**ICOM Mentored Research Grant Program**

**Application and Guidelines**

Objective

The objective of the Idaho College of Osteopathic Medicine’s (ICOM) Mentored Research Grant (MRG) program is to facilitate student research and scholarship during osteopathic medical school by working with an ICOM faculty mentor. Grant support provides up to $3,000 of supplies and materials directly relevant to the research and up to $3,000 (in 200 hours) in wages. Students who wish to apply must identify an eligible ICOM faculty member who agrees to mentor the proposed research project. Students then must complete and submit both a Letter of Intent and a full application by the deadlines stated below. The application will detail the proposed research project. Faculty mentors are encouraged to mentor students in proposal writing but the ICOM student must complete the application using his/her own words. This policy outlines the procedures involved in seeking and obtaining this funding.

**Note to Students**: Students who earn wages are considered employees of ICOM. Wages are taxable income and students will receive a W-2 at the end of the calendar year. Students should note that taxable income may affect financial aid.

Eligibility

1. All full-time ICOM students who have successfully passed all coursework (with or without remediation) and are not required to remediate a course are eligible to apply for and receive funding.
2. Students are required to work with a mentor who will supervise the work. All full-time biomedical sciences and clinical faculty members are eligible to mentor a student. Part-time, adjunct, and visiting faculty and staff are not eligible to mentor a student.
3. Students must commit to the proposed research project for 200 hours, preferably during the summer months when school is not in session. Students must follow all applicable labor laws, including not working more 40 hours a week. Students will be expected to complete training and other requirements as established by the research committee.
4. Students may apply for only one award in an academic year.
5. A group of students may apply for a grant. The total of $3,000 for supply and materials and $3,000 for wages apply to the project and not as individual awards.
6. Mentored research grants are initially awarded on a conditional basis, pending the successful completion of coursework. Students who are conditionally awarded a grant and then are later required to remediate a course will forfeit unspent funds for supplies and materials and unworked hours. If a group of students submits an application, the Research Committee will determine whether required remediation by one or more students invalidates the grant.
7. Scholarly activities as defined in the ICOM Faculty Manual and in keeping with the ICOM Mission may be funded contingent on availability of funding. Proposals emphasizing academic degree work, curriculum development, or professional development are not eligible for support.
8. Applicants who receive MRG awards are expected to present at the annual Research Day.
9. Students must submit a Letter of Intent by the deadline stated below.

Deadlines for Submission

Grant submission is a two-step process. The first step is to submit a Letter of Intent by the due date of January 15 or as announced by the Chair of the Research Committee. Comments on the Letter of Intent are expected to be returned by February 1 or as announced by the Chair of the Research Committee.

After incorporating comments from the Research Committee, applicants should submit the full grant submission by March 15 or as announced by the Chair of the Research Committee. If the deadline falls on a weekend, proposals will be due the following business day. Completed proposals must be submitted no later than 5:00PM.

Submission

Letters of intent and completed grant requests are to be submitted by the student(s) to the Chair of the Research Committee. An email confirming receipt will be sent to the submitting student.

Submission of Subsequent Proposals

Students who are awarded an initial grant under this program may apply for a subsequent award in a later academic year, dependent on the Final Report (as defined below) being successfully completed by the appropriate deadline, a presentation given at the annual Research Day, and the previous faculty mentor providing a recommendation.

Award Amount and Award Criteria

The maximum funding offered per application is $3,000 for supplies or materials directly related to the research and $3,000 in wages, paid at an hourly rate of $15/hour (200 total hours). If multiple students are listed on an application, they must determine the number of hours each will spend on the project, up to a total of 200 for the proposal. Awards will be granted based on merit criteria developed by the American Association of Colleges of Osteopathic Medicine. Table 1 provides an overview of the award criteria; the full criteria are available on the ICOM website.

Table 1: Award Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Potential Scores** | | | **Possible Points** |
| General Presentation | Needs Improvement (1 pt) | Adequate (2 pts) | Exemplary (3 pts) | 3 |
| Study Rationale | Needs Improvement (3 pts) | Adequate (6 pts) | Exemplary (10 pts) | 10 |
| Methods | Needs Improvement (3 pts) | Adequate (6 pts) | Exemplary (10 pts) | 10 |
| Significance | Needs Improvement (1 pt) | Adequate (2 pts) | Exemplary (3 pts) | 3 |
| Genesis of idea for research project |  |  | Solely by student (3 pts) | 3 |
|  |  |  | Total Points Possible | 29 |

Grant Period

If a grant is successfully funded, the funding period will begin on the first business day after the spring semester and continue for up to 30 days before the application deadline in the following academic year.

Materials and Supplies

Funds awarded must be utilized as outlined in the budget and justification submitted with the grant proposal. Only direct costs are eligible (e.g., supplies, equipment rental, materials, etc.). Construction costs, travel, CME credits, conference registration fees, yearly subscription fees, professional membership dues, poster printing, and other indirect costs are not permitted. For inquiries regarding faculty or student travel to a conference for scholarly purposes, contact the Chair of the Research Committee.

Review & Approval

The Letter of Intent should include the following items and be limited to two pages: Student name, ICOM faculty mentor, summary statement of project, student qualifications to perform research, research question, study rationale, and an overview of the proposed study methods.

The proposal for the full submission must be approved by the student’s faculty mentor through a signature on the cover letter before it is submitted to the Chair of the Research Committee. The Chair will review the application and disperse to voting committee members—including the Chair—and when deemed necessary to other faculty with expertise in the field of investigation. Committee members who consider themselves unqualified to score a proposal may request to be excused from voting. Committee members will be excused from evaluating submissions for which they serve as a faculty mentor or any other submissions that pose a conflict of interest. The reviewers will submit comments and their evaluation to the Chair according to the descriptions in the Award Criteria. The Chair will calculate an overall average score for each proposal. Proposals scoring an average below the criteria for Adequate (16 points) will not be funded. The Chair will then select the remaining proposals for funding by rank and availability of funding. The Chair will return an evaluation and final decision of the proposal to the applicant within six weeks following submission. Applicants not selected for funding will be provided an appropriate explanation.

Compliance Requirements

Approval by review boards (ICOM Research Committee for all projects, Institutional Review Board for human subjects research, and Institutional Biosafety Committee for laboratory research) is required prior to project initiation and release of funds for all research conducted by ICOM biomedical and clinical faculty, staff and students, regardless of the location at which the research is conducted. Students will not be permitted to serve as principal investigators.

End of Award Requirements

The student will be responsible for monitoring research progress and providing a Final Report to the Chair of the Research Committee. This report must be submitted by the completion of the grant period. Projects with positive outcomes may result in submission of publications and external presentations. Failure to complete the research project (as determined by the faculty mentor), submit the Final Report, or present the research at the annual Research Day is grounds for ineligibility for future research and travel funding and/or participation in additional research projects. All equipment remaining after the completion of any project financed with an ICOM MRG award will become the property of ICOM and will be required to be available for use in the faculty mentor’s department. If the student leaves the institution before completing the project, another student may request the faculty mentor and Research Committee to assume responsibility for the project or the faculty mentor may spend any remaining funds for items as defined in the grant proposal. No additional salary or wages will be provided to the faculty mentor.

Following completion of the project, the Final Report will be due as described above. All students and the faculty mentor must sign off on this document. The Final Report to be submitted should include the following:

*Final Report*

The written report must state the research objective, describe details of activities completed, and summarize conclusions drawn. It includes accomplishments, funds expended, and any future work, presentation, or publications that may result. A copy of any publication resulting from the ICOM MRG program should be submitted with the Final Report or when first available. Recipients must acknowledge that support for their research was made available in whole or in part by the ICOM MRG.

Copyrights and Patent Rights

All intellectual property developed as part of a funded project will be governed by the policies of ICOM.

**Preparing the Application**

It is important that the applicant follow the required format and guidelines below for proposal preparation. Well-written, concise proposals that clearly describe the research are more likely to receive favorable consideration. The faculty mentor should review the application before submission. The application should be provided in a single PDF.

Section 1: Cover Page (*form provided on page 5*)

Section 2: Abstract

200 word abstract of the proposed project, including its scholarly significance, rationale, aims, and potential for future research/practice.

Section 3: Methods

A detailed description of the proposed project contained in no more than two pages. Study context and implementation should be carefully described. The description includes the activities to be completed by the student, the role of the faculty mentor, the genesis of the research idea, and a detailed timetable.

Section 4: Budget

Detailed budget and budget narrative. Requested funds cannot exceed $3,000.

**Idaho College of Osteopathic Medicine**

**Mentored Research Grant Cover Page**

1. Project title:

2. Date:

3. Student information: [if more than one student, add information for each]

Name:

Class:

E-mail address:

4. Budget requested for supplies and materials: $ [maximum amount is $3,000]

5. Distribution of hours: [only complete if multiple students are applying on the same proposal, with a maximum of 200 total]

6. Signatures:

The undersigned certify that all information in this proposal is accurate, and that this proposal is submitted with the approval of the faculty mentor, and that ICOM will execute a grant agreement if a grant is awarded.

Student

Student 2 (if applicable)

Additional Students (if applicable)

Faculty Mentor

*Send completed forms to: Dr. Todd Coffey,* [*tcoffey@idahocom.org*](mailto:tcoffey@idahocom.org)