

ADMINISTRATIVE POLICIES AND PROCEDURES
FOR ARTHUR H. HUENE MEMORIAL AWARD

1. Objective:

The objective of the Huene award is to fund a research project of high quality and potential impact in the field of pediatric orthopaedics. Projects can be basic science or clinical in nature. Though past accomplishments of the investigator will be taken into account, the quality of the project will be of most significance.

2. Eligibility: See Section I. A.
3. **Deadline for Application: October 1st**
4. Period of Grant: One Year
5. Items Required:

CHECK OFF AND RETURN WITH APPLICATION:

- 100 Word Abstract
 Original (paper) Copy of Application
 CD-Rom [CD-R or CD-RW (PC format)] containing:
• ALL application materials (**Word Document or PDF file**). Any figures, tables, etc. must be part of the single Word document submitted. If a single file is not possible, please be sure to clearly identify all parts of the submission.
 Budget Justification
 Animal IRB, if applicable; Approved Pending
 Human IRB, if applicable; Approved Pending
 A member of POSNA serves as the principal or co-principal investigator.

6. Mailing Instructions:
Please Mail to:

Research Committee
Pediatric Orthopaedic Society of North America
6300 N. River Road, Suite 727
Rosemont, IL 60018

I. RESEARCH GRANTS - PROGRAM INFORMATION

A. Eligibility:

1. A member of POSNA must serve as the principal or co-principal investigator. Ph.D.'s or D.V.M.'s may serve as the principal or co-principal investigator, as long as they are working in an orthopaedic department with a member of POSNA as the co-principal investigator. There are no age requirements for applicant of the Huene Award.

B. Application Procedure:

1. Candidate must check yes on application if this is a resubmission.

2. The proposal must be single spaced. Please do not use a font smaller than 10 point, and no large than 12 point. Minimum margins must be 1/2 inch for left and right, 1 inch for top and bottom.

3. The main body of the proposal (sections A through E, see application page seven) must be limited to **six** pages. This section must be in 12 point font, with one inch margins.

C. Notification of Award

Notification will take place at the POSNA Annual Meeting.

II. INSTRUCTIONS FOR COMPLETING RESEARCH GRANT APPLICATION

A. Page 1 of attached application:

1. This is the cover sheet for the entire application. Please complete all sections.

2. The principal investigator or co-principal investigator must be a member of POSNA.

B. Page 2:

1. Please enter specific titles, departments, addresses, telephone and FAX numbers, where requested.

2. Signatures are required for principal and co-principal investigator (if applicable), other investigators associated with project, and the official authorized to sign for the institution.

C. Page 3:

1. Enter budgets for year funds are requested. At bottom of page provide justification. Use an additional page (3a) if necessary.
2. Salaries and Wages: Enter the name, percent of time on project and salary requested, as well as normal fringe benefits, i.e., pay for vacation, sick days, and holidays charged to the grant. On budget justification page state what each person will be doing. No salary can be requested for principal investigator or co-principal investigator.
3. Permanent equipment: Any major piece of equipment or apparatus costing more than \$500.00 should be itemized, and justifications made.
4. Consumable supplies: Glassware, chemicals, supplies and all expendable materials obtained from the stockroom of the institution may be grouped in this category under appropriate subheading.
5. All other expenses:
 - a. Retirement plan and Federal Insurance Compensation Act employer contributions may be charged to grants, when such contributions are the normal practice of the institution. The percentage of such costs charged on behalf of a given individual must be calculated based on the percentage of that individual's salary charged to the grant. These expenditures must be shown in this category for approval.
 - b. Up to 200 reprints, without covers, of any paper carrying the credit line "Aided by a Grant from the Pediatric Orthopaedic Society of North America" may be charged against the grant if the principal investigator so desires.
 - c. No travel funds can be charged against the grant.
 - d. No overhead or indirect costs can be charged against the grant.

D. Page 4:

Biographical sketches must be submitted for all investigators. They should not exceed two pages for each person. Please limit the information to experience relevant to the project.

E. Page 5:

(1) List facilities available at your institution. (2) List research funding relevant to this project for the past five years - include current funding. (3) List funding received for other research projects the last five years, including your own institution - include current funding. (4) List current

funding with potential overlap with this proposal. and (5) list pending grants with potential overlap with this project (grants you have applied for, but have not yet received notification).

F. Page 6:

Provide 100 word abstract with 5 underlined phrases for project summary.

G. Page 7:

1. Detailed instructions are provide in the grant application. Page limits should be strictly followed.

2. Relevance of the Project to the Mission Statement of the Pediatric Orthopaedic Society of North America.

“The objective of this Society shall be the advancement of pediatric orthopaedic surgery. This Society is devoted to the enhancement of care for children with musculoskeletal problems. Therefore, the purposes of this Society are exclusively to foster, promote, support, augment, develop and encourage investigative knowledge of pediatric orthopaedic surgery; to develop and encourage methods of prevention of disorders of the musculoskeletal system...”

H. Correspondence

Completed application and required copies should be directed to:

POSNA Research Committee
6300 N. River Road, Suite 727
Rosemont, IL 60018
FAX#: (847)823-0536
PHONE#:(847)698-1692

III. GUIDELINES

A. Fiscal Procedures and Policies:

1. Facilities to be provided by Grantee Institution:

a. Grantee institution is expected to provide all necessary, basic facilities and services. These include the facilities and services that normally could be expected to exist in any institution qualified to undertake orthopaedic research.

b. In particular, it is expected that the grantee institution will provide, whether from its own funds or from grant funds other than those of POSNA, the following, unless otherwise specifically agreed upon:

- (1) Laboratory space
- (2) Maintenance service, including maintenance, supplies and service contracts
- (3) Telephone services
- (4) Library service, including subscriptions to periodicals and the purchase of books
- (5) Laboratory furniture
- (6) Salary of principal investigator, co-principal investigator and of secretarial personnel
- (7) All travel expenses of personnel working under the grant
- (8) Worker's compensation, public liability or other hazard and special insurance
- (9) Office equipment
- (10) Employee group life, disability, medical expense or hospitalization insurance Lantern slides, color plates, etc. Hospital bed expense, nursing or related services even though used for research studies. Indirect Costs Tuition expenses of personnel on grant.
- (11) lantern slides, color plates, etc.
- (12) Hospital bed expense, nursing or related services, even though used for research studies.
- (13) Tuition expenses of personnel on grant.

2. As a matter of policy, POSNA funds may not be used for remodeling or building construction costs.

3. Ownership of the Equipment:

Equipment purchased under POSNA grants becomes the property of the institution, unless otherwise specified by the POSNA before termination of the grant or its extensions.

B. Budget Policies and Reports:

1. Reports of expenditures must be prepared every six months, be signed by the responsible financial officer, and submitted to POSNA for approval with accompanying documents. The approved financial report is returned to the financial officer with the grant payment. Expenses must be submitted by category, i.e., Salary and Wages, Equipment, Supplies, Animals, Other.
2. A twelve-month budget report shall serve as the final report for one-year grants. It should be submitted no later than sixty (60) days after the grant has terminated.
3. At expiration of grant, any unexpended balance of \$100.00 or more must be refunded to POSNA within sixty (60) days together with the report of expenditures and accompanying documentation, properly submitted.
4. Separate accounts must be maintained for each grant. These accounts, with substantiating invoices and payrolls, must be available at all times to representatives of POSNA.
5. Grantee may terminate a grant prior to normal expiration date by notifying the Foundation in writing and stating the reasons for termination. Unexpended funds must be returned to the Foundation within sixty (60) days, together with a final report of expenditures. The Foundation reserves the right to terminate grants at any time upon three months written notice.

C. Policy on Animals in Research

1. Use of animals and number requested for project must be justified by institution. If applicable, provide IRB statement from your institution's animal care committee approving use of and number of animals requested for project.
2. All animals used in research supported by POSNA grants must be acquired lawfully and be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Decisions as to the kind and sources of animals that are most appropriate for particular studies must be made by scientists and institutions. POSNA policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns and that appropriate assurances be given that NIH principles governing the use of animals are followed.

D. Policy on Human Subjects in Research

1. Use of human subjects and sample size must be justified. If applicable, IRB statements from your institution's human subjects committee must be provided. IRB approval is required for patients' X-rays.

2. POSNA grantees are entrusted to assure adequate protection of human subjects. NIH regulations regarding human subjects should be followed.

E. Policy on Transfer of Grant

If the grant has not started at the first institution and the principal investigator moves to a new institution, the grant will be canceled. The principal investigator can re-apply from the new institution for the following year's funding.

F. Policy on Changing Aims of Grant

If the principal investigator and collaborators find that the original aims of the grant cannot be accomplished, and that to continue the project substantial changes in aims or methodology must be considered, the principal investigator must write to POSNA, requesting permission to change the procedure and state the reasons for the change. The Research Committee will respond to the principal investigator.

G. Progress Report and Final Reports

1. Grantees must submit a progress report by January 1, at approximately the end of six months. This allows time to set up the project and report on the progress to date. The report should follow the principal investigators's specific aims laid out in the grant proposal. The PI should note what progress has been made toward accomplishing each specific aim. Notation should be made if there have been any problems or delays with meeting the stated objectives of the grant in the originally proposed time frame. It is extremely important that the investigator report these accomplishments.
2. Grantees are required to submit two versions of the final report to POSNA three months after termination of the grant
 - a) One version is the scientific report of the project. This report should refer to the original proposal so the reviewer can determine whether or not the goals of the research were accomplished. This mechanism will assure continuance of a quality control program that meets the highest scientific and academic standards.
 - b) The second version of the final report is to be written in lay language for general understanding of the project and would be similar to a press release.

3. POSNA reserves the right to deny additional grants to any institution where the final reports have not been submitted within six months.

H. Publication

1. POSNA encourages free publication of research findings by grantees but requires that the following acknowledgment be used as a footnote on the first page of the text:
"AIDED BY A GRANT FROM the Pediatric Orthopaedic Society of North America"

Also, when a grantee presents a paper at a professional scientific meeting, the above credit line must be included.

POSNA should be sent reprints of all papers and publications resulting from work done under a grant, even those that appear after the grant has been terminated.

POSNA imposes no restrictions on copyrighting publication by grantees.

I. Patents

1. If any patents accrue from investigations supported by grants funded by the POSNA, the POSNA reserves the right to negotiate a proportionate interest in the royalties.