

Frequently Asked Questions (FAQs) for the ACG Clinical Research Awards:

Listed below are commonly asked questions for the ACG Clinical Research Awards. The questions are divided by category:

- **Eligibility / Membership Requirements**
- **Formatting and Grant Requirements**
- **Letters of Support**
- **Budget**
- **Junior Faculty Development Award Questions**

For Technical Assistance Questions (login/grant site, etc.) please contact Cadmium directly by phone or email.

Hours: 9 – 9 EDT, Mon - Fri

Phone: (Direct) (410) 638-9239

Phone: (Toll Free) (877) 426-6323

Email: Help@ConferenceAbstracts.com

Web: www.ConferenceAbstracts.com

For Grant Content or Requirement Questions: Please refer first to the grant announcements and FAQs, as these will answer the majority of questions.

If you need further clarification after you have reviewed the FAQs and Grant Announcements, please email your question to research@gi.org.

ELIGIBILITY/ MEMBERSHIP REQUIREMENTS:

Membership:

NEW: The grant system requests your ACG member ID. To look up your member ID number, log into gi.org/membership then click “My Contact Information” from the menu on the left. Member ID is listed below Date of Birth.

Q: How do I find my ACG Member ID?

A: Follow steps listed below:

To FIND ACG MEMBER ID:

1. GO TO www.gi.org/membership
2. LOG-IN

ACG Home / My ACG Membership

MY ACG/MEMBERSHIP

- Edit/View Membership Details
- Change Email/Username or Password
- Pay Membership Dues
- ACG Activities (Committees, Boards, Journals)
- About My Practice
- Update My Contact/Address Information

My ACG Membership

Sign on with your last name and invoice number

Last Name

Invoice Number

OR

Sign-on with your ACG Single Sign-on Account

Email

Password

3. Click on My Contact Information from the menu on the left

MY ACG/MEMBERSHIP	
Edit/View Membership Details	
Change Email/Username or Password	
Pay Membership Dues	
ACG Activities (Committees, Boards, Journals)	
About My Practice	
Update My Contact/Address Information	

Membership Details

Member	First Name	Last Name
Email	research@gi.org	
Password	*****	
Date of Birth		Gender
Member ID	xxxxx	NPI Number
Date Joined		ABIM Number

4. ENTER MEMBER ID into the online application.



MEMBERSHIP VERIFICATION

Continue

Please answer the field below to continue

Q: I am interested in becoming a member, what are the deadlines for ACG membership applications?

A: For regular ACG membership (not a trainee), the deadline is: **September 7, 2018** to be considered for the October 2018 Review. The next grant review is held in January, after the grant deadline (December 7, 2018).

For Trainee ACG Membership the application process takes at least two weeks. To submit your application prior to the 2019 ACG Clinical Research Awards deadline, Trainee Member applications are due by: **November 26, 2018.**

For more information: gi.org/join-acg

Q: I just applied for ACG membership. Am I eligible to apply for the ACG grants?

A: For the Clinical Research Awards (including Pilot programs), one of the investigators must be an ACG member at the time of application. If you have just applied but have not received confirmation of your membership, you must include a co-investigator who is a member. (Typically, it takes one month to receive membership confirmation, which is separate from the confirmation you'll receive of your application for membership.)

For the Junior Faculty Development Awards and Smaller Programs Clinical Research Award, you must be a member at the time of application.

Q: I am not a member. Can I apply for the Clinical Research Award?

A: For the ACG Clinical Research Awards (including Pilot Programs), the PI can be a non-member. However, one person on the team of investigators for the project needs to be a member of ACG at the time of application, though not necessarily the PI. The ACG Member ID of one of the investigators must be entered into the Cadmium system as part of the application.

The PI may submit the grant through the online system, but is NOT required to be an ACG member.

Q: My membership lapsed. Can I re-apply for membership?

A: Please contact ACG's Membership Coordinator to discuss your options. ACG Phone: 301-263-9000.

Eligibility for Specific Grant Types:

Q: Am I eligible for the Smaller Programs Clinical Research Award?

A: You must meet these three criteria, as well as what is requested in the RFA:

1. Are you an ACG member at the time of submission? If you have just applied, but have not received confirmation of your membership, you are not eligible. (Typically, it takes one month to receive membership confirmation, which is separate from the confirmation you'll receive of your application for membership.) If your membership has expired/lapsed, contact ACG's Membership Coordinator.

2. Do you have a faculty appointment at the assistant professor or clinical instructor level, at a "qualifying academic institution?" Senior fellows may apply with a commitment in writing from the institution of a faculty position in the upcoming year.

3. Is your Institutions a "Qualifying academic institutions," which would have 15 or fewer full-time academic FTEs in the Gastroenterology and Hepatology Sections throughout the healthcare system or a pediatric program with 7 or fewer FTEs within the Pediatric department? All faculty within the system count, even if located at different hospitals (e.g., a potential applicant from an academic institution with six faculty at the VA and 10 at a university hospital would be ineligible for the program). The academic institution is defined as an institution that includes all the sites listed in the ACGME application for the site's fellowship program, or for sites without a fellowship program, all facilities where any faculty member in gastroenterology or hepatology works.

Q: If I have received a Career Award, am I eligible for the Junior Faculty Award?

A: ACG's Junior Faculty Development award is not for established investigators; rather, it's for junior faculty who are seeking to develop careers in clinical GI research. While certain NIH and career grants are specified in the grant announcement, other career awards do preclude you from applying.

Q: I received an NIH loan re-payment grant. Am I eligible for the Junior Faculty Development Award?

A: Loan repayment does not compete with this award. You are eligible to apply.

Overseas & non-USA applicants:

Q: Does ACG consider proposals based overseas, for non-USA applicants?

A: Yes, overseas projects or collaborations are eligible to apply for the ACG Clinical Research Award (including Pilot Awards). However, one of the investigators must be an ACG member at the time of application.

PhD eligibility

Q: Are non-medical doctors (PhDs) eligible to apply for this award with a co-investigator who is an ACG member?

A: In the past, the College has funded non-medical doctors (PhDs) for the ACG Clinical Research Award. There is not exclusion in the eligibility requirements.

However, the grant does require that “at least one of the investigators must be an ACG member or trainee member at the time of submission of the grant proposal.” This could be as a co-investigator, or co-PI.

Animal Studies:

Q: Do the grants allow animal studies?

A: No, ACG only funds clinical research that involves human tissue. See grant announcement:

For the purposes of these awards, patient-oriented research is defined as: (1) research conducted with human subjects, (2) research on new diagnostic and therapeutic interventions, and (3) research on material of human origin such as tissues and specimens. While research that explores mechanisms of human disease is highly encouraged, the research projects should be translational in nature; i.e., have direct applicability to clinical care. In general, studies involving animals will not be considered unless the work cannot be done in humans.

FORMATTING & GRANT REQUIREMENTS:

Q: What is the length of the award for Clinical Research Awards?

A: The Clinical Research Awards (and Pilot and Smaller Programs awards) are funded for one year. Funding begins July 1st, 2019 and runs until June 30th, 2020.

Q: Is an Institutional Signature or Cover letter required?

A: No, the grant submissions do not require an institutional signature. Additional documentation is required for applications selected for funding.

Q: Is the entire proposal compiled into a single pdf?

A: Yes, documents should be compiled into a single PDF. See grant announcement:

Applicants are required to submit a single Adobe PDF document comprising the complete grant submission. The single PDF document must be uploaded through the online application portal. This includes all required sections of the grant, in the order listed below. Format all pages with 1" margins and a font no smaller than 11 point. Type your name (last name, first name) and the name of the award in the upper right hand corner of each page, and the page number in the upper left hand corner of each page.

Q: Does the 1" margin include the applicant name/award type/ page numbers?

A: The applicant name/award type/ page numbers should be included in the header. This is not part of the 1" margin. Additional instructions are listed in the grant announcement:

Type your name (last name, first name) and the name of the award in the upper right hand corner of each page, and the page number in the upper left hand corner of each page.

Q: Does the page limit for the proposal include references, budget, biographical sketches or research support?

A: The page limit for the proposal does not include references, budget, biographical sketches or research support. However, all of the sections of the grant must be included into a single PDF document to upload to the grant system.

Q: If we are resubmitting an application, should we include a cover letter to address the changes made based on last year's reviewers' comments? Is there a place in the electronic submission process to identify this is a re-submission?

A: Yes, new this year, if it is a re-submission, you must include a cover letter at the beginning of your proposal, responding to reviewer's critiques and outlining how you have updated your application. This should be the first section of your PDF upload to the grant system (limit 2-pages).

For the online submission, there is a drop-down menu under the section Research Proposal Abstract, which asks whether this is a re-submission.

Q: Is the budget included in proposal page limit?

A: No, the budget is not included in the page limit. It is a separate section.

Q: Is IRB approval required?

A: You may include information on the IRB status in the grant application. The College understands that IRB approval requires time, and there are different requirements based on the research proposal.

If your grant is selected for funding, at that time you must either submit an IRB approval letter or letter of IRB exemption to the College before funding will be released.

Q: I am currently in “trainee status” as an advanced fellow. However, I will be starting on staff at the University by July 2019. When submitting the proposal, should I indicate “trainee” or “faculty” status?

A: Recommendation: Because you have a faculty appointment in 2018, you should declare that you are “faculty,” when applying for the 2019 ACG Clinical Research Award. If you select “trainee,” the grant submission system will prompt an approval process from your current Program Director.

The reason for this requirement is that trainees funded by the College need a “Responsible Investigator” who commits to oversee the work, ensure the final reports are made, see that funds are spent according to grant agreement, etc.

Since you will be full-time faculty at the time of the award, you can apply independently. In effect, you will be your own “Responsible Investigator” as Principal Investigator (PI).

LETTERS OF SUPPORT:

Q: Can the Institutional Commitment Letter (for the Junior Faculty Award) come from the Chair of the Department of Medicine (my department) instead of my Division Chief?

A: Division Chief and Division Director are interchangeable for the grant’s purpose.

Responsible Investigator

Q: I would like to apply for the ACG Clinical Research Award. I am currently GI Fellow. However, I will be assistant professor in March 2019. Will I need a responsible investigator?

A: As you will be an Assistant Professor during the grant period, you do not need a Responsible Investigator. However, you should indicate in the application that you are currently a Fellow. For your letters of support, please provide a letter from your GI division confirming you will have a faculty position in 2019.

Q: I am a Gastroenterology fellow applying for a pilot grant as the PI. I have obtained letters of support from my program director and co-investigators/collaborators. Do I need a letter from the responsible investigator as well?

A: The responsible investigator is required to provide certification in the grant system. A letter of support is not required; however, you may include it if you feel it will be helpful to the reviewers.

"H. Supporting Letters: Provide letters from collaborators, such as those supplying patient referrals, if applicable. Applications in which a physician in training serves as PI must be accompanied by a supporting letter from the individual's program director."

BUDGET QUESTIONS:

Q: Is the budget included in proposal page limit?

A: No, the budget is not included in the page limit. It is a separate section.

Q: Do the ACG Research Awards provide funding for indirect/overhead costs?

A: No, the ACG Clinical Research Awards do not provide funding for indirect/overhead costs. See RFA:

Include a separate section for the budget. Indicate how the funds will be allocated and justify each budget item, including facility fees if funds are requested for this purpose. Note that salary support for the Principal Investigator and Co-Investigators will not be provided. Salary support will be provided for other personnel (research nurse, computer programmer) if adequately justified. Support will be provided for supplies and equipment. In general, major equipment acquisitions are not supported. Travel and manuscript preparation costs are not supported. **Indirect costs (i.e., university overhead) are not provided.**

Q: Please explain the travel costs for the Junior Faculty Development Award.

A. For the Junior Faculty Development Award, the grantee is required to travel to the ACG Annual Scientific Meeting to present their research project during the second year of their award. The College designates \$1,500 of the budget to be allocated for this travel, as it is a grant requirement. However, please note the \$1,500 comes out of the total budget for that year.

The PI's travel will only be supported once, during year two, to report to the Research Committee. No other travel costs are supported by this grant.

Q: Are lab costs allowed for the Junior Faculty Awards?

A: Yes.

Q Are manuscript preparation costs allowed?

A. No.

JUNIOR FACULTY DEVELOPMENT AWARD Questions:

50% Protected Research Time

Q: Is the entire 50% protected research time to be devoted to the specific Junior Faculty Development Award research project?

A: Yes.

Q: Are lab costs allowed for the Junior Faculty Awards?

A: Yes.

Q: Please explain the travel costs for the Junior Faculty Development Award.

A. For the Junior Faculty Award, the grantee is required to travel to the ACG Annual Scientific Meeting to present on the progress of their research project during the second year of their award. The College designates \$1,500 of the budget to be allocated for this travel, as it is a grant requirement. However, please note the 1,500 comes out of the total budget for that year.

The PI's travel will only be supported once, during year two, to report to the Research Committee. No other travel costs are supported by this grant.

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A: For the Junior Faculty Development Awards, you must be a member at the time of application.

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