

## MISSION STATEMENT

It is the mission and goal of the American Society of Forensic Odontology (ASFO) to encourage and stimulate investigation and research in forensic odontology and related disciplines.

Appropriate topics for investigation include, but are not limited to: dental identification; bite mark investigation; dental age estimation; imaging techniques; orofacial and dental aspects of domestic violence; dental malpractice, malfeasance and professional negligence; demographics of forensic odontology; scientific method and the law as it relates to forensic odontology, business aspects of forensic practice; forensic philosophies; etc. Methods may include a literature review of a topic that applies to forensic odontology; collection and study of dental, oral or bitten tissues to quantify a parameter of interest; collection of information from surveys to answer questions in forensic odontology; collection of data from experiments performed in a research laboratory, institution, group or private practice that pertain to forensic odontology; etc.

Two types of grants are available for prospective applicants. The Gerald Reynolds Research Grant is available to new investigators, and the ASFO Research Grant is available to experienced researchers or those individuals seeking greater funding than is allowed by the Gerald Reynolds Research Grant. Information, application requirements and obligations to grant recipients are found in addendums to this mission statement.

**All applications for a research grant should be submitted by e-mail to the ASFO Research Committee Chair. Send an e-mail the Chairperson at [researchchair@asfo.org](mailto:researchchair@asfo.org).**

**An individual applying for either ASFO Grant must be an active ASFO member. If there are multiple individuals on the same project applying for either ASFO Grant, then only one individual from that particular group is required to be an active ASFO member.**

**Active ASFO membership must be maintained by at least one individual/funded project until project completion requirements have been met as defined by the ASFO Research Committee. (See the "Timetable for ASFO Research Grants" and "Calendar for Grants" section at the end of this document for requirements)**

Individuals wishing additional information applying for either grant should submit their grant proposal to the Chairperson of the ASFO Research Committee. All grant proposals are reviewed by the Research Committee for their format and scientific merit. **The project's experimental design must be approved by the committee prior to the commencement of the data collection process.** The committee may request modifications and clarifications, and after which, submit their recommendation to the ASFO Board of Governors for approval. Notice of approved applications will be sent to the ASFO Executive Director. The Research Chair will notify the successful applicant and will request that the applicant send a letter acknowledging the conditions under which the grant is awarded.

Upon completion of the project, the recipient is required to submit an abstract of their results to the Research Chairperson for publication in the ASFO newsletter.

## Dr. Gerald Reynolds Research Grant for New Investigators (Up to \$1000)

This grant was initiated by Dr. Gerald Reynolds, whose significant contributions included case-work, teaching, research and lobbying governmental agencies on behalf of forensic odontology. Dr. Reynolds promoted the use of the scientific method to test new theories in forensic odontology, and encouraged members of ASFO to conduct peer-reviewed research. The grant will be awarded to ASFO members at such a time in their careers when they first wish to become involved in a research project in forensic odontology.

To apply for this grant, applicants must submit the following information:

- The name of the grant for which the applicant is applying (Dr. Gerald Reynolds Research Grant)
- **ASFO membership status of at least one researcher.**
- A statement that confirms the applicant has not previously conducted a forensic research project.
- Hypothesis to be proved by the research.
- Plan to prove the hypothesis.
- Timeline for completion of the research.
- Listing of the materials, methods, equipment and supplies that will be utilized in the research.
- Location where the research will be conducted.
- Complete contact information for each researcher.
- CV from each researcher.
- Listing of academic and professional affiliations.

This grant may be applied for and awarded at anytime throughout the year.

## ASFO Research Grant (up to \$3000/project)

Research grants are provided on an annual basis. Numerous factors are considered prior to approval and include scientific merit, the potential contribution to forensic science, as well as the availability of research funds. A timeline for applications, committee review, submission to the Board of Governors and approval is provided below. The research must be a new proposed project. Pilot results will strengthen a proposal, but **the ASFO will not fund previously completed projects.**

In order to be reviewed by the Research Committee, a valid application must be provided.

A valid application for ASFO Research Grant Funding will contain:

- The name of the grant for which the applicant is applying (ASFO Research Grant)
- **ASFO membership status of at least one researcher.**
- Hypothesis to be proved by the research.
- Plan to prove the hypothesis.
- Timeline for completion of the research.
- Listing of the materials, methods, equipment and supplies that will be utilized in the research.
- Realistic budget for the project.
- Location where the research will be conducted.
- Complete contact information for each researcher.
- CV from each researcher.
- Listing of academic and professional affiliations.
- List of any other funding either pending or received for the project and the amount

**An example of a proposal format may be found on the ASFO website.**

All applications for awards will be reviewed by members of the Research Committee. The Committee will consider and rate the proposal on the following areas:

- Value, utility and relevance of the research to forensic odontology.
- Ability of the individual researcher to complete the research.
- Appropriateness of the budget for the research.

These criteria will be used to weigh the applications received in a specific funding cycle. The most highly rated research projects will receive funding until the annual funding ceiling is met. Partial funding may be approved and awarded.

Examples of items that may be funded:

- Expendables
- Testing media
- Specific funding for technical and expert advice such as a biostatistician
- Small equipment

- Leases for major equipment
- Software
- Computer peripherals

**Salary for the Principal Investigator or Institutional indirect costs will not be funded.**

The Research Committee will review all proposals upon their receipt. The Chairperson of the Research Committee, if necessary, will request any clarification or recommended modifications of the proposal to the applicant. The Committee may accept or reject the request. Upon acceptance, the Research Chair will forward the Committee's recommendations to the Board of Governors for their approval in accordance to the timeline found attached to this document. The Board of Governors will act upon the recommendation and the Chair will notify the applicant of the Board's action. The applicant will be required to sign an agreement acknowledging the conditions under which the grant is awarded.

Officers and members of the Board of Governors are eligible for research grants. They are required to recuse themselves from all discussion, votes or other action on any grant in which they have a personal interest, either as a primary or secondary investigator.

Notice of approved applications will be sent to the ASFO Executive Director. The Research Chair will notify the successful applicant and will request that the applicant send a letter acknowledging the conditions under which the grant is awarded. Once the acknowledgment letter is received the ASFO Executive Director will mail the recipient a check for the amount of the grant.

It should be noted that the grant is a contract between the recipient(s) and ASFO. Failure to abide by the agreement will require return of the entire amount of the grant upon request of the Research Chair or ASFO Executive Director. This decision can be appealed to the Research Committee in writing within 30 days of the receipt of refund notification.

**Reports on research progress are required annually and the final project results must be presented at an AAFS meeting or published in a peer-reviewed journal.**

**ASFO Grant Recipient Annual Accountability Report Writing Guidelines can be located on the ASFO Website, ([www.asfo.org](http://www.asfo.org)), under the Research and Grants Tab.**

**In addition, upon completion of the project, an abstract must be submitted to the ASFO Research Committee Chair for publication in the ASFO newsletter.**

### TIMETABLE FOR ASFO RESEARCH GRANTS

All grant applications must be submitted for review by the research committee no later than Nov 1.

The committee will review each application, provide feedback, and/or submit requests for additional information by December 31.

Final drafts must be received by the research committee by Jan 31.

The research committee will forward those grants recommended for approval to the ASFO Board of Governors at the annual meeting of the ASFO in February.

In addition to meeting publication and/or presentation requirements, all grant recipients will be required to submit a final abstract to the committee for publication in the ASFO newsletter.

### CALENDAR FOR GRANTS

Deadline for Submitting Initial Grant Proposal:	November 1
Deadline for Modifications to Proposal:	December 31
Deadline for submission to the Board of Governors:	January 31
Notification of Grant Approval:	Annual ASFO Meeting
Annual Interim Report/Final Report on Research Status:	December 31
Submission of Abstract for ASFO Newsletter:	Upon project completion

**Submit Final Report on Project Completion to the ASFO Research Committee Chairperson within 4 years following grant funding.**