**GUIDELINES FOR APPLICATION FOR PAFP RESEARCH GRANT FOR FCM RESIDENTS and CHAPTER MEMBERS**

The Philippine Academy of Family Physicians Research Grant for Residents aims to fund 10 researches that will support knowledge generation in the following priority research areas:

1. Improving health outcomes for patients, families and communities using the PFC Model of Care.
2. Effective health promotion and prevention strategies
3. Models of service delivery networks to support the implementation of Universal Health Care
4. Effectiveness of Clinical Pathways in Primary Care on Improving Health Care Outcomes of Patients, Families and Communities
5. Effective therapeutic and diagnostic interventions on Patient, Family and Community Engagement
6. Effective educational strategies for teaching and training primary health care providers

This grant aims to support these researches in order to build evidence on these areas and support budding researchers in the field of Family and Community Medicine.

**A. Who May Avail?**

All Family and Community Medicine residents currently training in an accredited family and community medicine training program and active PAFP chapter members who meet all the following:

a. Has a completed research proposal
b. Can fully implement the research project within 12 to 18 months after grant is awarded
c. Willing to comply with the initial documentary and final documentary requirements attached to this grant
d. Willing to submit the completed funded paper to the Filipino Family Physician Journal for consideration for publication

**B. Required Documents for Submission**

The applications should be received no later than the last working day of the year together with the following documents.

1. Accomplished PAFP Research Proposal Template for Grant Application with signatures from the required endorsers. (see Annex A)
2. Complete Curriculum Vitae of all the study proponents
3. Basic Research Ethics certificates of ALL study proponents
4. GCP certificates of ALL study proponents for clinical trials
5. Endorsement of the study protocol from department Chair/Chapter president
6. Copy of the IRB/Research Ethics Approval if already done

Incomplete applications will not be processed.

**C. Criteria for Selecting Researches for Grants**

The following guidelines will be followed in selecting researches for grants by PAFP.

1. The following checklist will be used to score all submissions and will be done by the subcommittee on research agenda, grants and protocol review.

Table 1. Criteria for Selection of Researches for Grants

| Criteria | How to Rate |
|---|---|

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|---|---|
| Technical Merit (30%) | 1. Background Clear and Provides Support for the research with thorough literature review (5%)<br>2. Clear and attainable objectives (5%)<br>3. Study design appropriate to meet study objectives (5%)<br>4. Clear selection of sample participants to be selected (5%)<br>5. Clear description of interventions if applicable, tools to use for data collection (10%) |
| Ethical Conduct of Research (10%) | 1. Clear ethical Considerations (5%)<br>2. Informed consent/assent or justification of waiver of such is clear (5%) |
| Data management (20%) | 1. Sound sample size determination (5%)<br>2. Clear relation of data collected with the variables of interest to answer the objectives (5%)<br>3. Appropriate data analysis (5%)<br>4. Data privacy to protect confidentiality of data in place (5%) |
| Relevance/Significance (25%) | 1. Aligned with the PAFP research agenda (10%)<br>2. Results of the study will contribute to new knowledge in the FCM Discipline (5%)<br>3. Clear benefits to patients, families, communities (10%) |
| Proponent/Institutions Capacity (15%) | 1. Clear timeline and budget for project completion (5%)<br>2. Researchers background and expertise and track record show them capable of completing the research (5%)<br>3. Institution can help ensure the completion of research (5%) |

2. The top 10 submissions garnering the highest scores and implementable within a 12 to 18-month time frame will be recommended to the PAFP National Board of Directors for the Research Grant Award. The 10 will consist of submissions with the highest scores,1 from each of the 7 PAFP regions and the 3 highest scores among the rest of the submissions nation-wide. Research grants will be awarded during the annual national PAFP convention.

3. Each of the 10 awardees will be granted 20,000 pesos, the full amount of which will be released at the start of the project implementation, provided that the

protocol is already IRB-approved. Grantees will be asked to sign a Research Grant Agreement. (Appendix B)

**D. Post-Grant Documents for Submission**

1. The main proponent, after awarded the grant, must submit within 3 months the full protocol with the IRB Approval Certificate if not yet submitted initially.
2. A semi-annual project completion report should be forwarded to PAFP by email.
3. Final research paper should be submitted 12 to 18 months after receipt of the grant. In case, grant extension will be needed, the maximum extension will be 6 months and this should be placed in writing 2 months before the end of the 18-month period for endorsement of the Research Agenda, Grants and protocol review committee and approval of the PAFP National Board.
4. A fund disbursement report should likewise be submitted along with final research paper.

**E. Penalties for Non-Completion of Research**

Failure to complete the research paper within the maximum 2-year period and to comply with submission of required post-grant documents will mean that the main proponent will return the grant in full to the PAFP.

## Annex A- PAFP Research Proposal Template for Grant Application

| Particulars | Proponents Reply |
|---|---|
| Study Title | |
| Principal Investigator | |
| Co-Investigators (if PI is a resident, at least one consultant co-investigator) | |
| FCM Training Program | |
| Chairperson of the Training Program | |
| Endorsements (may affix 1 signature only from Chairperson if endorsed by training department and from Chapter president if endorsed by chapter) | _____<br>Name and Signature of Chairperson<br><br>_____<br>Name and Signature of PAFP Chapter President |
| Status of Protocol Approval from IRB | ___ Protocol Approved<br>___ Protocol Undergoing Review<br>___ Protocol Still for Submission |
| RESEARCH PROTOCOL BRIEF – can submit as a separate proposal but ensure all parts listed below are included | |
| Introduction<br>-This should contain sufficient background information on what is known, burden of illness, what is not known and what new thing that this study will add. It should provide sufficient rationale for the study. | |
| Significance of the Study<br>-This should contain information on why the study will be done and how it will be beneficial | |

| | |
|---|---|
| General and Specific objectives<br>-This contains what the study wants to achieve over-all and the specifics that will be dealt with in order to achieve the general objective | |
| Detailed Methodology<br><br>*Project Duration*<br><br>Study Design<br><br>Study Population<br>Inclusion/Exclusion Criteria<br>Sample Size Considerations<br><br>Description of Interventions if applicable<br><br>Description of Data Collection<br><br>Description of Outcome Measures<br><br>Data Analysis | |
| Project Timeline or Gantt Chart | |
| Estimated Budget<br><br>If in excess of the Php 20,000 grant who will shoulder other portions | |
| Attachments<br><br>*GCP certificates*<br>CV<br>Ethical Clearance | |
| References | |

**Annex B – PAFP Research Grant Agreement**

RESEARCH GRANT AGREEMENT

This agreement between the Philippine Academy of Family Physicians (Grantor) and _____ _____ (Name of Grantee) is carried out on this day of _____(Date) to support the implementation of the Grantor's proposed research project.

Grantee information

Name:

Title of the Research Project:

Contact number:

E-mail address:

Grant Information Summary

Period Start:

Period End:

Award Amount:

- GRANT AMOUNT AND PERIOD

This Agreement will be effective for the entire Grant period set out on the Grant Information Summary of the Agreement. The Grant funds may not be used for any expenses or other costs of activities incurred prior to the Start Date of the Entire Grant Period of this Agreement.

The grantee will receive the grant amount of twenty thousand pesos (20,000.00) at the start of the research project implementation provided that the IRB-approval certificate for the study protocol has been submitted.

- USE OF GRANT FUNDS

Use of the grant fund should adhere to the proposed budget submitted along with the study protocol. A fund disbursement report will be required at the end of the research project implementation. Any amount not utilized must be returned to the Grantor.

- PUBLICATION

The Grantee must agree to have his or her research paper published in the Filipino Family Physician.

This Grant Agreement contains the entire agreement between the Philippine Academy of Family Physicians and _____ (Grantee) and shall apply over the grant period as indicated in the Grant information summary.

Signed:

_____ _____

Representative, PAFP Date

Grantor

_____ _____

Grantee Date

SUBSCRIBED AND SWORN to before me this, ___ day of _____ in the city/municipality of _____, petitioner exhibiting his/her _____identification card with No. _____ issued at _____ on _____. _____

Administering Officer

Doc. No.: _____

Service No.: _____

O.R. No.: _____

Fee Paid: _____