



ADHA Institute for Oral Health

“Leading the way through professional excellence in dental hygiene education and research.”

Research Grant Guidelines & Application SAMPLE ONLY

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ADHA Institute for Oral Health RFP Program

Application Guidelines

1. General Information

Applications will be accepted from eligible participants and directed to The American Dental Hygienists' Association Institute for Oral Health (ADHA Institute) Research Grant Review Committee for review and evaluation. The earliest possible funding date will be July 1.

Students may apply under the separate category "Student Investigator." Student Investigators are defined as having either part-time or full-time enrollment in an accredited program. Students may be studying at the undergraduate or graduate level and must conduct research in dental hygiene that is relevant to the mission of the ADHA National Research Agenda. A faculty member is required as a secondary Principal Investigator or faculty advisor for all student applications.

Research Grant applicants **MUST** follow the format outlined in Part B of section 9, under the heading "Application Procedure." The ADHA Institute reserves the right to refuse to consider applications which are incomplete in any respect or which are received after the deadline set by the ADHA Institute.

2. Eligibility

Eligibility for application to The ADHA Institute Research Grant Program requires that:

- A. The Principal Investigator be a licensed dental hygienist or a student and a professional or student member of ADHA.
- B. An ADHA Institute Research Grant Application be completed and a proposal submitted according to the guidelines specified herein.
- C. Projects that are in progress may be considered for funding as long as they meet the criteria for approval, including recommendations for resubmission.
- D. Current ADHA Institute Board of Directors and ADHA Board of Trustees Members may not apply to the research grant program. In addition, members of the Research Grant Review Committee may not apply as Principal Investigators, but may do so in another capacity (i.e. secondary investigator, mentor, etc.). However, they may not be involved in the review process for that proposal.
- E. A Principal or Secondary Investigator who has not met the deadline for submitting interim or final reports from a previous grant is ineligible for future funding.

3. Purpose

The ADHA Institute Research Grant Program provides guidance for the research process and financial assistance on a competitive basis to dental hygienists who wish to implement research in dental hygiene. The general purposes of the program are to:

1. Promote the oral health of the public by improving dental hygiene education and practice.
2. Advance dental hygiene through the discovery and application of knowledge.
3. Develop and expand upon the dental hygiene body of knowledge.
4. Promote the delivery of quality oral healthcare.

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4. **Priorities**

Grant proposals must fall within the [National Dental Hygiene Research Agenda](#).

Research priorities are driven by the ADHA Strategic Plan. Based on the ADHA's Conceptual Research Model and Strategic Plan, below are the 5 priority areas that researchers are encouraged to investigate:

1. Differences between baccalaureate and associate level educated dental hygienists.
2. The impact of dental hygiene mid-level practitioners on oral health outcomes.
3. Development and testing of conceptual models distinct to dental hygiene that will guide education, practice and research.
4. Efficacy of preventive interventions across the lifespan including oral health behaviors.
5. Patient outcomes in varying delivery systems. (This may include cost effectiveness, workforce models, telehealth, access to care, direct access etc.)

Focus on these priorities has the potential to accelerate the pace of the profession's transformation and to improve the public's oral and overall health. Within these priority areas are research questions to be asked and answered that will impact the future of the profession and the direction of ADHA. Investigators are strongly encouraged to consider how their research might contribute to these priority areas.

5. **Allowable Expenses**

Allowable expense items include materials necessary to conduct the project. Specific administrative costs identified with project activities may be included in the proposed budget (e.g., computer time, statistical consultation, secretarial support, research assistants). Travel costs will only be funded to ADHA's Annual Conference for the purpose of presentation. The purchase of equipment will only be funded in exceptional circumstances. The applicant is encouraged to petition the sponsoring institution to provide overhead costs as an in-kind contribution. *The ADHA Institute for Oral Health does not fund overhead or indirect costs, except in exceptional circumstances where funding may be to a maximum of 15%. If the institution prohibits waiving of indirect costs, that policy must be submitted. Indirect costs are defined as costs that are not directly accountable to the project.*

6. **Research Involving Human Subjects**

Researchers are entrusted with an essential role in assuring the adequate protection of human subjects. In activities they conduct or which are conducted under their direction, they have a direct and continuing responsibility to safeguard the rights and welfare of the individuals who are or may become subjects of the research. For research conducted in institutional settings, researchers must submit, with the application, documentation that the research has received approval from the appropriate institutional committee charged with assuring compliance with federal, state and local law concerning the conduct of research involving human subjects. Additionally, all researchers must include in the proposal plans for collection and analysis of data that demonstrates provisions for confidentiality or anonymity of respondents and a copy of the consent form(s).

7. **Research Involving Animal Subjects**

Researchers are entrusted with an essential role in assuring the humane care and use of animals. In activities they conduct or which are conducted under their direction, they have a direct and continuing responsibility to see that animals are adequately cared for, treated, and used. The researcher must submit, with the application, documentation that the proposal has received approval from the appropriate institutional committee charged with assuring compliance with federal, state and local law concerning the conduct of research involving animal subjects.

8. **Publishing Rights Agreement and Publication Process**

Along with the application, researchers must sign and submit the ADHA Institute Publishing Rights Agreement which becomes effective if a grant is awarded.

The Publishing Rights Agreement grants the ADHA Institute the right of first refusal to publish all such works as outlined in the Agreement **and** the right to be acknowledged for its financial assistance in all subsequent publications.

A manuscript will be submitted to the *Journal of Dental Hygiene* for publication subject to acceptance through the standard review process. Further, the ADHA Institute retains non-negotiable rights to the data obtained by the study. Rationale submitted by the author for publication in another journal will be considered by the Research Grant Review Committee and the ADHA Institute Board.

9. Application Procedure

- A. Submit a research proposal electronically not to exceed 30 double-spaced, numbered pages. The 30 pages include application materials as defined in Part B, exclusive of attachments or addenda. For references on the development and writing of a scientific research proposal, researchers may consult the following:

Aday L. *Designing & Conducting Health Surveys*. San Francisco: Jossey-Bass; 1989.

Chow SC, Liu JP. *Design and Analysis of Clinical Trials: Concepts and Methodologies*. Toronto: John Wiley and Sons Inc; 1998.

DePoy E, Gitlin L. *Introduction to Research – Multiple Strategies for Health and Human Services*. St. Louis: Mosby; 1994.

Fawcett J, Downs F. *The Relationship of Theory and Research*. 3rd ed. Philadelphia: F.A. Davis Company; 1999. Lyons K, Gitlin L. *Handbook for Prospective Investigators*. 1994.

Lyons K, Gitlin L. *Successful Grant Writing for Health and Human Service Professionals*. New York: Springer Publishing Company; 1996.

Patten M. 4th ed. *Understanding Research Methods*. Los Angeles: Pyczak Publishing; 2004.

Portney L. *Foundations of Clinical Research – Applications to Practice*. Upper Saddle River: Prentice Hall; 2000.

- B. The research proposal **must include** and **be ordered** as follows:

Title: Provide a title that is descriptive and specific, rather than general. The title should directly describe the project.

Investigator(s). Indicate the principal investigator. Designate the category of “student” or “faculty” for each Investigator. Describe the roles and credentials of each investigator and collaborator.

Table of Contents: List all components of the proposal and their page numbers.

Problem Statement: Provide a statement describing the problem to be investigated. The problem statement generally will focus upon the relationship between two or more variables.

Research Hypotheses/Research Questions: The hypothesis should predict the outcome of the study variables. The research question will be stated in the interrogative.

Specific Aims/Relevance: Provide the objective(s) or purpose(s) of the study. Describe concisely and realistically what the specific research is intended to accomplish.

Background & Significance: Describe the background of the present proposal by critically evaluating existing knowledge in the literature. Cite only the most pertinent and current works using the citation style established by *Journal of Dental Hygiene*. Describe the significance of the project by specifying the gaps that the project is intended to fill. State concisely the importance or relevance of the intended research to the specified RFP topic.

Research Design and Methods: Discuss in detail the design of the project and the procedures planned for accomplishing the research. Define any terms or variables which are specific to this project. Include the timetable for conducting the study. Describe target populations, sampling method(s), design limitations, patients/subjects, study groups, and treatment of drugs/devices. Include a detailed description of all data collection procedures including instruments and assurance of their validity and reliability. Data collection instruments must be included in an Appendix.

Data Analysis: Include the variables for analysis, method(s), and test(s) used for statistical analysis.

Project Impact: Clearly state and defend the impact of the project on the advancement of the dental hygiene profession. Include documentation as to how the research findings will be shared, the dissemination of the results, and the potential to publish or present.

Detailed Budget and Justification: List and justify each line item. In addition to itemizing direct costs, denote in-kind support and institutional requirements for indirect costs.

Human Subjects: Provide assurance of the protection of human subjects. Include IRB approval and consent forms as appropriate. In some instances it may be necessary to provide plans for receiving IRB approval.

Literature Cited: Provide a citation for all literature referenced in the proposal. Use format described in ‘Guidelines to Authors’ in the *Journal of Dental Hygiene*.

Biographical Sketch: Provide a biographical sketch of all investigators. This narrative description should take the form of that required by the National Institutes of Health (NIH). A sample, template and instructions be found on the ADHA Institute website on the “Institute for Oral Health Research Grant Application” page: <http://www.adha.org/ioh-general-rgs-application>

C. Guidelines for evaluation of grant proposals, including specific criteria for each of the required sections, are listed below: **(For Informational Use Only, Do Not Complete)**

Review of the Basic Elements

1.	Is the Principal Investigator a licensed dental hygienist or a student pursuing a dental hygiene degree?	Yes	No
2.	Do the investigators and collaborators appear to provide the necessary expertise for the project?	Yes	No
3.	Does the proposal legitimately address the mission of ADHA or the ADHA National Research Agenda?	Yes	No
4.	Does the title of the proposal accurately represent the research project?	Yes	No
5.	Has the process of obtaining Institutional Review Board approval been initiated?	Yes	No

Review of the Research Plan

The Research Plan will be reviewed and rated utilizing the following criteria:

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

Form and Style

1.	The proposal includes all required elements	1	2	3	4	5
2.	The reference list follows the JDH format	1	2	3	4	5
3.	The proposal contains no typographical or grammatical errors	1	2	3	4	5
4.	All required materials are in the correct order	1	2	3	4	5

Problem Statement, Hypotheses, Research Question(s), Specific Aims/Relevance

1.	The statement of the problem is clearly stated	1	2	3	4	5
2.	The statement of the problem is relevant to the ADHA mission/research agenda	1	2	3	4	5
3.	The relevance of the problem to the ADHA mission and national research agenda is appropriately defined	1	2	3	4	5
4.	The hypotheses/research questions are stated in observable/measurable terms	1	2	3	4	5

Background and Significance

1.	The literature review presents the background of the present proposal	1	2	3	4	5
2.	The literature review critically evaluates existing knowledge	1	2	3	4	5
3.	The gaps in knowledge that this study will address are identified	1	2	3	4	5
4.	The review provides a basis of support for the hypotheses and/or	1	2	3	4	5

	research questions					
5.	The significance of this particular study has been documented	1	2	3	4	5
6.	The literature review appears complete and up-to-date	1	2	3	4	5
7.	The literature review is free of misinterpretation of information	1	2	3	4	5
8.	The literature review is logically developed	1	2	3	4	5

Research Design, Methods, and Data Analysis

1.	The research design is appropriate to study the research problem	1	2	3	4	5
2.	The research design controls for extraneous variables and threats to validity	1	2	3	4	5
3.	The sample is representative of the target population	1	2	3	4	5
4.	The sample size is adequate	1	2	3	4	5
5.	The description of how the sample was derived is clearly stated	1	2	3	4	5
6.	The sampling procedure is appropriate (free of sampling error or bias)	1	2	3	4	5
7.	The inclusion and exclusion criteria have been identified and are appropriate	1	2	3	4	5
8.	The procedures are described in detail to allow for replication	1	2	3	4	5
9.	The assignment of subjects to groups/treatments is appropriate	1	2	3	4	5
10.	The instruments used are valid for the purpose of the study and sample	1	2	3	4	5
11.	The reliability is assumed in the data collection process	1	2	3	4	5
12.	Potential difficulties are anticipated and addressed	1	2	3	4	5
13.	There is a feasible time line for completion of the study	1	2	3	4	5
14.	The statistical tests are clearly described for each hypothesis/research	1	2	3	4	5

10. Funding Deadline

The ADHA Institute for Oral Health has one deadline for submission of proposals: **February 28**. Any proposals received after February 28 will not be accepted. If the deadline falls on a weekend, all proposals must be received the Monday immediately following the 28th.

11. Recommendations for Funding

All grant applications will be reviewed by the Research Grant Review Committee and given a recommendation regarding funding:

Approval for Amount Requested	Conditional Approval
Approval for Reduced Funds	Recommend Resubmission
Approval for Increased Funds	Disapprove

12. Procedures for Proposal Selection

IOH staff will blind all completed proposals. At that time, applications are sent to committee members for review.

1. Each member of the Research Grant Review Committee will independently score the proposals based on the stated criteria. The Committee will consider each proposal and determine funding designations. Evaluation of the review criteria will be used as a guideline in the decision process. The funding designations of the Committee will be recommended to the ADHA Institute Board of Directors for approval.
2. In some cases, funds will be awarded contingent upon receipt and approval of additional information requested by the Research Grant Review Committees as recommended to and approved by the ADHA Institute Board of Directors.
3. Candidates will receive an evaluation of the proposal from the Research Grant Review Committee.
4. Letters of support are not required and will not be considered in the review process.
5. All decisions of the Research Grant Review Committee and The ADHA Institute Board of Directors are final and not subject to review.

13. Payment of Grant Funds

All grant awards from the ADHA Institute for Oral Health are payable to the applicant's institution. The average funding date will be July 1st. Awards customarily range from \$1,000 to \$10,000. Projects requesting more substantial funding will be considered, contingent upon available funds.

14. Grant Recipient Requirements

During the Research Grant funding period, **recipients must adhere to the following:**

1. The ADHA Institute Publishing Rights Agreement must be observed.
2. An ADHA Institute Annual Progress Report must be submitted each January 15th during the duration of the project following receipt of funding. Annual Progress Report forms can be downloaded from the Research Grant section of the ADHA Institute website and will also be mailed to each Primary Grant Recipient.
3. A final report must be submitted to the ADHA Institute within three months of the stated completion of the investigation. Included as part of this report will be a final budget, detailing grant fund expenditures and signed by an institutional representative. Grant funds that have not been spent according to the budget approved by the ADHA Institute must be returned to the foundation. (All budget changes throughout the duration of the project must be approved by the ADHA Institute Research Grant Review Committee.)
4. Recipients are allowed to present research findings at scientific sessions outside of ADHA's Annual Session and publish a research abstract within that organization's publication. However, the first right of refusal for publication of the project's final manuscript rests with the ADHA *Journal of Dental Hygiene*.

Non-adherence to the above items will result in the investigator(s) being ineligible to submit future proposals. Further, grant funds may be rescinded or recovered from recipient(s).



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Sample Application Form

PRINCIPAL INVESTIGATOR _____
Last (include credentials) First MI

ADDRESS 1 _____

CITY _____ STATE _____ ZIP _____

PRIMARY PHONE _____ PRIMARY E-MAIL _____

SECONDARY PHONE _____ SECONDARY E-MAIL _____

PRESENT EMPLOYMENT

OR OCCUPATION _____
Position Institution/Organization

RESEARCH SETTING ADDRESS

NAME _____ TYPE OF SETTING _____
School/Laboratory/Office/Etc.

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP _____

TITLE OF PROPOSAL _____

SIGNATURES - By signing this document I certify that all above information is correct and that I agree to the grant terms listed within this application. Any misrepresentation on my part will result in this proposal's dismissal and may result in the inability of all applicants to submit future proposals.

Principal Investigator _____ Date _____ Secondary Investigator _____ Date _____

Secondary Investigator _____ Date _____ Secondary Investigator _____ Date _____

Secondary Investigator _____ Date _____ Secondary Investigator _____ Date _____

Secondary Investigator _____ Date _____ Secondary Investigator _____ Date _____

Institutional Representative _____ Title _____ Date _____



ADHA Institute for Oral Health RFP Program

ADHA Institute for Oral Health RFP Program Publishing Rights Agreement

I hereby authorize investigation of all statements and information contained in this application and authorize all educational institutions and any other persons or institutions to disclose such information as requested. I agree to notify the ADHA Institute for Oral Health immediately of any changes in the foregoing information.

If awarded a grant, I hereby convey to the ADHA Institute for Oral Health or its designee a perpetual royalty-free, non-exclusive license to all copyrights in all works funded by this grant and all works which contain any research generated by this project. I also agree that the ADHA Institute for Oral Health shall have a right of first refusal to publish all such works. Furthermore, I agree to submit the results from this project for publication within three years after project completion. If I fail to submit the results within three years after project completion, the ADHA Institute for Oral Health has the right to publish the project.

All subsequent research publications must acknowledge the financial assistance of the ADHA Institute Research Grant Program. I represent and warrant that all works will be my own original work, which will not infringe the copyrights or proprietary rights of anyone else. I further agree to execute any additional documents necessary to effect or document this conveyance. If I have entered into any agreement with an educational institution or other person or entity relating to copyrights in works I create, I have obtained their agreement to these terms as evidenced by the signature below mine.

Signature(s) of Grant Applicant(s):

Date:

Institution Name (if applicable):

Institution Representative (if applicable):

Date:
