



# **APSS Research Grant (2023)**

Application Period:  
**1 May 2023 – 1 July 2023**

# APPLICATION GUIDELINES FOR APSS RESEARCH GRANT (2023)

## 1. PURPOSE

The Asia Pacific Spine Society (APSS)'s mission is to advance the science, art and practice of spine surgery. Its Research Committee has been striving to promote academic excellence and integrity within the Society.

The APSS Research Grant (2023) was created to bring together members of APSS, encouraging and promote new research opportunities, exchange, and networking for academics between the APSS members beyond national and regional boundaries, by providing "seed funding" for two (2) collaborative research studies. This research grant is the Society's investment in a promising research project, and it is the investigators pledge and commitment in provide the best solution and care to patients with spinal problems.

The Society is dedicated to funding scientists who can produce pioneering and innovative approaches to the way we view, diagnose, and treat spinal cases. Our scientists strive to answer multitude of key questions surrounding spinal complications. Our APSS Research Grant enable them to do this work.

This is an opportunity for members to pool data and generate international collaborative projects with spine surgeons within the Asia Pacific region or internationally.

Thus, the APSS wished to encourage passionate and dedicated spine surgeons / researchers / scientists to submit application for this grant before the stipulated deadline below.

## 2. AWARD

There will be two (2) grants, each total up to US\$12,500 awarded to the respective categories below:

- **Category A:** For APSS Members Only
- **Category B:** Open for spine surgeon/scientist internationally

The grant will be transferred in three (3) phases as follows:

- 50%: as soon as they are awarded
- 30%: after submitting 50% completion report
- 20%: after submitting the full research for publication

## 3. APPLICATION PERIOD

The grant is open for application for a duration of 60 days between the following dates:

- Application **Opens:** 1 May 2023
- Application **Closes:** 1 July 2023

#### **4. APPLICATION ELIGIBILITY / CRITERIA**

##### ***Category A: For APSS Members only***

1. All members participating in the study must be an active, paid-up member (*Annual Member with subscription active until 2026, or Life Member*)
2. The research grant supports studies conducted by a team, preferably no less than 5 people and multi-centres, multi-nationals
3. The research grant will only support research projects that aim to initiate new or novel collaboration. On-going research projects that have already received other funding are not eligible
4. The research project duration does not exceed 2 years from the time the grant is awarded
5. Average age of all investigators involved in the research shall not exceed 50 years
6. The research is required to have global perspective and be based on high social and academic demand
7. Pioneering research based on creative ideas are highly welcomed
8. The research must be published in a reputable journal\* with impact factor above 2.5, upon completion.

*\* a journal recommended and approved by APSS*

##### ***Category B: Open for spine surgeon/scientist internationally***

1. At least one (1) investigator participating in the study must be an active, paid-up member (*Annual Member with subscription active until 2026, or Life Member*)
2. The research grant supports studies conducted by a team, preferably no less than 5 people and multi-centres, multi-nationals
3. The research grant will only support research projects that aim to initiate new or novel collaboration. On-going research projects that have already received other funding are not eligible
4. The research project duration does not exceed 2 years from the time the grant is awarded
5. Average age of all investigators involved in the research shall not exceed 50 years
6. The research is required to have global perspective and be based on high social and academic demand
7. Pioneering research based on creative ideas are highly welcomed
8. The research must be published in a reputable journal\* with impact factor above 2.5, upon completion

*\* a journal recommended and approved by APSS*

##### ***Ineligible research are as follows:***

- Research aimed at making profit
- Research that promotes a specific product
- Research which is more than 50% completed

- Research which requires a huge amount of research expenses
- Research with study period is less than 1.5 years in the grant period

## **5. APPLICATION TERMS & CONDITIONS**

1. The application deadline must be observed. **Late applications will not be accepted.**
  2. Each Project shall appoint a Lead Investigator who acts as a representative applicant to fill out the [Online Application Form](#) and agreement when grant is awarded.
  3. Applications should include:
    - a. Completed Online Application Form which has the following uploaded:
      - i. Research Proposal detail which contains the following:
        1. Title of the Research Project
        2. Purpose of Research
        3. Outline of Research Plan
      - ii. Research Budget Proposal (own format)
- Incomplete applications **will not be considered.**
4. Please observe the eligibility / criteria carefully and ensure compliance. **Non-compliant application will not be considered.**
  5. The applicant is strongly advised to ensure compliance and approval from relevant governing agencies in respective participating investigators to commence the research accordingly. The APSS will not be held liable in any of the funded research projects.
  6. Any use of the funding outside the budget proposed is prohibited unless written request is provided
  7. Applicants who have received support for three consecutive years become ineligible to receive support for a fourth year under the same grant. This measure enables APSS to extend support to as many applicants as possible by de-emphasizing repeated long-term funding to the same recipients. Other than exceptional projects where APSS finds compelling reasons for continued support for over three years, a guiding principle of APSS's grant policy is not to award grants for four consecutive years. While we do not regard such applications as ineligible, they are much less likely to receive support.

## **6. REVIEW AND SELECTION PROCESS**

1. All applications will be reviewed and scored by the APSS Research Committee, in accordance with the criteria and weighting described below.
2. Based on the Research Committee's evaluations, the APSS Secretariat will announce the final selection results to the applicants in August 2023.
3. Evaluation Criteria & Scores:

Quality of the proposal	40%
Methodological feasibility	20%
Novelty and clinical impact	20%
Accountability of the budget	20%
<b>TOTAL SCORE</b>	<b>100%</b>

## **7. GRANT CALENDAR/TIMELINE**

<b>Duration / Dates</b>	<b>Processes</b>
1 May 2023	Application Opens
1 July 2023	Application Closes
1 – 30 July 2023	Selection of grant candidates by Research Committee
1 - 7 August 2023	Endorsement by Executive Committee and Board Members
10 August 2023	Notification of selection results
August - September 2023	Submission of Letter of Agreement and Grant (Phase 1) Transfer
October 2023	Research Projects Commence
October 2024	50% Progress Report and Grant (Phase 2) Transfer
September 2025	<ul style="list-style-type: none"> <li>• Submission of Final Project Report</li> <li>• Research Submitted for Consideration of Publication</li> <li>• Grant (Phase 3) Transfer</li> </ul>
31 December 2025	Research Project/Study Published

## **8. GUIDELINES FOR GRANT BUDGET ITEMS**

The entire amount of grant must be used for the execution of the awarded project purpose only. APSS grant amounts are determined based on specific estimate contained in applications, and grant funds shall not to be used to pay for any costs other than those expressly detailed in the application.

1. Expenses may include:
  - a. Forum expenses
  - b. Other costs directly related to the research
  
2. Expenses may **NOT** include:
  - a. Salaries
  - b. Scholarship for students
  - c. Students' course fees
  - d. Office and conference equipment (PCs, projectors, furniture, etc.)
  - e. Indirect costs (overheads, facilities and administrative costs, analysis and communication, external audit etc.)

*Note: Contact the APSS Secretariat for inquiries.*

## **9. GRANT RECIPIENT OBLIGATIONS**

1. **Submission 1:** No later than 30 October 2024
  - a. Progress Report, including financial report
2. **Submission 2:** No later than 30 October 2025
  - a. Final Project Report
  - b. Final Consolidated Financial Report
  - c. Submission Proof for Publication
  - d. Article for the feature in APSS Newsletter

The Lead Investigator must email the reports to APSS Secretariat at [spine@apssonline.org](mailto:spine@apssonline.org) by the deadline stipulated above.

*Note: Failure to comply with various follow-up procedures will disqualify ALL investigators from submitting for any funding initiative for 5 years*

3. Fund Recipients are requested to acknowledge the support received from APSS Research Grant in presentations, publications, events, and publicity materials stemming from project activities (e.g., APSS logos to be placed on necessary documents)

## **10. CONSENT TO DISCLOSURE**

Applicants must consent to the disclosure of information, details of which can be found below. The submission of applications will be regarded as acceptance thereof.

The following information will be disclosed via email to unsuccessful applicants who submit individual requests, limited to, if, and when the request is received and approved by the APSS Research Committee:

1. The content of each successful proposal as provided in their Application Forms, excluding personal information such as names and contacts, etc.
2. A list of successful proposals with the total scores indicated, along with the total score of the requestor's proposal

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