

Pennsylvania Allergy Educational and Research Fund (PAERF)
GUIDELINES FOR PROJECT FUNDING

AVAILABILITY OF FUNDS:

The PAERF Committee shall meet/ teleconference in the year prior to any grants being awarded to determine the investment strategy for the following year. The PAERF account balance must meet a threshold of \$100,000 on September 1 of the year prior to awarding any grants.

ELIGIBILITY:

The following individuals are eligible to submit applications for PAERF Project funding:

1. Any member of the Pennsylvania Allergy and Asthma Association (PAAA).
2. Any fellow-in-training, resident, or medical student provided that the project is sponsored by a member of the PAAA and has approval of the division chief or department head in the institution in which the project is to be performed. In the case of office-based research it is assumed that the sponsor is involved in the practice in which the study will take place.

USE OF FUNDS:

PAERF Project applications may request up to \$10,000 to support research that can be conducted within one year. PAERF Project funding is designed for the following:

1. Pilot Project - a preliminary study to gather supportive evidence for a novel hypothesis using a limited number of subjects/observations with the goal of conducting a more rigorous test of the hypothesis in encouraging results are obtained.
2. Trainee/Student Research - to provide fellows, residents, and medical students with an opportunity to learn the process of scientific inquiry. Under the guidance of a more senior investigator, trainees and students design the study, write a formal proposal, and take primary responsibility for the conduct of the actual research project.
3. Office-Based Research - a study to provide evidence for a hypothesis based on a clinically oriented problem that would encourage collaboration of several groups to participate in gathering data. This type of project is of limited scope, short duration and minimal expense but can generate significant results (e.g., survey research, epidemiology, analysis of existing data).
4. Educational - to provide funding for continuing education in allergy and immunology, patient education, practice management, and education of allied health care providers.

APPLICATION PROCEDURES:

Applications for PAERF Project funding must be submitted by February 28. The application will be reviewed and funding will start by August 15. The elements of a PAERF Project application are:

Section 1: (Application Forms)

1. Face page (see attached)
2. Research abstract and personnel form

3. Detailed budget page (indirect costs should be included and may not exceed 20% of the direct costs)
4. Resources and environment form
5. Biographical sketch for principal investigator

Section 2: (Research Plan)

1. Specific aims (one page)
2. Significance (one to two pages)
3. Experimental design and methods (two to three pages)
4. Bibliography (one to two pages)

Section 3: (Appendix)

1. Institutional Review Board (IRB) and informed consent forms, if human subjects are involved. Studies involving only chart reviews are subject to IRB policy.
2. Institutional Animal Care and Use Committee (IACUC) form, if laboratory animals are involved.
3. Institutional Biosafety Committee (IBC) form, if biohazardous material is involved (e.g., recombinant DNA).
4. Radiation Safety Committee (RSC) form, if radiation or radioisotopes are involved.
5. Anatomical Materials form, if applicable.

REVIEW PROCESS:

Two members of the PAERF Committee or its panel of ad hoc reviewers evaluate the merit of the proposal using a scale of 0 – 4 (with 4 being the best) based on the following criteria:

1. Scientific merit of the project
2. Importance of project to the field of Allergy/Immunology
3. Expertise of investigator/mentor (previous work, training, productivity) in the area of proposed research
4. Suitability of public relations use in association with PAERF support

Reviewers should also comment on the ethical issues and appropriateness of the budget with suggestions for revision if necessary. A summary of the reviewers' comments is prepared and sent to the principal investigator along with the recommendation of; approved, disapproved, or deferred pending revision.

REPORTING REQUIREMENTS:

Individuals receiving PAERF Project funding are required to submit a final report to the President by June 15. This report should include:

1. List of key personnel who worked on the project.
2. Describe and discuss the results of the investigation.
3. Indicate all efforts that have been made or will be made to publish or present the results.
4. An abstract for an oral presentation at the Annual Meeting of the PAAA.

Any investigator who fails to submit a progress report within six months of conclusion of the project, the investigator, division and department will not be eligible for PAERF Project funding until the report is received.

