

POLICY AND GUIDELINES FOR WACH PROPOSAL REVIEW AND AWARD
Revised May 2, 2005

The following policy statements of the Wach Research Grant Program (WRGP) regarding Wach Fund proposals were derived from approved Minutes of the Research Awards Committee (RAC) and/or its predecessor, the Advisory Board for Research. These policies will be made available to Wach Fund applicants and reviewers.

1. Eligibility:

a. Salaried faculty members from the following COD departments are eligible for funding:

- Endodontics
- Oral and Maxillofacial Surgery
- Oral Medicine and Diagnostic Sciences
- Orthodontics
- Pediatric Dentistry
- Periodontics
- Restorative Dentistry

b. No department is eligible to receive NEW funding for two consecutive years.

2. Proposals will be reviewed and evaluated on the basis of scientific merit by procedures as used by NIH Study Sections.

3. Special emphasis will be given to pilot projects which have good potential of attracting external financial support.

4. Following the rotational system previously used, each year one clinical department will receive a 40% upward adjustment of scores ascribed to its applications by the WRGP. A department may request deferral of its turn for up to 3 years, after which it must forgo special consideration until its next regularly scheduled turn. A decision must be made six months prior to each application deadline.

5. Projects must involve clinical research proposed by faculty in clinical departments and may include collaboration with basic science faculty.

6. No individual or department shall receive grants from the Wach Fund for two consecutive years unless the WRGP determines that this is justified by compelling circumstances. In addition, awards to faculty in any single department shall not exceed a combined total of \$15,000 during a given year from all sources under the jurisdiction of the Associate Dean for Research.

7. Funds may be used to support any appropriate research expense with the following limitations:

a. Requests for technical support or items of equipment costing more than \$500 must provide evidence that use of such existing resources within the institution is not feasible.

b. Supplements to travel funds (upper limit of \$200) are to be used only when results of the supported research are being presented at scientific meetings.

c. Equipment purchased with Wach Grant funds will be reasonably accessible to College of Dentistry Faculty.

8. Grants may be awarded for up to two years in length with the option to request extension for one additional year.

9. Shared Equipment Applications

Faculty who request funds solely for equipment purchases should complete appropriate items of a standard research application. Provide a detailed rationale as to the need for the requested equipment, including a statement explaining the reasons why available or existing equipment is inadequate, inappropriate, and/or inaccessible. The item(s)

requested must be clearly identified and described and, if appropriate, a quotation from the manufacturer included. Projected usage of the equipment must be specified, including identification of the anticipated users, a brief description of their research, recent publications, and funding sources, and the percentage of time the equipment is to be used by each investigator. In addition, a plan for maintenance of the equipment and for assuring its availability to other investigators in the College must be included.

10. Reports will be required of grantees annually - due upon the anniversary date of the award. Reports will include:

- a. Descriptive statement of the current status of the research and information regarding any relative publications or presentations.
- b. Description of efforts made to seek long term external support for the research.
- c. Grantees will be required to present their results at the annual College of Dentistry Clinic Day Program or some other college wide research forum within one year of the termination of the grant.
- d. Failure to comply to the reporting requirements may result in sanctions against the individual and sponsoring department. This may include decreased consideration for future Wach Fund support.

11. Requests for extension of the grant period without additional funds will be received prior to the expiration date of the grant. A progress report must accompany such requests. In these cases a final report will be required at the end of the extended grant period.

12. Funds remaining in Wach grants at the time of expiration of the grant period will be returned to the parent fund.

13. Review Criteria

- a. The significance and originality from a scientific or technical standpoint of the goals of the proposed research
- b. The adequacy of the methodology proposed to carry out the research
- c. The qualifications and experience of the principal investigator and proposed staff
- d. The reasonable availability of resources necessary to the research
- e. The reasonableness of the proposed budget and duration in relation to the proposed research
- f. Where an application involves activities which could have an adverse effect upon humans, animals, or the environment, the adequacy of the proposed means for protecting against or minimizing such effects
- g. The appropriateness of plans for data reduction and analysis
- h. The likelihood the project will generate external funds

14. Conflict of Interest

- a. Any WRGP member, alternate or ad hoc member who is a participant in a grant proposal will excuse himself during discussion of that proposal and have no part in its evaluation.
- b. Any WRGP member, alternate or ad hoc member who is a member of the same department as any of the participants in a grant proposal will not vote on that proposal.

15. Procedure

- a. Primary reviewer presents a brief summary of a proposal, its strong and weak points, and a recommendation for action.
- b. Discussion of the proposal by the members of the WRGP.
- c. Voting and scoring on tabulation sheets (score 1 - 5, with 1 being the highest score).
- d. Reckoning of the results with available funds (grant budgets can be modified by majority vote of the WRGP). Approved applications are funded according to priority score until available funds are exhausted.
- e. The identity of external reviewers will be made known to WRGP members but not to applicants. This policy will be made clear to potential reviewers when they are asked to evaluate research proposals.
- f. Ad hoc internal reviewers should be appointed in cases where no WRGP member is available who has the needed expertise for reviewing a particular proposal.

15. Proposal Requirements

- a. Only one application per principal investigator may be submitted in a particular review period.
- b. No principal investigator may receive more than one funded award per year.
- c. If a student project is part of a Wach Fund application, it must be clearly stated as such.

16. New Faculty Start-up Funds

- a. 25% of the annual Wach Fund income should be reserved for support of development of the research programs of new faculty members.
- b. "New faculty" is defined as a new appointment to any faculty rank in the College of Dentistry, but not simply an increase in per cent time. Eligibility is for a period of one year following appointment.
- c. A new faculty member will be eligible to apply during the first year of his/her appointment, irrespective of the eligibility of the home department (home department ineligible due to the restriction on two consecutive years of funding).
- d. An additional \$10,000 will be granted to a department for application from a new faculty beyond the limit of \$15,000/ department. However, no applicant, including the new faculty member, will be eligible for more than \$15,000.
- e. New junior faculty members will receive funding priority over new senior faculty members with applications of equal merit.