

# A.T. *Still Research Institute*

## Clinical Research Workshop Series

---

**Pre-Workshop Orientation  
February 24, 2003**

---

*This program was made possible by Grant No. DHHS 1 D12 HP 00156-01 between the A.T. Still University of Health Sciences, Kirksville College of Osteopathic Medicine and U.S. Department of Health and Human Services, Health Resources and Service Administration, Bureau of Primary Health Care. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Bureau of Primary Health Care.*



## **Clinical Research Workshop**

Pre-Workshop Orientation  
Monday, February 24, 2003

### **Agenda**

- I. Introduction to the Workshop
  - a. Syllabi, Handouts, and Readings
  - b. CME
  - c. Textbooks
- II. Mentorship Program (Required for OMM and FM)
- III. Research Panel Presentation
- IV. Questions from Workshop Participants

If you have any concerns or questions during the Clinical Research Workshop Series, please do not hesitate to contact:

Beverly Tremain, PhD, CHES  
A.T. Still Research Institute, Director  
A.T. Still University of Health Sciences  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2397  
[btremain@kcom.edu](mailto:btremain@kcom.edu)  
webpage: [www.kcom.edu](http://www.kcom.edu) and select Research Institute

## RESEARCH MENTORSHIP PROGRAM GUIDELINES

The instructions that follow serve as a framework for the research mentorship part of the Clinical Research Workshop.

1. The Research Mentorship Program is a requirement for Osteopathic Manipulative Medicine (OMM) and Family Medicine (FM) Residents.
2. Deadline for the completed research proposal under this Research Mentorship Program is August 1, 2003.
3. A copy of your research proposal should be sent to the A.T. Still Research Institute (c/o Dr. Beverly Tremain), your mentor(s), and your residency director.
4. Workshop participants should select their mentor(s) as soon as possible after the first day of the workshop. Each mentor should be able to provide topical and methodological advice to the mentored. In the event that the identified mentor cannot provide advice for both areas of the research proposal, an additional mentor must be identified.
5. Assistance on research methodology is available from the Office of Research Support. Please contact Jane Johnson at 626-2397.
6. The proposal framework for the Research Mentorship Program is the AOA Osteopathic Research Fellowship mechanism. Please note:
  - Use of these guidelines is for educational purposes only and does not imply that you or your project are eligible or appropriate for any funding mechanism from the AOA.
  - The instructions for the AOA Osteopathic Research Fellowship provided are the most current at the time of workshop manual preparation. See the AOA website for the most up to date funding policies and guidelines in the *Research Handbook* (<http://www.aoa-net.org/Research/handbook901.pdf>).
  - The AOA Osteopathic Research Fellowship award mechanism was selected as a framework to promote research in the osteopathic profession. However, if you and your mentor(s) feel that the research proposal is possibly more appropriate for the National Institutes of Health (NIH), then those guidelines may be used. Please see the NIH website for more information (<http://grants1.nih.gov/grants/oer.htm>).

## AMERICAN OSTEOPATHIC ASSOCIATION RESEARCH HANDBOOK

**Note:** This handbook is provided for educational purposes only. Please consult the AOA for the most updated guidelines and policies for grants or fellowships. Selected Pages from the *Research Handbook* (hereafter known as “Handbook”)

Page Number	Purpose
4	General Information and Policies <ul style="list-style-type: none"> <li>• Eligibility Requirements for Grant Applicants</li> </ul>
5	Protection of Human Research Subjects and Vertebrate Animals
7	AOA Osteopathic Research Fellowship
8-12	Deadline and Submission Information (does not relate to deadlines for Clinical Research Workshop) Format for Applications Instructions for Fellowship Application Forms The Research Proposal of Fellowship Applications Administrative Information Ranking System for Fellowship Applications Award Required Reports
13	Burnett Osteopathic Student Research Award <ul style="list-style-type: none"> <li>• Guidelines</li> </ul>
14	Burnett Osteopathic Research Award Application Form
15	Checklist of Forms Needed for AOA Grants and Fellowships
16	Appendix B: Required Forms
17	Abstract for AOA Grant Application
D, 18	Certificate of Compliance
F, 19	Project Summary
G, 20	Keyword Descriptor Form
H-1 & H-2, 21-22	Application for Fellowship Grant (Agreement & Approval)
I, 23	Personal Data Sheet
J, 24	Biographical Sketch

## **GENERAL INFORMATION AND POLICIES**

A major objective of the American Osteopathic Association ("AOA") is to encourage scientific research. The Bureau of Research ("Bureau") is responsible to the AOA Board of Trustees for overseeing and developing the research activities of the profession. The Council on Research Grants ("Council"), a council which reports to the Bureau, implements AOA policy on the evaluation of applications to the research programs described in this Handbook and makes the initial recommendations concerning funding of research projects. All recommendations of the Council concerning research grants are submitted for approval to the Bureau and to the AOA Board of Trustees.

Grants and fellowships are funded through resources of the AOA Osteopathic Research and Development Fund, the American Osteopathic Foundation and the A. T. Still Foundation and Research Institute. Both programs are administered through the AOA Bureau and the Council.

## **ROLE AND SCOPE OF OSTEOPATHIC RESEARCH**

The purposes of the research programs administered by the Bureau, through the Council, are to:

1. Investigate problems that will lead to a better understanding and a more effective application of the philosophy and concepts of osteopathic medicine; and
2. Develop the research capacity of the osteopathic profession by supporting the training and research of career track investigators.

For purposes of sponsorship of research projects, "osteopathic research" is defined as: "research done under osteopathic sponsorship that is directed toward answering questions traditionally or currently associated with the osteopathic profession and its particular philosophy or practice." Research questions undergo constant redefinition in the dynamic context of osteopathic medicine.

The questions associated with osteopathic medicine arise primarily from a clinical base, and the Bureau is particularly interested in clinical and basic science projects that lead with reasonable directness to further knowledge in osteopathic medicine.

The areas of interest in research conducted under osteopathic auspices are broad enough to encompass all the medical and biological sciences. However, because of limited resources and facilities of the profession, emphasis must be given to research which is clearly osteopathic in nature.

Investigators are encouraged to identify areas that need exploration under osteopathic auspices and to seek out the best possible application of their own talents, skills, and interests to that exploration. They are invited to discuss with the Bureau or its designated consultant their proposed projects while in the planning stages. Though the Bureau neither helps prospective grantees write applications nor assumes responsibility for prospective grantees who have asked for consultation, such conversations can be of help in eliminating areas of duplication or identifying general problems needing osteopathic research.

The AOA is interested only in high quality scientific investigation and limits its approval of applications to those projects that have reasonable promise of revealing important scientific knowledge.

## PROTECTION OF HUMAN RESEARCH SUBJECTS

All grantee organizations in which Bureau supported research is conducted must conform to the standards established by the U.S. Department of Health and Human Services (DHHS) for use of human research subjects. Each institution must have an Institutional Review Board (IRB), which is required to review and approve all research activities involving human subjects. Basic requirements are given in DHHS regulation 45 CFR 46 **PROTECTION OF HUMAN SUBJECTS** (or as revised). These regulations are available from the Office for Protection from Research Risks, National Institutes of Health, Bethesda, MD 20205, (301-496-7041). **At the first time that an institution qualifies for receipt of funding from the Bureau for studies involving human research subjects, the Council must receive a statement describing IRB organization, personnel and functioning; annual updates will be required.**

The applicant organization bears responsibility for safeguarding the rights and welfare of human subjects in research supported by the Bureau. "Human subject" is defined as a "living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information." The regulations apply to the use of human organs, tissues, and body fluids from individually identifiable human subjects as well as to graphic, written, or recorded information derived from individually identifiable human subjects. The use of autopsy materials is governed by applicable state and local law and is not directly regulated by 45 CFR 46.

Investigators who conduct research involving fetuses, pregnant women, children, human *in vitro* fertilization, or prisoners must follow the provisions of the regulations in subparts B, C, and D of 45 CFR 46, which describe the additional protections required for these subjects.

Research which is exempt from coverage by the regulations are activities in which the only involvement of human subjects will be in one or more of the following six (6) categories:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2)(B) of this section, if: (a) The human subjects are elected or appointed public officials or candidates for public office; or (b) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subject.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, be the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

If following review of proposed research activities that are exempt as described in the six paragraphs above, the Council and Bureau determine that the proposed research program presents a danger to the physical, mental, or emotional well-being of a participant or subject of the research or demonstration project, then the Bureau will not authorize expenditure of funds for such a research program without the written informed consent of each participant or subject.

## **PROTECTION OF VERTEBRATE ANIMALS**

All institutions in which Bureau supported research is conducted must conform to the standards established for use of vertebrate animals by the U.S. Department of Health and Human Services (DHHS). Federal regulations for use of animals require the research facility to have an Institutional Animal Care and Use Committee (IACUC). Federal requirements for procurement and care of animals are enforced by the Animal and Plant Health Inspection Service (APHIS) of the U.S. Department of Agriculture (USDA). DHHS requirements related to animal use are found in: ***PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions; U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training; and Guide for the Care and Use of Laboratory Animals*** (or as revised). These regulations are available from the Office for Protection from Research Risks, National Institutes of Health, Bethesda, MD 20205. **At the first time that an institution qualifies for receipt of funding from the Bureau for studies involving vertebrate research subjects, the Council must receive a statement describing IACUC organization, personnel and functioning; annual updates will be required.**

## **ACCESS TO MAJOR PIECES OF EQUIPMENT**

If major equipment is a budgetary item, it is the institution's responsibility to assure the Council and the Bureau that the principal investigator or competent investigators will be available for productive research involving this equipment for the duration of the AOA-sponsored research.

## **AOA OSTEOPATHIC RESEARCH FELLOWSHIP**

### **INTRODUCTION**

The AOA Osteopathic Research Fellowship is sponsored by the AOA Bureau of Research. It is designed as a mechanism for supporting the research training of the applicant and will enable the applicant to conduct a basic science or clinical research project that will make a significant contribution to osteopathic medicine. The fellowship is, in effect, "seed" funding to encourage an osteopathic physician or physician in training to contribute to research throughout his/her career in osteopathic medicine.

The fellowship involves the completion of a project under the direction of the sponsor. Both the sponsor and the applicant accept responsibility for the conduct of the project and the reporting of the scientific results attained. A portion of the research-training program may be conducted at an institution other than the sponsoring institution. However, the sponsor must have obtained the services of a consultant who will offer on-site supervision of that portion of the fellow's program, which is not completed at the sponsoring institution.

Procedures that are specific to the AOA Fellowship are described in the pages that follow. However, references will also be made to those policies and procedures, which are common to the AOA research grants program described earlier in this document.

### **ELIGIBILITY REQUIREMENTS FOR AOA FELLOWSHIPS**

Funds for AOA Fellowships are awarded only to institutions meeting the requirements for general assurances, use of budgeted equipment, and protection of research subjects as described in the "INSTITUTIONAL RESPONSIBILITIES" section of this document.

The applicant for a fellowship shall, during the performance period of the fellowship, be: (a) A postdoctoral osteopathic medical student, possessing an earned D.O. degree awarded by an AOA-accredited institution, and be enrolled in an internship, residency, or research fellowship; or, (b) An undergraduate osteopathic medical student enrolled an AOA-accredited institution. Preference will be given to applicants in category (a). Individuals who have demonstrated research competency by virtue of competing successfully for major independent research grant support are not eligible for an AOA Fellowship.

The sponsor of an applicant for a fellowship shall be: (a) An osteopathic physician, who holds a faculty or staff appointment at an AOA accredited, affiliated, or approved osteopathic institution; or (b) A biomedical researcher who demonstrates evidence of professional training and experience as appropriate for his/her individual discipline and who holds a faculty or staff appointment at an AOA accredited, affiliated or approved osteopathic institution; or (c) An osteopathic physician, who holds a faculty or staff appointment at an academic or health care institution having accreditation, affiliation, or approval as appropriate for that institution's activities.

Applicants who propose research programs where human research subjects will receive health care services including examination, or diagnosis, or treatment must be under sponsorship of an osteopathic physician.

The consultant to an applicant shall meet at least one of the criteria specified above for sponsorship of an applicant, or shall be: a biomedical researcher who demonstrates evidence of

professional training and experience as appropriate for his/her individual discipline and who holds a faculty or staff appointment at an academic or health care institution having accreditation, affiliation, or approval as appropriate for that institution's activities.

Each fellowship supports one individual. Applications requesting support for more than one individual will not be accepted. An AOA Osteopathic Research Fellow may reapply for a second year of support. Not more than two consecutive or nonconsecutive fellowships may be awarded to an individual.

## **DEADLINE & SUBMISSION INFORMATION**

Applications must be submitted to the AOA Division of Research, Department of Education, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611-2864 and be postmarked before 11:59 P.M. on March 15. If March 15 is a Saturday or Sunday, the deadline shall be extended to 11:59 P.M. on the next Monday, immediately following March 15. Applications should be typed, single spaced and one-sided. Submit an original and ten (10) copies of the complete application.

## **FORMAT FOR FELLOWSHIP APPLICATIONS**

Applications should be in the following format:

1. Grant forms listed below, in the order as listed.
2. Table of Contents of the research proposal.
3. Text of the research proposal: Typed single-spaced on one side of the paper. Page numbers should be at the bottom center of each page. It is suggested that the text be divided in sections according to the requirements listed below.
4. Applicant's curriculum vitae.
5. A letter or other document giving evidence of approval of the project by the prospective fellow's sponsor.
6. If appropriate, a letter or other document giving evidence of approval of the project by the prospective fellow's consultant.

## **INSTRUCTIONS FOR FELLOWSHIP APPLICATION FORMS**

- Form H: Application for fellowship grant. Complete both pages of this Form.
- Form I: Personal Data Sheet. (self explanatory)
- Form D: Certificate of Compliance, protection of research subjects. (See instructions pertaining to Form D under the section entitled, "INSTRUCTIONS FOR GRANT APPLICATION FORMS".)
- Form F: Project Summary: (See instructions pertaining to Form F under the section entitled, "INSTRUCTIONS FOR GRANT APPLICATION FORMS".)
- Form G: Keyword Descriptor Form: (See instructions pertaining to Form G under the section entitled, "INSTRUCTIONS FOR GRANT APPLICATION FORMS".)
- Form J: Biographical Sketch: (See instructions pertaining to Form J under the section entitled, "INSTRUCTIONS FOR GRANT APPLICATION FORMS".)

## THE RESEARCH PROPOSAL OF FELLOWSHIP APPLICATIONS

An AOA Fellowship application also requires a research proposal containing the following information presented in the order stated:

A. Specific Aims --

The broad, long-term objectives of the applicant's research training program should be stated. These objectives would include the research proposed in the current application.

Describe in a concise and realistic manner what the research proposed is intended to accomplish. Clearly identify the extent to which the training and research have significance for osteopathic philosophy or practice; such significance should be described in detail. **Sections A and B should not exceed two (2) pages.**

B. Background & Significance --

Provide a brief overview of the background for the present proposal, including the most relevant existing knowledge. Specifically identify those gaps of knowledge, which will be filled by the results of the present proposal. Describe how the importance of the research proposed in the present proposal will relate to the long-term objectives stated in section A of the proposal. **Sections A and B should not exceed two (2) pages.**

C. Preliminary Studies --

Discuss the current status or final results of any studies, done by the applicant, pertinent to the proposal. Include one (1) copy of any manuscripts or abstracts accepted for publication, in press, or previously published which resulted from those studies. This section should not exceed one (1) page, exclusive of appended materials.

D. Experimental Design & Methods --

Outline the experimental design and the procedures to be used to test the hypotheses of the project, including the expectations for all proposed experiments. For each experiment describe: the control groups, methods to be employed, data to be collected, and statistical design for analysis of the data. Point out any procedures, situations, or material that may be hazardous to personnel and the precautions to be exercised. **This section should not exceed five (5) pages.**

E. Human Subjects --

For studies involving the use of human subjects, the following eight (8) concerns must be addressed:

Address concerns 1-8 using the instructions pertaining to section E under the section entitled, "THE RESEARCH PROPOSAL OF GRANT APPLICATIONS".

F. Vertebrate Animals --

For studies involving the use of vertebrate animals, the following five (5) concerns must be addressed:

Address concerns 1-5 using the instructions pertaining to section F under the section entitled, "THE RESEARCH PROPOSAL OF GRANT APPLICATIONS".

G. Personnel and Consultants --

The following information must be included:

1. If any technical personnel will be involved in the proposed studies, provide a brief description of their role and their percent effort devoted to the project.
2. If consultant arrangements have been made, the **application should include, for each consultant, a letter indicating:**
  - (A) His/her support for the application;
  - (B) Agreement to provide supervision of the applicant; and
  - (C) Expertise and support that will be provided to the applicant.

H. Resources and Funding Support --

1. List the facilities available for carrying out this project, including laboratories, clinical resources, animal care facilities, computer facilities, office space, major pieces of equipment, secretarial support, machine shop facilities, and electronics shop facilities.
2. List all research funding available for the sponsor and consultant(s). For each individual, classify the funding according to the following three groups:
  - (A) All current support;
  - (B) All applications and proposals pending review or funding; and for each grant that is currently funded, include:
    - (A) The source of support, identifying number and title;
    - (B) Percentage of appointment on the project;
    - (C) Dates of entire performance period;
    - (D) Annual direct costs;
    - (E) A brief description of the project;

- I. Literature Cited -- All literature citations occurring in the text should be identified by number only. Each citation should be listed in this section and include: names of all authors; name of the book or journal; volume number; page numbers; and year of publication.

Incomplete applications, that is, those lacking essential information, sponsor approval, or evidence of compliance with regulations for protection of research subjects (where indicated by type of proposal) cannot be accepted. Those received after the deadline date will be returned unread.

### **ADMINISTRATIVE INFORMATION**

All initial funding recommendations of the Council are submitted to the Bureau for review and approval of final recommendations, which are then made to the AOA Board of Trustees for final approval at its annual meeting in July. The fellowship will begin August 1 of that year and end on July 31 of the subsequent year.

All correspondence concerning the program and/or awarded fellowships should be directed to the Division of Research.

## RANKING SYSTEM FOR FELLOWSHIP APPLICATIONS

All proposals are considered for scientific acceptability and osteopathic significance as follows (a proposal may possess all or some of the attributes listed for each rank):

- 1.0 Highest rank; clear osteopathic significance, no revisions in protocol needed; excellent experimental design; important research problem; original approach; highly qualified applicant; highly qualified sponsor(s); suitable facilities; outstanding performance on previous funded fellowship, where applicable.
- 2.0 Moderate rank; moderate osteopathic significance, minor revisions in protocol needed; average experimental design; good research problem; good approach; qualified applicant; qualified sponsor(s); suitable facilities; above average performance on previous funded fellowship, where applicable.
- 3.0 Low rank; little osteopathic significance, major revisions in protocol needed; poor experimental design; old research problem; poor approach; problems with applicant's or sponsor's qualifications; problems with facilities; barely acceptable scientifically, average, acceptable performance on previous funded fellowships, where applicable.
- 4.0 Lowest rank; no osteopathic significance, not scientifically acceptable; project could be salvaged only by totally rethinking and rewriting the protocol; expert consultation needed; poor, unacceptable performance on previous funded fellowship, where applicable.

## AWARD

The award is for \$5,000, consisting of a \$4,250 stipend and a \$750 travel allowance to attend the annual AOA Research Conference during the year of the fellowship.

Funds are made available as follows:

1. \$2,250 when the official notification of the award is made, by certified letter as soon as possible after the annual meeting of the Bureau of Research.
2. \$750 in travel funds for the Research Conference, paid upon receipt of an abstract for the Conference.
3. \$1,000 upon receipt, and approval, of a midyear progress report.
4. \$1,000 upon receipt, and approval, of a final progress report.

It is expected that the research will be conducted during a period beginning August 1 of the calendar year in which the application is made and ending July 31 of the calendar year after that in which the application is made. It is the responsibility of the fellow to complete the work within this period and to submit the required reports as prescribed in the section "REQUIRED REPORTS" which follows below.

In exceptional circumstances an extension of nine (9) months may be granted to allow completion of research and reporting. However, in no case will a fellowship be permitted to extend beyond two (2) years. Fellows who fail to complete the requirements for the receipt of the funds of this award within two years will forfeit the remainder of all funds outstanding.

Those fellowship awardees who fail to meet the requirements in the above circumstances will not be considered eligible for any future awards within this program and will be required to pay back all fellowship funds disbursed.

## REQUIRED REPORTS

All reports should be sent to the Division of Research.

1. If, during the conduct of the fellowship, the sponsor and applicant wish to conduct any portion of the fellowship at a site other than that described in the application, the fellow and sponsor may request that the council authorize the additional performance site. Requests must be submitted in written letter format which:
  - (A) Discusses the reasons for selection of an additional site;
  - (B) Identifies the additional performance site;
  - (C) Identifies the consultant who will supervise the fellow at the new site;
  - (D) Includes a current curriculum vitae of the consultant; and
  - (E) Includes the signatures of the fellow, sponsor, and any consultants to the fellowship.
2. If extraordinary circumstances arise which, in the opinion of the fellow and his/her sponsor may not permit the fellow to complete the research within the project period, the fellow and sponsor may request that the council permit extension of the performance period. Requests must be submitted in written letter format which:
  - (A) Discusses all aspects of the extraordinary circumstances;
  - (B) Proposes a timetable for completion of the project; and
  - (C) Includes the signatures of the fellow, sponsor, and any consultants to the fellowship.
3. Fellows must submit an abstract for a paper (oral) presentation, on the form provided by the AOA Division of Research by the abstract deadline, for inclusion in a special section of the AOA Research Conference program. Fellows and their sponsors are invited to attend the entire conference program, but a special session will be provided for presentation of the fellow's projects, and for constructive review and discussion.
4. The midyear report is due January 31, six months after the start of the fellowship year. Both the fellow and the sponsor must sign the report.
5. The final report is due October 1, 60 days after the completion of the fellowship year. Both the fellow and the sponsor must sign the report. It must include an outline of a paper suitable for publication (or the manuscript itself) or of a presentation to be made at the next Research Conference. Approved final reports will be submitted for consideration of publication to JAOA unless the fellow specifies otherwise.

The AOA Division of Research will furnish copies of the reports to the Council. All publications and reports that result from this fellowship award must note the author as an AOA Osteopathic Research Fellow. Completion of all reports will allow release of appropriate funds.

## BURNETT OSTEOPATHIC STUDENT RESEARCH AWARD

The Bureau of Research offers the annual Burnett Osteopathic Student Research Award. Recognizing a student of osteopathic medicine for the most outstanding concept paper pertaining to an osteopathic-oriented research proposal, the award consist of an all-expense paid trip to the annual Research Conference plus \$100 cash. The award is named in honor of the contributions made to the osteopathic profession by John H. Burnett, D.O. and Mary M. Burnett, D.O.

The concept paper should describe the rationale for developing a research protocol, which concerns osteopathic philosophy or practice and may include studies of osteopathic manipulative treatment. The paper should include a description of the problem to be studied, a brief review of previous work on the problem, a general overview of the research plan, and a description of the significance of the research with respect to osteopathic principles and practice or osteopathic manipulative treatment. Emphasis should be on the conceptual analysis of the problem with attention to the identification of relevant variables and their relationships.

### GUIDELINES

1. Eligibility is limited to students enrolled in AOA-accredited colleges of osteopathic medicine.
2. The application form (See Appendix) must be signed by the Dean of the college (or a designate).
3. Applicants are encouraged to consult with faculty advisors in the development of the paper.
4. The paper must be typed double-spaced and must be no longer than 15 pages. References, tables and figures may be included and will not be counted toward the total of 15 pages.
5. One (1) original and ten (10) copies of the paper and application form must be submitted to the AOA Division of Research and postmarked before April 1, 2002.
6. Papers will be judged on content and form by the Bureau of Research. The paper shall be of sufficient quality to be submitted to the ***Journal of the American Osteopathic Association*** for possible publication.
7. Applicants will be notified in writing of the results of the competition by the Division of Research.
8. A formal announcement of the award will be made at the student's college and at the annual Research Conference.

**BURNETT OSTEOPATHIC STUDENT RESEARCH AWARD  
APPLICATION FORM**

Your Full Name: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

College: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
(Signed) Applicant

\_\_\_\_\_  
(Signed) Dean of College

**AMERICAN OSTEOPATHIC ASSOCIATION  
APPLICANT'S CHECKLIST  
FOR AOA GRANTS AND FELLOWSHIPS**

---

This is an optional form for use in preparing the application. Do not submit this form with the application.

---

**FOR BOTH TYPES OF APPLICATIONS:**

Form D \_\_\_; Form F \_\_\_; Form G \_\_\_

Form J \_\_\_

Research Proposal \_\_\_

Optional - List of 3 potential reviewers (see Form C) \_\_\_

**FOR AOA GRANT APPLICATIONS ONLY:**

Form A \_\_\_; Form B \_\_\_; Form C \_\_\_; Form E \_\_\_

Description of student fellowship \_\_\_;

**FOR AOA FELLOWSHIP APPLICATIONS ONLY:**

Form H \_\_\_; Form I \_\_\_

Portrait of applicant \_\_\_

Sponsor's letter of support for the application \_\_\_

## APPENDIX B: REQUIRED FORMS

(Application forms can be downloaded in Word format from the AOA Website. Please go to “Research and Grants” on the opening page, then select “Grants and Fellowship Application Forms” for the download dialogue box. The Abstract Section of the Grant Application requires the insertion of text into a space limited text box. Other sections of the Application which require the insertion of text are marked with a form field box, and will automatically expand to accommodate your entries.)

ABSTRACT for AOA Grant Application Do not exceed 7 1/4” by 4 1/8”.

- Form A:** Application for a Research Grant
- Form B:** Funding Data Sheet
- Form C:** Administrative Data Sheet
- Form D:** Protection of Research Subjects
- Form E:** Budget & Finance Statement
- Form F:** Project Summary
- Form G:** Keyword Descriptor Form
- Form H:** Application for AOA Osteopathic Research Fellowship (2 pages)
- Form I:** Personal Data Sheet
- Form J:** Biographical Sketch

## ABSTRACT FOR AOA GRANT APPLICATION

Postmark Deadline: December 2, 2002

**Principal Investigator/Program Director** (Last, first, middle): \_\_\_\_\_

**DESCRIPTION.** State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application. If the application is funded, this description, as is, will become public information. Therefore, do not include proprietary/confidential information. **DO NOT EXCEED THE SPACE PROVIDED at 7 1/4" x 4 1/8".**

# D

## AMERICAN OSTEOPATHIC ASSOCIATION Certificate of Compliance PROTECTION OF RESEARCH SUBJECTS

### 2001 FORM D

Eleven copies required  
Please Print or Type

To be filed with each research proposal, and with each fellowship application where applicable.

Title of project:

Name of principal investigator (or fellowship applicant):

Name of sponsor (for fellowship applications):

Institution

### HUMAN SUBJECTS

I, as chairman of the Institutional Review Board (IRB), certify that the IRB meets the regulations in all federal, state, and local laws concerning the use of human subjects.

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OPRR Assurance of Compliance Number:  
\_\_\_\_\_

### VERTEBRATE ANIMALS

I, as chairman of the Institutional Animal Care and Use Committee (IACUC), certify that the IACUC meets the regulations in all federal, state, and local laws concerning the use of vertebrate animals.

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OPRR Animal Welfare Assurance Number:  
\_\_\_\_\_

Please attach copies of all consent permissions as applicable.

### Committee on use of human subjects

This project has been reviewed by our committee and the following is noted:

\_\_\_ The project does not include activities involving human subjects.

\_\_\_ The project includes activities involving human products or unidentifiable patient data, and is exempt from review under DHHS regulations.

\_\_\_ The project does include activities involving human subjects. The committee reviewed and approved it on (date) \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

A.T. Still Research Institute  
Clinical Research Workshop

### Committee on animal welfare

This project has been reviewed by our committee and the following is noted:

\_\_\_ The project does not include activities involving animal subjects.

\_\_\_ The project includes activities involving animal products, and is exempt from review under DHHS regulations.

\_\_\_ The project does include activities involving animal subjects. The committee reviewed and approved it on (date) \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

Date: February 24, 2003  
Page 18

# F

## AMERICAN OSTEOPATHIC ASSOCIATION PROJECT SUMMARY

2001

FORM F

Eleven copies required

Please Print or Type

Name of Principal Investigator : \_\_\_\_\_

**Hypothesis** : (Note how the hypothesis expresses a significant relationship to osteopathic philosophy or practice.)  
(This format will automatically create space as needed.)

**Major Methods**: (Procedures, controls, subjects, variables, special techniques.)  
(This format will automatically create space as needed.)

**Data Collection**: (What observations, measurements, and/or records will be made? Examples: medical record, specific laboratory measurement.)  
(This format will automatically create space as needed.)

**Analysis of Results**: (Overview of planned analysis and summary of data.)  
(This format will automatically create space as needed.)

**Background for Development of Project**: (Your experience directly relating to this project, number of publications in your curriculum vitae related to this project, major literature resource you will use as a reference.)  
(This format will automatically create space as needed.)

# G

## AMERICAN OSEOPATHIC ASSOCIATION KEYWORD DESCRIPTOR FORM

2001

FORM G

One copy required

Please Print or Type

Keywords will be used to describe the substantive area of your research project

9999000	OSTEOPATHIC MEDICINE
9999001	Articular Strain
9999002	Axoplasmic Flow
9999003	Chapman's Reflex
9999004	Cranial Concept
9999005	Manipulation
9999006	Massage
9999007	Motion, Inherent
9999008	Myofascial Trigger Point
9999009	Osteopathic Manipulative Treatment
9999010	Palpation
9999011	Palpatory Diagnosis
9999012	Physiologic Motion of the Spine
9999013	Somatic Dysfunction
9999014	Tissue Texture Abnormality
9999015	Trigger Point
9999016	Viscero-Somatic Reflex
9999018	Acquired Immune Deficiency Syndrome - AIDS

**Osteopathic Terminology:** Please note that the keyword lists contain several osteopathic terms.

**Your Own Terminology:** The available keyword terms may not adequately describe your research project. You may use your own terminology to provide two additional keywords.

### KEYWORD DESCRIPTORS OF RESEARCH PROJECT

USING THE ABOVE LIST, please provide no more than three (3) code numbers and respective keywords which describe the substantive area of your research project. (See Instructions)

**Keyword List:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Your Terminology:** If the keyword terms do not adequately describe your research project, USE YOUR OWN TERMINOLOGY to provide no more than two (2) additional keywords which describe your research project.

- 1)
- 2)

NAME OF PRINCIPAL INVESTIGATOR:

TITLE OF PROJECT:

# H-1

2001

## Form H-1

Ten copies required  
Please print or Type  
Please Print or Type

Do not write in this space  
Date received  
Control No. F  
Rank  
Disposition

### APPLICATION FOR FELLOWSHIP GRANT AOA OSTEOPATHIC RESEARCH FELLOWSHIP

Application is hereby made for an AOA Osteopathic Research Fellowship, for the year beginning September 1, 2002 and ending August 31, 20 \_\_\_\_ for the purpose of conducting a research project on the following subject:

**Title of Project:**

**Name of Fellowship Applicant:**

Status (intern, etc.):

Institution where work will be done:

Department in which work will be done:

Telephone:

Mailing address:

Name of Sponsor: (Preceptor, Advisor):

Title of Sponsor:

Institution:

Department:

---

---

### AGREEMENT REGARDING FUNDS RECEIVED AS A RESULT OF THIS APPLICATION

The undersigned agree:

- (1) To complete the project as outlined herein, and to submit reports as outlined in the Handbook of the Bureau of Research;
- (2) To observe institutional responsibilities concerning protection of research subjects (where applicable), as outlined in the current Handbook of the Bureau of Research;
- (3) To make available the results of the studies through normal scientific publication channels, as appropriate, with credits designating the author as an AOA Osteopathic Research Fellow.

\_\_\_\_\_  
(Signed) Applicant

\_\_\_\_\_  
(Signed) Sponsor, Preceptor, Adviser

(Date) \_\_\_\_\_

# H-2

## 2001 FORM H-2

Ten Copies Required  
Please Print or Type

### APPLICATION FOR FELLOWSHIP

#### Approval of hospital officer or dean of college and department chairman.

This applicant \_\_\_\_\_  
has permission to conduct at this institution the research project outlined in this application. During the period of performance of this application, the applicant will be serving in capacity of: \_\_\_\_\_

\_\_\_\_\_  
(Title and year, if applicable)

at the (Name of Institution):

Located in (City, State, ZIP):

In giving our permission, we certify that the applicant has made appropriate arrangements for pursuing his/her (medical degree / internship / residency) program during the period of this application.

We also have reviewed and approved Form D, "Certificate of Compliance, Protection of Research Subjects," which is attached to this application if indicated by type of project.

\_\_\_\_\_  
(Signed) Department Chair

\_\_\_\_\_  
(Signed) Hospital Officer or Dean

\_\_\_\_\_  
Name of Department Chairman

\_\_\_\_\_  
Name of Hospital Officer or Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Hospital Officer or Dean

\_\_\_\_\_  
Date

I

**2001  
FORM I**  
Ten copies required  
Please Print or Type

**APPLICATION FOR FELLOWSHIP  
PERSONAL DATA SHEET**

Name: \_\_\_\_\_  
(last name, first name, middle name)

Address:

Telephone:

Social Security #

Graduate of which osteopathic college?:  
**(Include year)**

Postdoctoral education so far (program, institution, years:

**Military service record:**

Branch of service \_\_\_\_\_ Length of service \_\_\_\_\_

**Academic degrees other than D.O.:**

College or University	Years Attended	Degree
-----------------------	----------------	--------

Scientific papers (bibliographic information for published, dated for unpublished):

Have you had or are you applying for other research or educational grants?

Name \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**J**

**American Osteopathic Association  
BIOGRAPHICAL SKETCH**

**2001  
FORM J**

**NAME:** \_\_\_\_\_

**EDUCATION:**

<b>INSTITUTION AND LOCATION</b>	<b>DEGREE</b>	<b>DATE</b>	<b>FIELD OF STUDY</b>
---------------------------------	---------------	-------------	-----------------------

**RESEARCH AND PROFESSIONAL EXPERIENCE:** List in chronological order, previous employment experience and honors. List the titles, all authors, and complete references to all publications during the past three years and to earlier publications pertinent to this application.

## **CLINICAL RESEARCH WORKSHOP FACULTY**

## Clinical Research Workshop Biographical and Contact Information

**James Campbell, Ph.D.**



**University of Missouri, Columbia**

Research Director, Department of Family and Community Medicine

**Contact Information:**

Department of Family and Community Medicine  
MA306 Medical Sciences Building, DC032.00  
Columbia, MO 65212  
(573) 882-2190  
[campbellj@health.missouri.edu](mailto:campbellj@health.missouri.edu)

A medical sociologist and the research director in the Department of Family and Community Medicine, Dr. Campbell has conducted funded research, published, and given national and international presentations on the following topics: collaborative practice between nurse practitioners and family physicians, quality of life and the ESRD patient, the introduction of telemedicine in rural health care practices, the initiation of prenatal care, alcohol related injury, geriatrics, spiritual assessment among family physicians, medical students and residents, and the assessment of rural elderly patients. He has served as director of the social and behavioral science courses at the University of Missouri-Columbia, teaching subjects related to the developmental life cycle, clinical epidemiology, health care system, interviewing, biostatistics, human sexuality and death and dying. He currently is active in the School of Medicine's problem-based curriculum and co-directs the clinical research methods courses where he teaches theory construction and qualitative methods to family practice fellows. He also serves as advisor, mentor, and research collaborator with fellows on their research projects. Dr. Campbell is Past-President of the Association for the Behavioral Sciences and Medical Education and is the editor of the *Annals of Behavioral Science and Medical Education Journal*.

**Brian F. Degenhardt, D.O.,  
C-SPOMM**



**A.T. Still University of Health Sciences (ATSU)  
Kirksville College of Osteopathic Medicine (KCOM)**

Assistant Vice President for Osteopathic Research;  
Associate Professor, Division of Neuromusculoskeletal Medicine,  
Department of Osteopathic Manipulative Medicine;  
Center Director, Still Osteopathic Research Center

**Contact Information:**

KCOM  
Department of Osteopathic Manipulative Medicine  
GOHWC, 4<sup>th</sup> floor  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2304  
[bdegenhardt@kcom.edu](mailto:bdegenhardt@kcom.edu)

Dr. Degenhardt was educated at St. Bonaventure University and Des Moines University Osteopathic Medical Center. He has been on faculty at KCOM since 1993 and currently serves as residency co-director, neuromusculoskeletal medicine residency program; residency co-director, family practice/OMM residency program; member-at-large, American Osteopathic Association Bureau of Research; assistant vice president for osteopathic research; and center director for the A.T. Still Research Institute, Still Osteopathic Research Center. He also co-chairs KCOM's Interdisciplinary Research Committee. His research interests lie mainly in middle ear infections, infant feeding disorders, neuromuscular reflexes, health, and fitness.

**Norine Eitel, B.S., B.S.E.,  
MBA Candidate (2004)**



**A.T. Still University of Health Sciences**

Assistant Director, Office of Grants and Program Development  
and Office of Research Support

**Contact Information:**

ATSU  
Office of Grants and Program Development  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2860  
neitel@kcom.edu

Ms. Eitel received her undergraduate degrees in business administration and business education from Truman State University and is currently completing coursework toward a Master's degree in business administration at William Woods University. For the past 19 years, she has been employed by ATSU. As the assistant director of the offices of grants and program development and research support, her expertise includes budget development and post-award grants administration. Annually, Ms. Eitel oversees/monitors 75+ University grant awards and accounts worth in excess of \$5 million. She is involved in collaborating/consulting with faculty and administration and with community health and educational organizations in the development of needed health, service, and educational programs for grant applications. She also works in conjunction with the project directors/principal investigators to implement grant-funded programs/objectives and assure compliance with Federal, State, and private agency requirements, specific grant guidelines, conditions of award, and University policy. Ms. Eitel also develops, writes, and updates campus research and grant policies to assure compliance with Federal and State regulations, serves as editor of the KCOM *Grants and You* newsletter, and serves on the KCOM Institutional Review Board.

**Susan Job, M.A.**



**A.T. Still University of Health Sciences**

Grant Writer, Office of Grants and Program Development

**Contact Information:**

ATSU  
Office of Grants and Program Development  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2860  
sjob@kcom.edu

Ms. Job is a grant writer for the ATSU where she assists in writing grant proposals and researching funding opportunities. She has a bachelor's degree from Truman State University and a master's from Vanderbilt University. She has experience in career development, most specifically in preparing resumes, cover letters, and graduate school applications.

**Jane Johnson, M.A.**



**A.T. Still University of Health Sciences**

Director, Office of Research Support;  
Instructor, Family Medicine, Preventive Medicine, and  
Community Health;  
Instructor, School of Health Management;  
Chair, Biostatistics and Data Management Core,  
A.T. Still Research Institute.

**Contact Information:**

ATSU  
Office of Research Support  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2397  
jjohnson@kcom.edu

Ms. Johnson is a statistician and director of research support at ATSU with more than ten years of experience in medical research design. She received her master's degree in statistics in 1994 from the University of Missouri-Columbia, where she is currently a candidate for her PhD. Prior to her employment with ATSU, she spent five years as a statistician with Integrated Technology Services (Biostatistics) at UMC and has co-authored a multitude of research/data analysis publications. Since 1999, she has directed the ATSU Office of Research Support and has been named the biostatistics/data management core director for the A.T. Still Research Institute. Within the University setting, she currently serves as an active member of the KCOM Institutional Review Board, the Interdisciplinary Research Committee, and the A.T. Still Research Institute Administrative Team, among numerous other University appointments.

**Susan Meadows, MSL**



**University of Missouri, Columbia**

Adjunct Assistant Professor and Medical Librarian III

**Contact Information:**

Department of Family and Community Medicine  
M246 Medical Sciences Building, DC032.00  
Columbia, MO 65212  
(573) 882-6183  
meadowss@health.missouri.edu

Ms. Meadows has served as medical librarian and adjunct assistant professor for the Department of Family and Community Medicine, University of Missouri-Columbia, for eight years. She provides information services to the research and clinical faculty and residents within the department, and regularly teaches a variety of information searching and management seminars. Her areas of expertise are in database searching with a special emphasis on evidence-based medicine and bibliographic file management systems. She currently serves as librarian team leader for the Family Practice Inquiries Network (FPIN), a national, not-for-profit consortium of primary care health professionals whose mission is to provide evidence-based answers to physicians' questions in 60 seconds at the point of care.

**Donald Noll, D.O., FACOI**



**A.T. Still University of Health Sciences  
Kirksville College of Osteopathic Medicine**  
Associate Professor and Chair, Internal Medicine/Geriatrics  
Center Director, Healthy Aging Research Center

**Contact Information:**

KCOM  
Department of Internal Medicine/Geriatrics  
Gutensohn Building, 3<sup>rd</sup> Floor  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2136  
dnoll@kcom.edu

Dr. Noll is board certified in the specialty of internal medicine and has a certificate of added qualifications in geriatric medicine from the American Osteopathic Board of Internal Medicine (AOBIM). Dr. Noll completed an internal medicine residency at the Philadelphia College of Osteopathic Medicine. From 1996-1998, he served as the principal investigator (PI) for a research project entitled "The Efficacy of OMT in the Elderly Hospitalized with Pneumonia" funded by the American Osteopathic Association (AOA). In 2001, he was awarded the Northrup Medical Writing Award by the AOA. He is a member of the AOA and the American Geriatric Society (AGS) and became a fellow of the American College of Osteopathic Internists (ACOI) in 2000. In July 2001, Dr. Noll was also recognized as a guest of honor at the Federation of International Manual Medicine Conference. With a major research interest in the clinical application of osteopathic manual medicine in the elderly, he is currently the PI of a groundbreaking NIH research grant entitled "Efficacy of Osteopathic Manipulation in Chronic Obstructive Pulmonary Disease" and an AOA-funded research project entitled "Immediate Efficacy of OMT on Pulmonary Function Parameters in the Elderly with Obstructive Lung Disease."

**Eric Snider, D.O.**



**A.T. Still University of Health Sciences  
Kirksville College of Osteopathic Medicine**  
Assistant Professor, Division of Neuromusculoskeletal Medicine,  
Department of Osteopathic Manipulative Medicine

**Contact Information:**

KCOM  
Department of Osteopathic Manipulative Medicine  
Gutensohn Building, 4<sup>th</sup> Floor  
Kirksville, MO 63501  
(660) 626-2304  
esnider@kcom.edu

Dr. Snider is an assistant professor in the Department of Osteopathic Manipulative Medicine at KCOM. He received his D.O. degree from the West Virginia School of Osteopathic Medicine in Lewisburg, West Virginia, in 1999; completed his internship at Northeast Regional Medical Center in Kirksville, Missouri, in 2000; and completed his residency in Osteopathic Neuromusculoskeletal Medicine at KCOM in June 2002. He is a member of Phi Sigma Alpha (National Osteopathic Honor Society) and numerous professional osteopathic associations. He also was a co-presenter of the professional presentation on "Interexaminer Reliability of Osteopathic Palpatory Evaluation of the Lumbar Spine" during the 2001 International Federation of Manual/Musculoskeletal Medicine in Chicago. He is currently board eligible in osteopathic neuromusculoskeletal medicine.

**Karen Snider, D.O.**



**A.T. Still University of Health Sciences  
Kirksville College of Osteopathic Medicine**

Assistant Professor, Division of Neuromusculoskeletal Medicine,  
Department of Osteopathic Manipulative Medicine

**Contact Information:**

KCOM  
Department of Osteopathic Manipulative Medicine  
Gutensohn Building, 4<sup>th</sup> Floor  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2304  
ksnider@kcom.edu

Dr. Snider is an assistant professor of Osteopathic Manipulative Medicine at KCOM. From 1999 to 2001, Dr. Snider was engaged in extensive interexaminer reliability studies regarding palpation of the lumbar spine. She presented these findings at the International Federation of Manual/Musculoskeletal Medicine in Chicago, 2001. She has also presented the preliminary findings on the relationship of impaired vertebral mobility and localized vertebral BMD at the Internal Society for the Study of the Lumbar Spine in Edinburgh, Scotland, 2001 and the more recent findings at the American Osteopathic Association in Las Vegas, 2002. Additionally, she is currently performing more extensive prospective research on the relationship of impaired vertebral mobility and localized vertebral BMD, as well as the persistence of somatic dysfunction in untreated patients. From 1995 to 1997, Dr. Snider completed a fellowship in osteopathic manipulative medicine at the West Virginia School of Osteopathic Medicine in Lewisburg, West Virginia, where she also received her D.O. degree in 1998. She completed her internship at Greenbrier Valley Medical Center in Ronceverte, West Virginia, in 1999, and completed her residency in osteopathic neuromusculoskeletal medicine at KCOM in July 2001. She is currently board certified in neuromusculoskeletal medicine and osteopathic manipulative medicine.

**Gaylah Sublette, B.S.,  
MBA Candidate (2004)**



**A.T. Still University of Health Sciences**  
Assistant Vice President, Grants and Program Development

**Contact Information:**

ATSU  
Office of Grants and Program Development  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2860  
gsublette@kcom.edu

In 1985, Ms. Sublette received her Bachelor of Science degree in Business Administration from Truman State University where she also spent two years on staff as an assistant to the dean of graduate studies. She is currently pursuing a Master's degree in Business Administration (MBA) at William Woods University with a scheduled completion date of September 2004. She joined the staff at ATSU as a research assistant in 1987 and has since been promoted to the assistant vice president level over grants and program development. Ms. Sublette has successfully completed over 20 professional training programs in pre- and post-award grantsmanship (including NIH regional seminars) and has co-authored nearly 300 award-winning grant applications worth nearly \$30 million during her 15-year tenure at ATSU. Specifically, she specializes in the development of service/educational grants and has provided comprehensive technical assistance in the development of research-related grant proposals (including PHS 398 applications). Additionally, she has served as a programmatic, evaluation, and fiscal grants compliance specialist and is ATSU's designated single point of contact and authorized official for Federal grants. Ms. Sublette is a long-standing member of the National Grants Management Association, National Council of University Research Administrators, and the American Educational Research Association. Within the University setting, she currently serves as the chief grants management official; and is an active member of the Interdisciplinary Research Committee and the A.T. Still Research Institute Administrative Team, among numerous other University appointments. In terms of regional leadership, she serves as the board president of the Mark Twain Association for Mental Health and is a past board president of the Northeast Missouri Rural Health Network as well as Hospice 2000. Ms. Sublette has also served on the boards of the United Way of Adair County, ElderLynk (a Federal Rural Health Outreach Grant project), and the Missouri Rural Community Access Program (CareLink).

**Robert J. Theobald, Ph.D.**



**A.T. Still University of Health Sciences  
Kirksville College of Osteopathic Medicine**

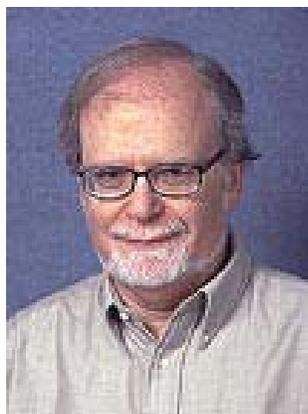
Professor and Chair, Department of Pharmacology;  
Chair, Institutional Review Board (IRB);  
Deputy Director for Research Support,  
Still Osteopathic Research Center;  
Chair, Division of Research Management,  
A.T. Still Research Institute

**Contact Information:**

KCOM  
Department of Pharmacology  
Timken-Burnett Building, 4<sup>th</sup> Floor  
800 West Jefferson  
Kirksville, MO 63501  
(660) 626-2316  
rtheobald@kcom.edu

Dr. Theobald has been a KCOM faculty member for 24 years and is author of the pharmacology chapter in the AOA text, *Foundations of Osteopathic Medicine*. Dr. Theobald has received 14 years of NIH funding as well as a Wellcome Fellowship to conduct research abroad at the University College of London. Further, he has been a reviewer on several NIH Initial Review Groups and for the Veterans' Administration, as well as an ad hoc reviewer for several peer-reviewed journals (*J of Urology*, *European J of Pharmacology*, *J of Autonomic Pharmacology*, *Life Sciences*, and *Neurology & Urodynamics*). Dr. Theobald has vast experience in the critical evaluation of research and scientific projects. He is skilled in conveying and facilitating the process to develop, perform, and fund high-quality scientific research. As chair of the KCOM Institutional Review Board since 1993, he has the responsibility of evaluating all KCOM clinical/basic science proposals involving human subjects, providing initial determination of the level of review required, and providing education and oversight of key issues to be discussed by IRB members. Dr. Theobald is interested in the regulation and interaction of the urinary tract. His research is designed to study the neurotransmitters, autonomic and purinergic, in the neural pathways involved in urinary tract interaction.

**Robert R. Wallace, M.D., M.Sc. University of Iowa, Iowa City**



Irene Ensminger Stecher Professor of Epidemiology and  
Internal Medicine

**Contact Information:**

University of Iowa  
College of Public Health  
Department of Epidemiology  
C21-N GH  
200 Hawkins Drive  
Iowa City, IA 52242  
(319) 384-5005  
robert-wallace@uiowa.edu

Dr. Wallace is a noted primary care, public health, and preventive medicine researcher with extensive credentials and publications in epidemiological and demographic research in the area of aging. He is also an elected member of the Institute of Medicine in Washington, D.C., serving on its Board on Health Promotion and Disease Prevention. Currently, he serves as the principal investigator on multiple research projects and clinical trials funded by NIH and the pharmaceutical industry. He also serves as a member of the External Board of Scientific Counselors (EBSC) for the A.T. Still Research Institute. In addition, he is the recipient of numerous teaching, faculty, lectureship, and career achievement awards.

**WORKSHOP SCHEDULE**

**Conceiving the Research Question in Clinical Research**

**March 4, 2003, 12 to 2 p.m., Hospital Conference Room #1**

**Topics Presented**

Clinical Research Defined  
Origins of a Research Question  
Characteristics of a Good Research Question  
Primary and Secondary Questions

**Presenters**

Brian Degenhardt, D.O., C-SPOMM, KCOM;  
James Campbell, Ph.D., University of Missouri,  
Columbia

**March 11, 2003, 12 to 2 p.m., Hospital Conference Room #1**

Mastering the Literature  
Using EndNote

Susan Meadows, University of Missouri, Columbia;  
Eric Snider, D.O., KCOM

**Preliminary Concepts in Clinical Research Study Design**

**April 1, 2003, 12 to 2 p.m., Hospital Conference Room #1**

**Topics Presented**

Cross-sectional Studies  
Case-Control Studies

**Presenters**

Jane Johnson, M.A., ATSU;  
Donald Noll, D.O., KCOM

**April 15, 2003, 12 to 2 p.m., Hospital Conference Room #1**

Cohort Studies  
Randomized Clinical Trial

Jane Johnson, M.A., ATSU;  
Donald Noll, D.O., FACOI, KCOM

**Methodological Research Issues: The Study Design**

**May 6, 2003, 12 to 2 p.m., Hospital Conference Room #1**

**Topics Presented**

Selecting Appropriate Outcome Measures  
Selecting and Designing Study Instruments

**Presenters**

Robert Wallace, M.D., M.Sc., University of Iowa;  
Donald Noll, D.O., FACOI, KCOM

**May 20, 2003, 12 to 2 p.m., Hospital Conference Room #1**

Establishing Inclusion and Exclusion Criteria  
Recruitment of Study Subjects

Brian Degenhardt, D.O., C-SPOMM, KCOM;

Sampling Design

Jane Johnson, M.A., ATSU

**Organization of the Research Plan**

**June 3, 2003, 12 to 2 p.m., Hospital Conference Room #1**

**Topics Presented**

Writing a Research Proposal for a Grant Application (Specific  
Aims, Background & Significance, Preliminary Studies,  
Research Design & Methods)  
Writing the Abstract

**Presenters**

Gaylah Sublette, B.S., MBA Candidate (2004), ATSU;  
Norine Eitel, B.S., B.S.E.; MBA Candidate (2004),  
ATSU;  
Karen Snider, D.O., KCOM

**June 17, 2003, 12 to 2 p.m., Hospital Conference Room #1**

Research Ethics  
IRB Issues

Robert Theobald, Ph.D., KCOM;

Writing the Biosketch

Susan Job, B.A., ATSU