

RESEARCH SUPPORT GUIDE

The Uniformed Services University (USU) Office of the Vice President for Research has identified monies to support dental research. Financial awards are intended to facilitate resident research efforts and enhance the level of research conducted within the Postgraduate Dental College (PDC). As a result, eligibility will be limited to USU residents and faculty serving in supervisory roles (*i.e.*, research mentors, advisors, etc.). Management of the program will be accomplished through the Office of the Associate Dean for Dental Research, and administered via the Henry Jackson Foundation.

It must be emphasized *that individuals are not required to pursue the aforementioned monies*. If funding is available through local organizations (host facilities, clinics, hospitals, etc.), then local funding may remain the primary avenue for support.

USU-sponsored financial awards will be assigned on a competitive basis. This will require the submission of research applications (*i.e.*, proposals) which will be evaluated/scored by members of a non-partisan research committee.

If a resident or mentor is uncertain about a proposed topic's suitability for USU funding, a pre-application may be submitted. The pre-application is intended to focus the investigator's thought processes, and to assist the individual in formulating the research question, research objective(s), research plan, proposed timeline, and budget. A pre-application template is included with this document ([Pre-Application Template](#)).

Completed pre-applications should be forwarded to the Associate Dean for Dental Research (rodney.phoenix@usuhs.edu). Pre-applications will be evaluated by members of the Postgraduate Dental College/Uniformed Services University. Upon completion of the evaluation process, input will be provided to the author. Input will include a determination regarding the perceived competitiveness for USU funding and/or suggestions for improvement.

Please note that submission of a pre-application is not required. As previously noted, the pre-application is intended to focus the investigator's thought processes, and to permit initial evaluation by members of the Postgraduate Dental College/Uniformed Services University.

Residents and mentors who decide to forgo the pre-application process may proceed directly to proposal submission. Proposals must be submitted in Microsoft Word format. Each proposal must include the following elements:

- Applicant's Name
- Applicant's Status (resident or faculty member)
- Research Mentor's Name (if research is to be performed by resident)
- Base, Post, or Facility
- Title of Proposed Investigation
- Background

- Objective(s)
- Hypothesis or Hypotheses
- Methods and Materials (to include study design, criteria for inclusion/exclusion, sample size with accompanying power analysis/justification, data collection plan, and data analysis plan)
- Military Significance
- Institutional Relevance (a brief description of how this study will support the Postgraduate Dental College's resident research requirements)
- References
- Budget
- Letter of Approval signed by Program Director

Proposals must be forwarded to the Associate Dean for Dental Research (rodney.phoenix@usuhs.edu). Proposal review will be accomplished by designated members of the USUHS research community. Numerical scoring of the Background, Objective(s), Hypothesis, Methods and Materials, Military Significance, References, and Budget will be accomplished. Upon completion of numerical scoring, each reviewer will provide a recommendation regarding funding (*i.e.*, fund/do not fund/fund at modified level). Results will be submitted to the Associate Dean for Dental Research for review and applicant notification.

To ensure efficiency and accountability, each award will be maintained in an account which is linked to the research mentor and administered by the Henry Jackson Foundation. The proposed mechanism will facilitate purchase of equipment and materials, acquisition of specialized research services, rental/leasing of university-owned equipment, etc. The objective is to streamline the acquisitions process and support timely completion of approved research efforts.

Progress of funded research projects will be monitored by the Associate Dean for Dental Research. Individuals receiving USUHS sponsored research funding will be required to submit regular progress reports (every 6 months). In addition, funded researchers will be required to submit associated manuscripts upon completion of the research process. Upon review of completed manuscripts, the Associate Dean for Dental Research may recommend presentation of research results at a designated professional meeting or conference. In these instances, primary contributors (*i.e.*, residents and/or mentors) may be eligible for individual travel awards not to exceed \$2,500 per person.