

**UNC-CH ADAMS SCHOOL OF DENTISTRY  
DDS SHORT-TERM RESEARCH FELLOWSHIP  
TERMS AND CONDITIONS OF THE AWARD**

The research project should be designed so that it is possible to complete the scope of the proposed work within an approximate eight-week time period, during the summer or the academic year. Discussions by fellowship recipients of research in progress, through meetings to be scheduled as appropriate, will be part of the research experience.

1. Applications will be accepted from an individual student (the applicant). Individual applications listing more than one student will not be considered.
2. Only faculty can serve as a mentor. Only one mentor can be identified as the primary mentor. This individual will accept overall responsibility for guiding the student and assuring the scientific integrity of the work completed. There can be additional mentors/advisors who fulfill specific roles on the student's project. These individuals should be named in the research plan along with their role(s).
3. The fellowship recipient must **be a member in good standing with the UNC Student Research Group during the academic year of the award**
4. The fellowship recipient is expected to present his/her research findings during UNC Adams School of Dentistry Dental Research Day in Review following the award.
5. The first \$750 is given upon the initial awarding of the fellowship. For fellowship recipients who are third- or fourth-year students the second \$750 will be dispersed when the project is:
  - 5.1. Completed (requires statement from the mentor) OR
  - 5.2. An abstract of the research is accepted for presentation at a national or international scientific meeting, OR
  - 5.3. A letter/report from the mentor is provided stating that the fellowship recipient has made satisfactory progress in working toward completion of the proposed research project (if a fellowship is awarded the award letter will state the deadline for the letter/report).
6. In addition to the requirements stated above, fellowship recipients who are incoming (first) or second year students are also **required to submit to an AADR Student Research Fellowship Application** in order to receive the second \$750. The proposed research for the AADR Student Research Fellowship Application cannot be a restatement of what was previously proposed for the DDS Short Term Research Fellowship although can be a logical extension of the work or can reflect embarking on a new avenue of research. Information on the application procedure and deadlines can be found at <http://aadronline.org>
7. The fellowship recipient will be reimbursed for IADR/AADR student membership dues for one calendar year during the fellowship period.
8. Up to \$500 designated for offsetting research costs i.e. supplies or services. Expenses related to electronic equipment, travel, salary/stipend are not allowed. Allowable expenses include research related consumables, reagents, supplies, poster printing, statistics services, research core charges as examples.

**UNC-CH ADAMS SCHOOL OF DENTISTRY  
DDS SHORT-TERM RESEARCH FELLOWSHIP  
INSTRUCTIONS FOR APPLICATION.**

The research project should be designed so that it is possible to complete the scope of the proposed work within an approximate eight-week time period, during the summer or the academic year. Discussions by fellowship recipients of research in progress, through meetings to be scheduled as appropriate, will be part of the research experience. All applications should include:

- a. research plan as outlined below,
  - b. signed student investigator agreement
  - c. signed student mentor agreement.
2. The research plan should be typed in 12-point font (Arial, Georgia, or Times-Roman) with one-inch margins.
  3. Place the applicant **name in upper right-hand corner of every page.**
  4. Number all pages consecutively.
  5. **THE OVERALL RESEARCH PLAN SHOULD NOT EXCEED FOUR PAGES. PROPOSALS LONGER THAN 4 PAGES WILL NOT BE ACCEPTED.**
    - a. Only sections 2 and 3 are not included in the page limitation.
    - b. Sections 1, 2 and 3 should be double-spaced
    - c. Sections 4 - 8 should be single spaced
    - d. Sections 4 and 5 and only included if appropriate for the project.
  6. The original completed application and proposal should be sent to Shannon Wallet, PhD. Associate Dean for Research, Discovery, and Innovation, Adams School of Dentistry, [shannon\\_wallet@unc.edu](mailto:shannon_wallet@unc.edu) **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
  7. Organize sections 1 and 2 of the proposal to answer the following questions: (A)What do you intend to do (i.e. what question are you trying to answer or what void in the field are you trying to fill)? (B)Why is the work important (i.e. how will answering the question of filling the void help)? (C) What has already been done (what do you already know about the problem and potential solutions)? (D) How are you going to do the work (what are you going to do to answer the question or fill the void)?

**The suggested format for the RESEARCH PLAN is as follows:**

1. **Abstract:** Provide a summary description of the project's specific aims, methodology and long-term objectives. Give an overview of the significance of this project. The abstract should be self-contained so that it can serve as a succinct and accurate description of the project. Please use no more than the space provided below on this page.
2. **Specific Aims:** State concisely and realistically what the research described in this proposal is intended to accomplish and/or what hypothesis will be tested.
3. **Research Strategy**
  - a) **Significance/Innovation:** Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to longer-term objectives.
  - b) **Preliminary Studies/Progress Report:** Students may use this section to provide an account of the faculty mentor's, advanced education students, or other preliminary studies pertinent to the research project. If previous funding has been provided or the current application is a request for continued funding, then a progress report is necessary. Continuity of productive projects is highly encouraged.
  - c) **Methods/Approach:** Discuss in SUFFICIENT DETAIL the experimental design and the procedures to be used to accomplish the specific aims of the project. **Describe your role as student investigator for this project. In particular, indicate what you personally will do to accomplish the project's specific aims.** Describe the protocols to be used and the tentative sequence and timetable for the investigation. Include the means by which the data will be analyzed and interpreted. At a minimum, this should include (1) selection criteria, (2) allocation method, if appropriate, (3) operational definitions of all measures, (4) level of significance of power considerations, if appropriate, and (5) statistical methods to be used. Describe any new methods used, and their advantages over existing methods. Discuss the potential difficulties and limitations of the proposed procedures, and alternative approaches to achieve the aims. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. An anticipated work schedule should be provided.
  - d) Show clearly the roles of other research personnel participating on the proposed research or any other expertise utilized.
4. **Human Subjects:** If human subjects will be involved, include the IRB study number and status of the application (submitted, approved, not yet submitted).
5. **Vertebrate Animals:** If vertebrate animals will be used in the project, include a completed copy of the Laboratory Animal Protocol (noting in F that copy is attached). State the species,

strains, ages, and numbers of the animals involved. If the animals are in short supply, costly, or to be used in large numbers, provide the rationale for their used and their numbers. Describe the procedures for adequate care of any animals involved. Describe the procedures to avoid unnecessary discomfort, pain, or injury to the animals involved by making reference to surgical anesthesia, post-trauma analgesia, tranquilizing drugs, and comfortable restraining chairs.

6. **Literature Cited:** Use the citation method recommended by your department/mentor.
7. **Other Support:** Provide information on other support available to you the applicant and your mentor in order to accomplish the proposed research project. While a budget is not required with this fellowship application do state the anticipated/expected total cost of the student research project. Provide information on what source(s) will be used to cover the other expenses of this study. If other support or awards have been obtained, please show date of award and relationship to research proposed in this application. Support should be noted for preliminary studies for the proposed research, and continuity of productive research is encouraged. However, other awards to the student for this project with complete scientific overlap in proposals may disqualify this application from receiving funding through this fellowship mechanism. We wish to recognize meritorious research, but School fellowship resources are limited and cannot support projects for which you have received funding from other sources. Please therefore explain carefully any potential project overlaps (if necessary).
8. **Budget (up to \$500) will be allocated to the mentor for offsetting some research expense incurred by the fellow.** Include a budget. Up to \$500 designated for offsetting research costs i.e. supplies or services. Expenses related to electronic equipment, travel, salary/stipend are not allowed. Allowable expenses include research related consumables, reagents, supplies, poster printing, statistics services, research core charges as examples.

## COMPLIANCE

Research conducted will be compliant with university, EHS and SOD policies. Projects that involve human subjects must be accompanied by an IRB study number and the status of the application (submitted, approved, exempt, not yet submitted). Projects involving human subjects cannot begin without review and approval by the IRB. Projects that involve the use vertebrate animals must be accompanied by an IACUC approval letter or the status of the IACUC application. Human subject's research online application, as applicable, can be obtained at <http://research.unc.edu/offices/human-research-ethics/online-submission/index.htm> Laboratory animal protocol form, as applicable, can be obtained at <https://apps.research.unc.edu/acap/>. If necessary, make copies of these materials for preliminary drafts and use the original for the final draft.