

DIETITIANS IN NUTRITION SUPPORT

The American Dietetic Association
Dietetic Practice Group

Policy and Procedure

Category:	Professional Guidelines	Policy No.:	PG-8B
Subject:	DNS Member Research Award	Effective:	8/88
	Review Process	Revised:	03/08

Policy:

A DPG is permitted to establish and confer awards/honors (cash, non-cash) given that criteria exist and are approved by the Practice Team and/or ADA Foundation (ADAF) prior to the first and subsequent award/honor being conferred. The DPG-selected award/honor recipients must also be approved by the DNS Executive Committee prior to the conferment of the award/honor. If external funding is to be used for the award/honor, approval must be received from the ADA Practice Team according to the current external funding policy P-3.

Procedure:

STEP	RESPONSIBLE PARTY	ACTION
1	Research Chair	<ul style="list-style-type: none">• Submit Call for Proposals including amount of research award to the DNS Newsletter Editor and Website Coordinator.• Notify ADA Foundation of amount of award (after budget approval).• Send advertisement for display at DNS booth at FNCE, CNW
2	Applicant	<ul style="list-style-type: none">• Submit completed proposal (6 copies) to the ADAF by submission deadline, April 30. Each proposal will include:<ul style="list-style-type: none">- Research Award Submission Form: Title Page (Appendix A)- Research Award Submission Form: Biographical Sketch use NIH Biosketch Form available at http://grants.nih.gov/grants/funding/phs398/biosketch.pdf- Research Award Submission Form: Budget (Appendix B)- Research proposal (maximum of 10 double-spaced pages)- Protocol timeline

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- Other pertinent documentation (copy of informed consent form, HIPPA authorization, etc.)
- 3 ADA Foundation
 - Complete preliminary screen of proposals to ensure compliance with submission criteria (Policy Number PG-8A).
 - Send all properly submitted proposals to DNS Research Chair, May 15.
 - 4 Research Chair
 - Select 3 committee members to assist with review and selection process. Committee members should be a member of the ADA, member of DNS, and knowledgeable in nutrition support and research practices.
 - The DNS Research Chair will lead the review of the proposals by the committee.
 - A representative of the ADAF Council on Research must be a member of the panel reviewing the submitted proposals.
 - Only proposals with a total ranking score >70 will be eligible for funding.
 - 5 Research Chair
 - Notify DNS Chair of award recipient. Providing:
 - Principal Investigator's name
 - Contact information for Principal Investigator
 - Title of research proposal
 - Summary statement about research project
 - 6 DNS Chair
 - Submit name of proposed award recipient to DNS Executive Committee and ADA Practice Team Manager upon notification.
 - 7 ADA Foundation
 - Notify award recipient by June 15.
 - Make funds available to recipient on July 1.
 - 8 Award Recipient
 - Submit a written progress report to the ADAF and DNS Research Committee Chair by December 15 (6 months after award).
 - Submit a written progress report to the ADAF and DNS Research Committee Chair by

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September 15 (15 months after the date of award).

- Submit a summary/update of the project to Support Line by September 15 (15 months after the date of the award).

Appendix A: Research Award Submission Form: TITLE PAGE

The American Dietetic Association

Request for Proposals:

TITLE PAGE

1. Title of Proposal: _____

2. Name of Principal Investigator: _____

3. Proposed dates of project: From _____ Through _____

4. Principal Investigator's Social Security Number: _____

5. Title of Position: _____

6. Degrees/Credentials: _____

7. Names of Co-Investigator/s
(if applicable) _____

8. Name and address of
institutional affiliation: _____

9. Daytime phone number of Principal Investigator: _____

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TO BE COMPLETED BY PRINCIPAL INVESTIGATOR:

10. I, the undersigned, certify that the statements are true and complete to the best of my knowledge and accept, as to any grant awarded, the obligation to comply with terms and conditions in effect at the time of the award: I agree to accept responsibility for the scientific conduct of the project and to provide the required reports if a grant is awarded to this proposal.

Signature of Principal Investigator

Date

TO BE COMPLETED BY RESPONSIBLE OFFICIAL AT AFFILIATE INSTITUTION:

11. Name, title, address and phone number of official signing grant application for the affiliated institution:

12. I, the undersigned, certify that the statements are true and complete to the best of my knowledge and accept, as to any grant awarded, the obligation to comply with terms and conditions in effect at the time of the award.

Signature of Official

Date

TO BE COMPLETED DNS SPONSOR OF STUDENT APPLICANTS ONLY:

13. Provide name, address and program information for the academic institution at which the student applicant is enrolled:

14. Provide name, address of institutional affiliation (if different from above) and position title of DNS Sponsor:

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Signature of DNS Sponsor

Date

Appendix B: Research Award Submission Form: BUDGET

The American Dietetic Association

Request for Proposals:

BUDGET

The budget should be planned for up to \$10,000 and funding is approved for a single year. Budget may not be used for salary support for the Principal Investigator or for institutional overhead. Justification of the items requested below must be included. For budget items exceeding funding, outline how these expenses will be covered.

CATEGORY	AMOUNT
PERSONNEL:	
SUPPLIES:	
EQUIPMENT:	
TRAVEL:	
COMPUTER COSTS:	
OTHER EXPENSES (specify):	
TOTAL:	

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