of Endodontology" refers to the Australian Society of Endodontology Incorporated.

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ENDODONTIC RESEARCH GRANTS – GUIDELINES FOR APPLICANTS

THE APPLICATION CONSISTS OF 3 PARTS.

THE APPLICATIONS MUST USE THE FOLLOWING OUTLINE:

Cover Page - Applicant's name, title of project, type of grant applied for (General or Postgraduate)

Part I – Personal Particulars

Full name.

Addresses, telephone numbers (both home and work), email and fax number (if applicable).

Date of birth.

Qualifications.

Current employment position.

Previous employment.

Previous research experience.

Proposed supervisor (if applicable).

Names, addresses, telephone and fax number of two referees.

Part II – Protocol

Proposed commencement and completion dates.

Where research is to be carried out.

Source of any additional funding.

Title of research project.

Brief description of project.

Detailed description of the project - not to exceed 4 pages and should include:

- an introduction summarising the relevant literature in a few paragraphs
- the aims of the project
- detailed descriptions of the materials and methods to be used
- how the results will be analysed.

Detailed list of proposed expenditure/budget.

Amount of money applied for.

Other sources of funding.

The applicant must sign and date the application.



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The successful applicant, if undertaking clinical trials, must sign a form of indemnity and have current malpractice and public liability insurance.

The supervisor (if applicable) must also sign the application and state that he/she is prepared to supervise the applicant, has approved the proposed project, all necessary approvals including that of the applicable ethics committee have been obtained and the relevant institution is willing to allow the applicant to use its facilities and co-sign the form of indemnity for clinical trials (if applicable). If a clinical trial is proposed, in addition to the ASE indemnity form, a patient authorisation form which all participating patients must sign, must be enclosed.

Part III - Completed Terms and Conditions

The terms and conditions below are to be signed, scanned and returned with the application.

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ENDODONTIC RESEARCH GRANTS

TERMS AND CONDITIONS

The ASE (Inc) Endodontic Research Grants are awarded under the following Terms and Conditions:

1. The research project must be completed within 24 months of the granting of funding. Applicants must advise the ASE President if the project is likely to take longer than 24 months to complete.
2. Should a project not be completed within the specified time, then the recipient must apply in writing for an extension of time giving reasons for the delay in completion of the project. Failure to do so will result in cessation of funding.
3. Where research projects extend for more than 12 months, an interim report must be provided to the ASE President who will then forward the report to the Chairperson of the Research Grants Advisory Committee. The deadline for the submission of this interim report is 12 months following the date of notification of allocation of the Research Grant. The content of the interim report will depend to some extent on the type of research project that is being funded. However, the report should include sufficient information about the current status of the project to enable the ASE Executive to assess whether the project is continuing in a satisfactory manner. Where there is a supervisor involved with a project, the report should also include a declaration by the supervisor that the project is continuing in a satisfactory manner.
4. If the project is found to be not workable, or if the applicant does not proceed with the project, all unspent funds must be returned immediately to the ASE Office. An explanation as to why the project ceased, as well as a detailed account of moneys spent, should accompany the returned money.
5. The funds must not be applied to any other project without first seeking the permission of the ASE President. In general, the application of funds to different projects will not be permitted.
6. All recipients of ASE Endodontic Research Grants must provide a written summary of the research project (including some illustrations if possible) to the ASE President within 2 months of the completion of the project. The summary

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should be in a form that is suitable for publication in the Australian Endodontic Journal. (Note: guidelines are published in each Journal).

NOTE: Publication of a report in the Australian Endodontic Journal does not preclude the recipient from publishing a full report in a refereed international dental journal. The policy of the ASE is to encourage full publication of all projects funded by the Society.

7. The Endodontic Research Grant will be paid to the recipient in two instalments, unless otherwise notified and at the discretion of the ASE Executive. The first instalment of 75% of the total will be paid at the beginning of the project and the remaining 25% will be withheld until the final written summary (as per Condition 6) is received by the ASE President.

8. All items of equipment fully funded by an ASE Research Grant and which cost more than \$1,000.00, will remain the property of the ASE and these items shall be marked to signify ownership by the ASE. Such equipment may be required in due course for projects at other institutions and must be made available upon request from the ASE President. Transport of the equipment should be undertaken with due care, either to the ASE office or to the destination as directed by the ASE, and in prior consultation with the ASE. The transportation will usually be at the expense of the ASE.

9. The institution at which the research is undertaken will be responsible for any equipment supplied under this Grant, and for its maintenance and upkeep. Equipment returned to the ASE must be in suitable working order. Failure to adequately maintain the equipment in working order may prevent the final instalment of the Grant.

10. The Grant recipient and the supervisor, where applicable, will sign the attached form of indemnity and have current malpractice and public liability insurance. If the supervisor changes, the ASE must be informed immediately and the new supervisor must sign the indemnity form and have current malpractice and public liability insurance. The acceptance of informed consent by the participating patient(s) should be made available to the ASE.

11. Where pecuniary interests arise from the results of any research funded by the ASE, then the interests of the ASE must be considered in any future patents or commercial ventures. The interests of the ASE shall be in direct proportion to its contribution to the total costs of the research and any money received by the ASE will be reallocated to future research.



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12. Any commissions or royalties earned by investigators funded by the ASE will be taken into consideration if further applications are made for funding by the same researchers.

13. Any public presentation or any publications in a journal or newsletter (including the ASE's Australian Endodontic Journal) must acknowledge that the project was funded either wholly or partially by the Australian Society of Endodontology Inc and such acknowledgements should adhere to the following format:

“This research was supported by (in part by) a research grant from the Australian Society of Endodontology Inc”.

14. Failure to comply with the terms and conditions will preclude the institution, supervisor and applicant from applying for ASE research grants for the next 2 years.



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In submitting this application I hereby agree to abide by the above "Terms and Conditions" for the ASE Inc's Endodontic Research Grants.

Signed (by recipient of award): _____

Printed name: _____ Date: _____

For Post Graduate Student Research Grants:

I hereby agree to supervise the above named post graduate student for the research project for which application for the ASE Inc Endodontic Research Grant has been made. I will also ensure that the above "Terms and Conditions" are adhered to and, on behalf of the University, I undertake to provide facilities for this project and to maintain any equipment purchased with this Grant.

Signature of Supervisor:

Printed name: _____ Date: _____

Position/title: _____

University: _____ Department: _____

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