



## **I.F.E.A. Research Committee**

Updated April 2018

### **INTRODUCTION**

According to the By-Laws of the International Federation of Endodontic Associations (IFEA), the Research Committee is a Standing Committee of the Federation. Article XI (1) (iii) of the By-Laws defines the roles of the Research Committee as follows:

*“The Research Committee will be responsible for administering the Federation’s Research Award (known as the “I.F.E.A. – Jean-Marie Laurichesse Research Award”) and any other activities, prizes or awards related to scientific research that the Board of Directors establishes from time to time. This Committee will review the research protocols submitted for the Research Award and will recommend to the Board of Directors those research projects that are determined to be worthy of financial assistance.”*

The By-Laws also outline the appointment of Committee members and some other administrative matters which are summarised below:

- The IFEA Board of Directors will appoint a Chairperson and the members of the Research Committee with the members being appointed on the recommendation of the Chairperson. In principle and where possible, the Committee will have at least one representative from each of the six geographical Regions recognised by IFEA – that is, Asia, Europe, North America, South America, South Africa and Oceania. Other experts in Endodontic research may also be co-opted to the Committee from time to time upon submission of names by the Chairperson of the Committee to, and approval by, the IFEA Board of Directors.
- The term of office of each member of the Research Committee will be two (2) years, and each two-year term of office will commence immediately upon the conclusion of the Annual General Meeting of the Federation. Committee members will be eligible for re-appointment to the Committee for multiple terms of office up to a maximum of four (4) terms (i.e. eight (8) years).
- The Chairperson of the Committee shall provide an annual written report to the Board of Directors prior to the Annual General Meeting outlining the Committee’s activities and achievements throughout the preceding year.
- Any vacancy in the membership of any Committee may be filled by an appointment made in the same manner as provided in the case of the original appointment to the Committee.
- A majority of the whole of the Committee shall constitute a quorum for that Committee.
- The act of a majority of the members present at a Committee meeting at which a quorum is present shall be the act of the whole Committee.
- The Committee may adopt rules for its own government provided such rules are not inconsistent with the IFEA By-Laws or with any other rules adopted by the IFEA Board of Directors.
- From time to time, and with the approval of the Board of Directors, the Committee may propose to the Board for its adoption written policies relating to its functions or activities. The purpose of these policies will be to ensure consistency of management of all parties and all matters within the Federation. Any such policy that conflicts with the Federation’s Articles of Incorporation, the By-Laws or any applicable law shall be void.



## **RESEARCH AWARD**

As outlined above, the most important role of the Research Committee is to administer the Federation's Research Award, known as the "***I.F.E.A. – Jean-Marie Laurichesse Research Award***".

The International Federation of Endodontic Associations (IFEA) established a Research Award in 1993. It was subsequently named the ***I.F.E.A. - Jean-Marie Laurichesse Research Award*** in memory of a Past President of IFEA, Dr Jean-Marie Laurichesse of France.

- ***Amount of the Award***

This Award provides an annual grant of up to **\$US6000.00** in total to support a research project or projects in Endodontics.

The IFEA Board of Directors may vary the amount of funds available for this Award from time to time.

The Award may be granted in total to one applicant, or it may be distributed amongst more than one applicant (see below).

- ***Objectives of the Award***

The objectives of the Award are to:

1. *Stimulate and promote research in the field of endodontics among investigators worldwide.*
2. *Establish and/or strengthen professional and research collaboration amongst IFEA investigators.*
3. *Disseminate internationally the excelling research activity of IFEA members.*

- ***Processes for Administering the Award***

The processes involved in administering this Award are outlined below:

1. The Research Award will be announced every year on the IFEA internet website, through the Country Member Societies/Associations (via their normal communication channels, newsletters, websites, etc.), in appropriate dental and/or endodontic journals (e.g. *Journal of Endodontics, International Endodontic Journal, Australian Endodontic Journal*, etc.) and in appropriate newsletters or other publications. The availability of the Award will be published as widely as possible throughout the world. The Chairperson of the Research Committee will be responsible for arranging the announcements and advertisements and the Committee members, the IFEA Secretary, Regents, and Country Representatives will assist wherever possible.
2. The closing date for submission of applications will be 31<sup>st</sup> December each year.
3. Applications must be submitted to the Secretary of IFEA.
4. Applications must be submitted electronically to enable easy and quick distribution to all Research Committee members so they can be reviewed and a recommendation can be forwarded to the IFEA Board of Directors regarding the winner(s) by 31<sup>st</sup> March each year.
5. Details of the application process and the information required in each application are outlined on the attached information sheet that will be posted on the IFEA website for downloading. This information sheet can also be distributed to IFEA Member Countries for further distribution to their members.
6. Once the closing date has passed, all applications that have been received will be forwarded to the members of the Research Committee for assessment for funding.



7. The Chairperson of the Research Committee will provide guidelines, directions and/or scoring criteria to the Research Committee members to assist them with assessing the applications. The format of these criteria is at the discretion of the Chairperson and the Research Committee members to decide.
  8. The Research Committee members will provide their reports and rankings to the Chairperson of the Committee by 28<sup>th</sup> February each year. The Chairperson will collate the scores and rankings prior to having a teleconference or internet-based discussion with Committee members to finalise their recommendations.
  9. The Research Committee will recommend the winner(s) of the Award to the IFEA Board of Directors for endorsement.
  10. The Research Committee may recommend sharing of the Award amongst two or more applicants if the applications are considered to be equally worthy of funding. The maximum amount of funding each year will be decided by the IFEA Board of Directors and this would not normally exceed \$US6,000.00 unless the Board has approved an increase in the allocation of funds in the budget. Such an increase would be advised to the Research Committee prior to the call for applications being announced.
  11. The President of IFEA, through the Secretary's office, will announce the winner(s) of the Award by way of a letter to the successful applicant(s). The letter will remind recipients of the conditions of the Award, as outlined below and on the information provided to applicants.
  12. The IFEA Treasurer will arrange for the winner(s) to receive 75% of the allocated funding via a cheque or other means for transferring funds, as appropriate.
  13. The remaining 25% of the funds allocated will be sent to the winner(s) upon the receipt by the Secretary of a final written report outlining the results of the project. The Secretary will forward a copy of this report to the Chairperson of the Research Committee who will then forward copies to all Research Committee members.
  14. If the project extends over more than one year, recipients of the Award are required to submit an annual report to the Chair of the IFEA Research Committee on his/her progress. This report will be due on 31<sup>st</sup> December each year.
  15. Winners will be encouraged to publish the research in an appropriate scientific journal. A statement of acknowledgement that IFEA had assisted with funding must be included in any publication or in any other form of presentation of the research work - such as at a scientific meeting. The required statement of acknowledgement is outlined below in the conditions of the Award.
- ***Timeline for Administering the Award each year***
    - **1<sup>st</sup> August : 31<sup>st</sup> December:** Advertise availability of the Award.
    - **31<sup>st</sup> December:** Closing date for receipt of applications by IFEA Secretary. Annual progress reports due for any projects extending beyond one year.
    - **10<sup>th</sup> January:** Final date for the Chairperson of the Research Committee to distribute all applications to Research Committee Members for evaluation.
    - **28<sup>th</sup> February:** All Research Committee members to return their comments/score sheets, etc. to the Chairperson of the Research Committee who will then collate the scores and recommendations
    - **15<sup>th</sup> March:** If necessary, teleconference or other internet-based communication meeting of Research Committee to finalise recommendations regarding winner(s) and amount of funding if more than one winner. If a clear winner exists, based on Committee members' assessments and scores, then the Chairperson may forward the recommendations direct to the IFEA Board of Directors after confirming the recommendations with Committee members.



- **31<sup>st</sup> March:** The Chairperson of the Research Committee to forward the Committee's recommendations regarding the winner(s) and amounts to award (if more than one winner recommended) to the IFEA Board of Directors, via the IFEA Secretary's office.
- **30<sup>th</sup> April:** The IFEA Board of Directors to consider and endorse, where appropriate, the recommendations of the Research Committee regarding the winner(s) and amounts awarded (if more than one winner recommended). The Board may meet in person (if a suitable Board meeting is due) or may communicate electronically to consider the recommendations of the Committee.
- **15<sup>th</sup> May:** The IFEA President (via the Secretary's office) to write formally to the winner(s) to advise the outcome of the application(s).

### CONDITIONS OF THE RESEARCH AWARD

All applications for the Award must include a signed statement acknowledging that the Applicants agree to adhere to the following conditions if they are granted an *I.F.E.A. - Jean-Marie Laurichesse Research Award*:

- Initially, 75% of the funds allocated as the Award will be paid to the recipient once the winner has been announced. Upon completion of the project, recipients must present a full written report to the Secretary of IFEA and then the remaining 25% of the funds will be paid.
  - If the project extends over more than one year, recipients are required to submit an annual report each year to the Chair of the IFEA Research Committee on his/her progress. This report will be due on 31<sup>st</sup> December each year.
  - If the work is published in any form or presented at a scientific meeting, it should include the following statement of acknowledgement: ***"This work was supported by an International Federation of Endodontic Associations (I.F.E.A.) Jean-Marie Laurichesse Research Award"***.
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