

AAOF Workshop:

HOW TO'S FOR AAOF AWARDS

APPLICATIONS

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11:00 a.m. - 1:00 p.m. CT









Guide to the 2022 Cycle for Applicants & Mentors

- Workshop Goals
- AAOF Mission & Achievements
- Award Types & Eligibility Criteria
- 11 Required Components
- Review Process & Criteria
- Your Role & Your Mentors'/Chair's Roles in Ensuring Your Success
- Questions & Answers





Workshop Goals

- Share information on
 - Award categories & requirements
 - Review process, criteria & funding decisions

- Improve
 - Quality & completeness of applications
 - Chances of your success
 - Discovery & education in Orthodontics
 - Justification for fundraising efforts of AAOF







Mission & Achievements

Mission:

• To advance the orthodontic specialty by supporting quality education and research that leads to excellence in patient care, and by promoting orthodontic charitable giving.

Since 1994:

- The AAOF has funded over 550 fellowship and research awards totaling \$14.6 million
- 76% of faculty supported by AAOF awards remain in full-time academics after 5 years

For 2021, the foundation received **45** proposals and approved 33 for funding







- 1. Business of Orthodontic Practice
- 2. COVID-19 related Outcomes
- 3. Study Impending Issues in Orthodontics







- 1. Research Aid Award no restrictions on number of applications/program
 - 1. Resident applicants must state interest in academic career
- 2. PI/Co-PI: may not apply in >1 category or submit>1 application in same category during any one year





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Award Types & Eligibility Criteria

- All Award Categories
 - Commitment to academic career (teaching/research)
 - US/Canadian institutions
- Fellowships (OFDFA, PFA), BRA, CA
 - US/Canadian citizens
 - Green-card holders/applicants
- Distinction between full-time, part-time and residents by Award category





New Application Submission Process

- We are currently working on an online process that will replace our current application practice. After July 1, 2021, check our website for further information.
 - With the new process, you will **Create New Account** in the system. Then you will be on the **Apply page** and can choose the appropriate category. Use the same email and password each time you log in.
 - Applications will automatically save. You can log out and log back in at any time to complete the application before the deadline.
 - You cannot change your application after it has been submitted.
- More information to follow.





Award Types & Eligibility Criteria: Junior Faculty

- Orthodontic Faculty Development Fellowship (OFDFA)
 - ≤\$20,000 for one year
 - Full-time faculty ≤5 years in 1st appointment
 - ≤Two proposals per orthodontic program
- Postdoctoral Fellowship (PFA)
 - ≤\$50,000 per year for 2 years (with 3rd year possible)
 - Orthodontist with PhD (or equivalent)
 - For post-doc research training (lab or clinical)
 - High potential for future extramural (NIH) funding
 - Only one proposal per orthodontic program







Award Types & Eligibility Criteria: Experienced Faculty

- Biomedical Research Award (BRA)
 - ≤\$30,000 for one year
 - Full-time faculty for ≥3 years
 - Any rank
 - Multiple applications per orthodontic program permitted
- Now eligible: Cleft/Craniofacial Orthodontists
 - Full-time
 - Teaching commitment (stated in LOS)
 - ACPA-accredited Team





Award Types & Eligibility Criteria: Residents/PT Faculty

- Research Aid Award (RAA)
 - ≤\$5,000 per year for one year
 - Criteria
 - Resident committed to part-time/full-time academic career
 - Letter of support should state academic interest in 1st/2nd year
 - ≥1 year from start of award (7/1/2) to complete project
 - Not a previous RAA recipient
 - Part-time orthodontic faculty



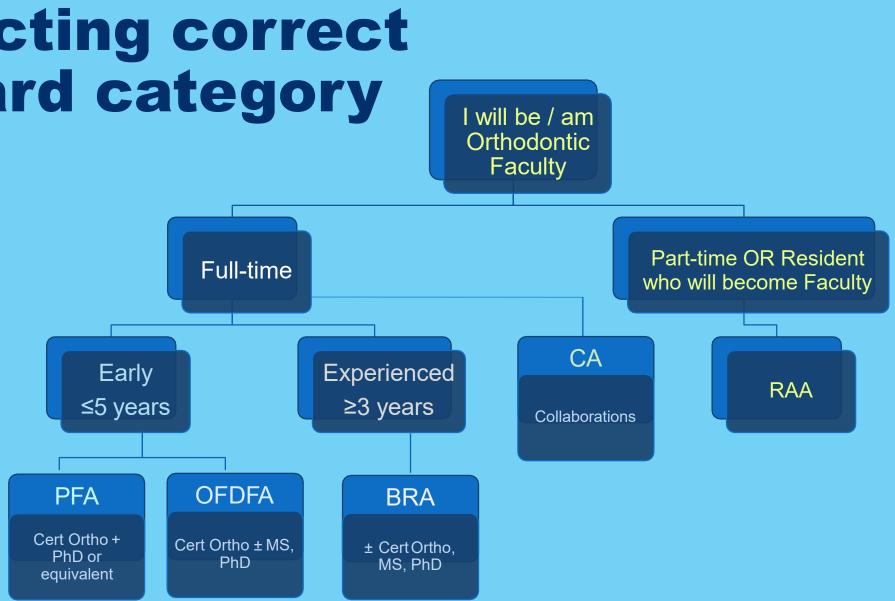
Award Types & Eligibility Criteria: Collaborations

- Center Award (CA)
 - ≤\$25,000 per year for up to 3 years
 - No seniority limit
 - To enhance collaborations within and between institutions
 - Four types





Decision Tree: Selecting correct award category







11 Required Components

- 1. Application cover sheet
- 2. Table of contents
- 3. Title page
- 4. Documentation of eligibility
- 5. Previous AAOF awards & outcomes
 - Resubmissions only: Copy of previous AAOF review
- 6. Budget & budget justification
- 7. Biosketches
- 8. Role of applicant(s)
- 9. Proposed Plan
 - Resubmissions only: Introduction Page
- 10. Letters of Support
- 11. Appendix





General Application Cover Sheet (All Funding Categories, Except Fellowship Awards)

Name/Institution of Applicant:		
Title of Project		
Award Category		
Dates of the Proposed Project Period		
General Budget		
Total Amount Requested from AAOF		\$
Funds from Other Sources		\$
Total Project Cost		\$
Budget Categories for AAOF Funds		
Personnel		\$
Supplies		\$
Equipment		\$
Other Expense		\$
<u>Total</u>		\$
Applicant's Address		
City	State	Zip Code
Telephone	Fax	
E-mail		
Institution		
Signature of Applicant		
Date of Submission		
Signature of Responsible Institution Official		

Required component #1 Application cover sheet

 Must be filled out, signed, & returned as application cover page

 If AAOF funds requested only for part of total budget, state amount from other sources





Applicant Name (Last, First):

AMERICAN ASSOCIATION OF ORTHODONTISTS FOUNDATION AWARD APPLICATION TABLE OF CONTENTS

	0
Application Cover Sheet – completed and signed	1
Table of Contents	2
Title Page	3
Documentation of Eligibility	4
Previous AAOF Awards and Outcomes	5
Previous AAOF PARC Review (resubmission applications only)	
Budget and Budget Justification (2 page maximum)	
Biosketch(es) (4 page maximum for each biosketch)	
Role(s) of Applicant(s) (1 page maximum)	
Proposed Plan	
Introduction (1 page maximum) for resubmission application only	
Abstract (1 page maximum)	
Project Plan (see specific instructions for page limits & required contents)	
Timetable (1 page maximum)	
References	
Status of Human and/or Animal Research explaining status of request	
Approval Letter attached	
Approval Pending - append statement explaining status of request	
Other – append statement explaining status of request	
Letters of Support	
Co-investigators/consultants/advisors	
Institutional Official	
Department Chair	
Appendix Materials	
Institutional Approval of Proposed Human Research	
Institutional Approval of Proposed Animal Research	
1.4.5% (CACHO 1975) 2.70	

CHECKLIST

Please check (✓) each item to confirm and sign the bottom of the page All required components are listed in Table of Contents and page number(s) provided Application is formatted according to the General Application Guidelines Copies of application provided: 2 paper (stapled/not in a binder or cover) and 1 electronic Completed final application review for readability/errors by an experienced faculty member I have read the criteria for AAOF funding, both general and for applicable award category I am eligible for this award, if approved

Applicant's Signature

Date

Page numbers

Required component #2 Table of contents & checklist

- Enter correct page numbers
- All checklist items must be confirmed
- Attest to completeness of application by signing & dating





Page 3: Title Page [not to exceed one page]

- a. Category of award: Orthodontic Faculty Development Fellowship
- b. Applicant: O. T. Mover, DDS, MS, PhD
- c. Principal advisor and mentor:
 - Principal advisor:

Q. B. Fox, DDS, MSc, PhD Professor, Department of Orthodontics & Dentofacial Orthopedics Tops University, School of Dentistry

ii. Mentor:

V. F. Helper, DMD, EdD Associate Dean for Student Services Professor, Department of Public Health Tops University, School of Dentistry

- Developmental Plan (give relative % to be devoted to each category so total is 100%):
 - Educational 20%
 - ii. Research 50%
 - 1. Title: The Biology of Tooth Movement Revisited
 - A brief statement (one-three sentences) using non-technical language describing the relevance of the proposal to clinical orthodontics and/or orthodontic education
 - iii. Teaching 20%
 - iv. Clinical skills 10%

Required component #3 Title page

- 1-page maximum, include
 - Award category
 - Title of application
 - Key personnel
 - Include biosketches for all named (see #7)
 - Other award-specific information
 - Statement (1-3 sentences)
 - · Relevance of proposal to
 - Clinical orthodontics
 - Orthodontic education
 - Non-technical language

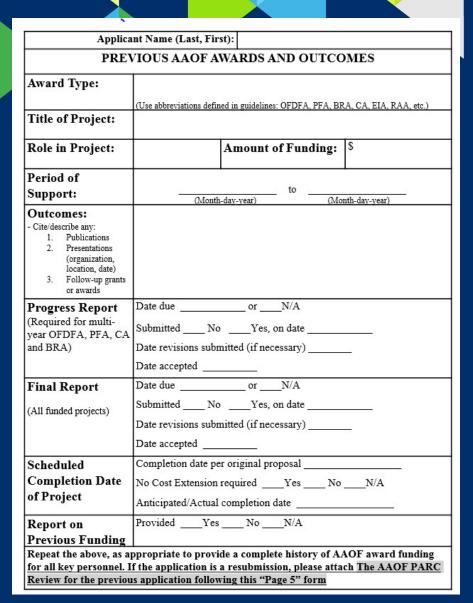
DOCUMENTATION OF ELIGIBILITY				
☐ US Citizen ☐ Canadian Citizen (Not applicable for RAA applicants)	☐ US Green Card ☐ Canadian Perm ☐ Applying for G	anent Resident Status reen card or Permanent R ppropriate documents	esident Status	A applicants)
Current Academic	Current Acad	lemic Status: (For OF.	DEA/DEA/DAA)	
Rank: (For OFDFA, BRA, CA, EIA)	Check all that apply Resident	Name of Program or Institution	Year in Program	Anticipated completion date
	MS candidate			
	PhD candidate Post-doc*			
Years as Faculty: Full-time Part-time Location(s) where aw Institution / Program	rard activities w participating)	•		ess of each
Institutional Official	who verifies the	Name	i as correct	
		Position		
	Signature	Date		
*PFA applicants must clea training in orthodontics ob (PhD, DMSc or equivalent	tained in an ADA			

Required component #4 Documentation of eligibility

- Citizenship, Foreign National Status
- Current academic rank and years
- Location(s) of activities
- Institutional Official
 - Department Chair
 - Program Director or
 - Dean







Required Component #5 Previous AAOF Awards and Outcomes

- Reflects on:
 - Academic accomplishments
 - Success in career development and scholarship
 - Future chances of success with additional funding
- Important outcome measure for AAOF and donors



AAOF PARC Review Template (2017)

Principal Investigator(s):						
Mechanism: OFDFA	BRA		EIA		Other (specify)	
Institution:	u 116 00					
Citizenship status: Verified _	Y _		N	Eligible	Y	N
Chairs/Institutional support le	tter:	Y		N		

Overall Impact

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a strong influence on the research topic or career development with consideration of the following five scored review criteria, and additional review criteria. An application does not need to be strong in all categories to be judged likely to have major scientific impact or a sound career development. A summary of the review should be prepared in a manner suitable for sharing with the applicant. Weaknesses can be stated as major, moderate and minor.

Overall Impact	
Strengths	
•	
Weaknesses	
•	

Scored Review Criteria

Reviewers will consider each of the five review criteria below in the determination of scientific and technical merit, and give a separate score for each.

1. Significance		
Strengths		
•		
Weaknesses		
•		

Required Component #5 Previous AAOF Awards & Outcomes

- Resubmissions only:
 - Attach a copy of your previous AAOF Review







Required Component #6 Budget & budget justification

- All eligible expenses only
 - Itemized list
 - Justification: why needed
- Follow guidelines especially re: what is allowed (± salaries) and limits (travel)
- If other funds are planned to complete proposal, identify
 - What parts will be funded by AAOF/other funds
 - Must: Source of other funds (agency, amount)







- Fellowships only if requesting stipend/salary
 - Describe alternative funds (sources, amounts) for proposed plans
- Reviewers assess
 - Appropriateness for proposed activities
 - Completeness
 - Reasonable cost estimates
 - If not in budget, are essential equipment, supplies, resources available to perform studies/plans
 - Help out: provide information



OMB No. 0925-0001 and 0925-0002 (Rev. 09/17 Approved Through 03/31/2020)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED FOUR PAGES.

NAME:
eRA COMMONS USER NAME (credential, e.g., agency login):
POSITION TITLE:

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

- A. Personal Statement
- B. Positions and Honors
- C. Contributions to Science
- D. Research Support (on-going and within past 3 years) and/or Scholastic Performance

Required Component #7 Biosketches

- Required for all individuals named on Title Page
- ≤4 pages
 - Personal Statement
 - Positions and Honors
 - Contribution to Science
 - Research support
 - Ongoing
 - Past 3 years







Required component #8 Roles of Applicant(s)

- ≤1 page
- Include all individuals named on Title Page
 - Role(s)
 - Responsibilities
 - % effort



- Follow award-specific instructions, e.g.
 - OFDFA mentor/advisor(s)
 - Role/s
 - Plans for meetings with applicant
 - · Skills, background







Required Component #9 Proposed Plan

- Abstract (≤1 page)
- 2. Project Plans(s)
 - Different page limits & content for different award types
 - Resubmissions only: Introduction page (see next)
- 3. Timetable (≤1 page)
- 4. References (no page limit)
 - Include all cited materials







Resubmission Applications: #9-2 Introduction Page

- Resubmissions are encouraged
- Applicant/s must
 - Make appropriate & major changes to the resubmitted application

- Include
 - Previous AAOF PARC Review after Form Page 5
 - i.e. after "Previous AAOF Awards & Outcomes" page/s
 - 1-page Introduction in section 9-2 of Project Plan







Resubmission Applications: #9-2 Introduction Page

- 1 page maximum
- Summarizes:
 - Substantial additions, deletions, & changes to the previous application
- Includes:
 - Responses to all of the "weaknesses" provided in the six sections of the critique







Required component #10 Letters of Support

- No page limits
- Required for all award categories
- Award-specific instructions
- Importance as specified in instructions
- Avoid extraneous letters







Required component #11 Appendix

- No page limits
- If applicable
 - Human Research: IRB approval status
 - Describe status
 - Include notice if approved
 - Animal Research: IACUC approval status
 - Describe status
 - Include notice if approved
- Accepted & published manuscripts
 - Not required
 - ≤3 authored by applicant
 - Directly relevant to application

















OFDFA & PFA: Specifics

- Project Plans Page limits
 - OFDFA ≤6 pages
 - PFA ≤10 pages
- 4 Developmental Plans:
 - Required (programs, activities)
 - 1. Educational
 - 2. Clinical skills
 - 3. Teaching skills
 - 4. Research





OFDFA & PFA: Specifics

- Letters of Support_-Page limits: None
 - At least 3 supporting letters: choose references who can
 - Describe abilities/future potential, qualifications re: goals of OFDFA or PFA
 - Individuals named on Title Page
 - Principal advisor(s)/mentor(s), Co-I(s), Consultant(s)
 - Verify participation, plans for support
 - Institutional official
 - Verify support of/resources for 4 Developmental Plans
 - Chair
 - Verify eligibility, support & time
 - Confirm appointment as FT faculty as of July 1 of funding period



OFDFA & PFA: Specifics

- Project Plans Areas of emphasis
 - OFDFA: 1 or more
 - PFA: Research must be focus
- Provide
 - Sufficient detail for evaluation
 - Note: History/previous accomplishments ≠ Plans
- Key Advisors for each Developmental Plan
 - Should review, mentor on application prior to submission
 - Provide letter of support



OFDFA & PFA: Other Info

- Proposals allowable per orthodontic program
 - 2 OFDFA
 - 1 PFA
- PI may apply for both OFDFA & PFA
 - Only 1 will be funded
- Current residents may apply if they have
 - FT faculty position starting July 1st of funding year
 - Verification of appointment required from chair







OFDFA & PFA: Other Info

- "Stipend" (cash gift) for salary support
 - Allowed by the AAOF for OFDFA & PFA only
 - Note: Some institutions will not allow additional income as "salary"
 - Other options if this is not allowed by your institution
 - Separate LOAs for institution AND PI
 - Need institutional official to sign both LOAs
 - IF not possible, suggest re-designing budget & justifications



BRA & RAA: Specifics

- Project Plans
 - Page limits
 - ≤ 10 pages for BRA
 - ≤ 5 pages for RAA
 - Background & Significance
 - Preliminary Studies
 - Experimental Design, Methods & Statistical Analyses
 - Expected Outcomes
 - Alternative Approaches
 - What if outcomes are not as expected?
 - How to trouble-shoot
 - Demonstrate that all aspects have been considered



BRA & RAA: Specifics

- Letters of Support Page limits: None
- Individuals named on Title Page
 - Co-I(s), Consultant(s): Verify participation, plans for support
- Institutional official
 - Verify support of/resources for Project Plan
- Chair Verify eligibility, support & time
 - BRA: Confirm ≥3 yrs as FT faculty as of July 1 of funding period
 - Cleft/Craniofacial Orthodontists: confirm teaching activities
 - RAA
 - Resident:
 - Highlight strong interest in a future academic career
 - Time to complete project while in program
 - PT faculty

Biomedical Research Award Research Aid Award



BRA: Other Info

- Investigator-initiated research
 - Orthodontics & related topics
 - Expected to lead to
 - Publications
 - Preliminary data: external grant applications (e.g. NIH)
 - Scientific merit emphasized
- No limit: # of proposals per orthodontic program
- PI may
 - Apply for both BRA & PFA only 1 will be funded
 - Cannot apply if PI/Co-PI on another application in same or other category



Center Award

- Four types support for
 - 1. Establishing a "center" of investigation
 - 2. Established "center" of investigation
 - 3. Special collections & databases
 - 4. Collaborative inter-institutional symposia / workshops to expedite discoveries & technology transfer
- Project Plan ≤10 pages
- Content depends on Type 1 to 4
- Need to demonstrate
 - Genuine cooperative and collaborative undertaking
 - Not merely an expanded BRA



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Application, Review & Funding Processes

Applicant & Institution

- Apply for funding & perform proposed activities
- Agree to Terms
- Provide progress & final reports



AAOF Senior VP & Staff

- All administrative aspects
- Fund raising & grant administration
- Only contact for Applicants
- Address all inquiries from applicants



- Fundraising
 - Priorities & approaches
 - Activities
- Final decisions on all awards (recommended by PARC)

AAOF Planning & Awards Revew Committee

- 9 member panel (ad hoc if needed)
- Reviews & scores applications
- Recommends
 - Applications for funding
 - Revisions or new funding mechanisms



- AAOF Senior VP & Staff
 - AAOF Awards materials issued
 - Receive all applications
 - Review for meeting deadline, eligibility and completeness
 - Incomplete, ineligible or late applications triaged







- PARC (Planning & Awards Review Committee)
 - Applications
 - Assigned by Chair to PARC members generally based on area(s) of expertise, no COI
 - Initially scored by 2 reviewers using specific scoring criteria
 - Receive written reviews and preliminary overall impact scores (scale of 9 to 1)
 - Additional reviewers sought when scores vary by more than 2 points



- PARC Meeting
 - Reviewers with conflicts of interest leave the room
 - Do not participate in any discussion or scoring
 - Application Reviews
 - Presented by assigned reviewers with preliminary scores
 - Discussed
 - Final scores
 - Provided by all assigned reviewers
 - PARC members without COI
 - Score by confidential ballots
 - Declare if voting outside of range of assigned reviewers and state why
 - Averaged
 - Remain anonymous (not linked to applicant's name) for any further discussion by the PARC



- PARC
 - Makes funding recommendations to AAOF BOD on basis of funding available and quality of applications
- AAOF BOD makes final funding decisions
- Applicant receives
 - Funding decision
 - Critique









Review Criteria

- Overall Impact
 - Scale of 9 (best) to 1 (worst)
- Scored Review Criteria
 - Significance
 - Investigator(s)
 - Innovation
 - Approach
 - Environment including mentors & resources
 - Success and Productivity of Previous Funding Provided
- Strengths and Weaknesses (major, moderate, minor)
- Additional Review Criteria
 - Human or Animal Research Approval Status
 - Budget
 - Appropriate & justified
 - Ineligible requests

Scoring Scale & Guidelines

Impact	Score	Descriptor	Additional Guidance on Strength/Weaknesses
	9	Exceptional	Exceptionally strong with essentially no weaknesses
High	8	Outstanding	Extremely strong with negligible weaknesses
	7	Excellent	Very strong with only some minor weaknesses
	6	Very Good	Strong with numerous minor weaknesses
Medium	5	Good	Strong but with at least one moderate weakness
	4	Satisfactory	Some strengths but also some moderate weaknesses
	3	Fair	Some strengths but with at least one major weakness
Low	2	Marginal	A few strengths and few major weaknesses
	1	Poor	Very few strengths and numerous major weaknesses

Questions?







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Where Do Applicants Trip Up

- Quality of application
 - How strong is it in each of the criteria?
 - Is it proposing novel ideas and approaches?
 - Does the application test a hypothesis?
- Formatting & completeness of application
 - Did you submit by the deadline?
 - Did you follow the instructions diligently?
 - Are all required materials included?
 - If reworking a previous non-AAOF application:
 - Reformat to the AAOF guidelines







Where Do Applicants Trip Up

- Award category
 - Are you eligible for the category for which you have applied?
 - Is this the category in which you are most competitive?
- Accomplishments from prior funding
 - Did you achieve the goals of your previous funding?
 - Have you filed your reports with the AAOF?









Where Do Applicants Trip Up

- Mentorship & Consultants
 - Important to seek strong, relevant mentors/consultants
 - Input early and often
- Mentors/Consultants
 - Need to review application and provide input to ensure application is correctly written and compiled
 - Research question is strong and current







Best Practices

- Start 6 months prior to submission
- Awards Materials typically posted by July 1
 - www.aaofoundation.net
- Research: Define excellent & novel
 - Questions
 - Experimental design
 - Contemporary, appropriate methodologies
 - Provide any preliminary data to support your ideas
- For career development
 - Seek out new approaches to designing curriculum and teaching methods
 - Take relevant courses, workshops and classes





Best Practices

- Mentorship
 - Strong, supportive and dedicated mentorship in research, teaching and career development
- Application Refinements
 - Present and discuss your proposals with your mentors and consultants frequently, have them read/revise them
- Have you done all your own work?
 - Complete well organized proposal
 - Attention to detail
 - Make it easy for the reviewers
 - Will reviewers have to search for needed information?
 - Place content where it should be



Awards Types for 2022

- Junior Faculty
 - OFDFA
 - PFA
- BRA
 - ≥3 years of full-time academics
- Center Award
- Research Aid Award







Awards Not Offered in 2022

- Education Innovation Award (EIA)
- Program Award (PA) for support of workshops, symposia and lectures







The Future

- Continue building on
 - Quality of applications
 - Discoveries in orthodontics
 - Faculty development successes
 - New processes for identifying Calls for Proposals
- Continue enhancing quality of review and feedback
- Implementation of AAOF Strategic Plan







Looking for Novel Projects

- AAOF would like to fund more "novel" Research and Development projects
 - Over the years development has been slow
 - Machine learning (ML) is on the rise and should be explored.
 - With the aid of *ML*, instruments can report on intraoral conditions such as, periodontal changes, soft tissue compliance and behavior, appliance malfunctions, in addition to somatic growth status with comparisons to initial diagnosis, and planned treatment mechanics
 - Artificial Intelligence (AI) can work together with ML
 - Al-facilitated planning for qualitative treatment mechanics in 3D is possible while ML could "qualitatively" assess the conditions the patient presents, and to design the mechanotherapy
 - Could be instrumental in doing marketing, based on patients' persona and preferences for behavior, services and esthetics





Questions?

For more information contact:

Jackie Bode, MA, CFRE, AAOF Senior Vice President

jbode@aaortho.org 800.424.2841 (#546)



Jackie Bode



Mindy Copp



Cheryl Young



https://www.aaofoundation.net/awards-program/about-the-aaof-awards-program