



## **IFEA Research Award Committee & Guidelines**

Updated April 2019

### **The Research Award Committee**

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 being, Africa, Asia, Europe, North America, South America 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.



## **The 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.*

- **Eligibility**

The Award is available to successful applicant(s) who are current members or student members of a financial (Dues fully paid) member association of IFEA, and must remain so during the course of the period of the granted Award. The full Award guidelines and conditions can be found on; <http://www.ifeaendo.org/ifea-research-award/>.

- **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, announced by the IFEA Secretary 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 and websites. The availability of the Award will be published as widely as possible throughout the world. The IFEA Secretary 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 IFEA Secretary\*. (\* <http://www.ifeaendo.org/contact-2/> )
4. Applications must be submitted electronically to enable easy and quick distribution to all Research Committee members by the Secretary to the Chairperson, so the Chairperson can ensure they can be reviewed and a recommendation can be forwarded by the Chairperson to the IFEA Board of Directors regarding the winner(s) according to the timeline listed below.



## International Federation of Endodontic Associations

5. Details of the application process and the information required in each application are outlined on the attached information sheet (Appendix B) that will be posted on the IFEA website, <http://www.ifeaendo.org/ifea-research-award/> , 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 by the IFEA Secretary will be forwarded to the Chairperson of the Research Committee, who shall, after ensuring there is no conflict of interest with the members of the Research Committee, make the applications as anonymous as possible and forward the applications to the selected members of the Research Committee for assessment.
7. The Chairperson of the Research Committee will provide guidelines (Appendix A), 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 and is the decision of the Chairperson and the Research Committee members, with ratification from the IFEA Board of Directors.
8. The Research Committee members will provide their reports and rankings to the Chairperson of the Committee as listed in the time line below. 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 Chairperson 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 or email to the successful applicant(s). It 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. The successful applicant(s) must specify with written confirmation from the affiliated institution (if applicable) whether the Award is allocated and banked into the bank account of the individual(s) or the institution.
13. The remaining 25% of the funds allocated will be sent to the winner(s) or the affiliated institution 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 IFEA Secretary\* on his/her progress. This report will be due on 31<sup>st</sup> December each year. If a report is not received, the IFEA board of Directors, upon considering the explanation of circumstances from the recipient, may decide that the remaining Award money or part thereof be forfeited, and/ or Award money already awarded may require full or partial refunding to the IFEA Treasurer.
15. If the project is abandoned or there is a significant change in the aim and /or protocol of the original Award winning project, the IFEA Secretary\* must be advised as soon as possible and no later than 3 months after abandonment, explaining the circumstances. The IFEA Board of Directors will decide whether the Award money already allocated will require full or partial refunding to the IFEA Treasurer.
16. A previous Award recipient with an abandoned or significantly changed project as outlined in Clause 15, shall, if so desired and if a changed or new project has been planned, reapply for the Award in another year and in accordance with the Research Award Guidelines.



17. Winners will be encouraged to publish the research in an appropriate scientific journal. 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 (IFEA) Jean-Marie Laurichesse Research Award”***

• **Timeline for Administering the Award each year**

- **1<sup>st</sup> August:** The IFEA Secretary advertises the availability of the Award to IFEA Member Associations.
- **31<sup>st</sup> December:** Closing date for receipt of applications by the IFEA Secretary. Annual progress reports due for any previous Award winning ongoing projects extending beyond one year.
- **21<sup>st</sup> January;** Final Date for the IFEA Secretary to distribute to the Chairperson of the Research Committee.
- **31<sup>st</sup> January:** Final date for the Chairperson of the Research Committee, after reviewing the names of the applicants and ensuring that there is no conflict of interest with the available Research Committee members, shall, after making the applications anonymous as possible, distribute all applications to those selected by the Chairperson considered to not have a conflict of interest, for evaluation.
- **10<sup>th</sup> April:** 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
- **20<sup>th</sup> April:** If necessary, a 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.
- **30<sup>th</sup> April:** The Chairperson of the Research Committee shall 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.
- **31<sup>st</sup> May:** The IFEA Board of Directors shall consider and endorse, where appropriate, or otherwise 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> June:** The IFEA President (via the Secretary’s office) shall 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 the following statement, signed and dated by the applicant and the affiliated institutional head or supervisor.**

“We ..... (applicant name) and ..... (institution head/supervisor name), if granted a *Jean-Marie Laurichesse Research Award*, agree to the following conditions;

- The successful applicant(s) being a current member or student member of a financial (Dues fully paid) member association of IFEA, shall remain so during the course of the period of the granted Award.



- The successful applicant(s) must specify with written confirmation from the affiliated institution (if applicable) whether the Award is allocated and banked into the bank account of the individual(s) or the institution. 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.
- Upon completion of the project, recipients must present a full written report to the IFEA Secretary\* before the remaining 25% of Grant money will be paid.
- If the project extends over more than one year, recipients of the Award are required to submit an annual report to the IFEA Secretary\* on his/her progress. This report will be due on 31<sup>st</sup> December each year. If a report is not received, the IFEA board of Directors, upon considering the explanation of circumstances from the recipient, may decide that the remaining Award money or part thereof be forfeited, and/ or Award money already awarded may require full or partial refunding to the IFEA Treasurer.
- If the project is abandoned or there is a significant change in the aim and /or protocol of the original Award winning project , the IFEA Secretary\* must be advised as soon as possible and no later than 3 months after abandonment, explaining the circumstances. The IFEA Board of Directors will decide whether the Award money already allocated will require full or partial refunding to the IFEA Treasurer.
- 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 (IFEA) Jean-Marie Laurichesse Research Award”.***

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**Appendix A on the following page**



## ***Appendix A***

### **IFEA Grant application review process**

#### **Round 1**

- The names and affiliation information of the applicants and their supervisors will be sent to the committee members by the Committee Chairperson to identify a possible conflict of interest.
- The committee members should advise the committee chair within 1 week if there is a conflict of interest or not.
- Example
  - Applicant: Dr.
  - Supervisor: Dr.
  - Affiliation: University of..
  - Conflict of Interest  Yes  No

#### **Round 2**

- After clearing any conflict of interest, the application documents, which have been made anonymous as possible by the Chairperson, will be sent via email to the Committee members for review.
- The review process should be completed within 5 weeks to maintain the time-line for announcing the award winners.
- Review process
  - Individual Review for each application in written format:
    - Name and affiliation of applicant/affiliation
    - Strength of project
    - Weaknesses of project
    - Questions possibly to be answered by applicant
    - Overall impression (verbal)
    - Grading of the application (0-6) with 0 being the lowest/weakest and 6 the highest/best grade
    - See Appendix 1 for form and example
  - Overview of all applications with ranking in table format
    - Ranking (high to low)
      - Name and affiliation of applicant/affiliation
      - Grade
      - Comments
    - See Appendix 2 for form and example

**Individual Review Form for IFEA Grant Application**

**Year** \_\_\_\_\_

Name of Applicant:

Affiliation:

Strength of project:

Weaknesses of project:

Questions possibly to be answered by applicant:

Overall impression (verbal):

Grading (0-6) of the application (0 lowest/weakest, 6 highest/best grade):

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**Example**

Name of Applicant: Dr.

Affiliation: University of

Strength of project:

- Very well researched background information
- Sufficient pilot data for power analysis

Weaknesses of project:

- Lacks relevant relation to basic or clinical research,

Questions possibly to be answered by applicant:

- What is the purpose for researching the effect of rabbit pulpal stem cell transfer into the pulpal space of the necrotic elephant teeth?

Overall impression (verbal):

- Interesting research approach with little clinical relevance

Grading (0-6) of the application (0 lowest/weakest, 6 highest/best grade):

- 3.5

**Overview of Individual Review Results Form**

**Year** \_\_\_\_\_

Ranking	Name	Affiliation	Grade	Comment

**Example**

Ranking	Name	Affiliation	Grade	Comment
1	Dr. A	University of...	5.5	Recommended for award, great approach, promising research with clinical relevance
2	Dr. B	University of...	4.8	Recommended for award, great approach, promising research with basic research relevance
3	Dr. C	University of ...	3.5	Not recommended for award, Interesting research approach with little clinical relevance
4	Dr. D	University of...	3.2	Not recommended for award, no new approach, multiple previous



				research projects to this topic available already
5	Dr. E	University ...	2.8	Not recommended for award, lacking originality
6	Dr. F	University...	1.1	Not recommended for award, poor overall application

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**Appendix B on the following page**





## **Appendix B**

### **I.F.E.A. - Jean-Marie Laurichesse Research Award Application Guidelines**

*as revised in April 2019*

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All applications must be submitted to the IFEA Secretary\*, by email as a PDF file, by **December 31<sup>st</sup>** of each year.

### **Application Guidelines**

Applications must be submitted in English and must include the following information:

1. Personal details of the investigator(s):
  - a) Names and addresses/contact details
  - b) Membership proof of an IFEA member endodontic association
  - c) Institutional affiliation with a letter of endorsement from its head
  - d) Supervisor's name and position (for student projects)
  - e) Short *curriculum vitae* (principal investigator only)
  - f) A recent photograph (principal investigator only) - as a *JPEG file attachment*.
2. Title of the research project.
3. Short introduction including updated information related to the subject.
4. Research objectives.
5. Research methodology (detailed description of the materials and methods).
6. Bibliography.
7. Budget required (in detail).
8. Previous experience and/or publications of the investigator(s) in the field of the proposed research (in the last five years only).
9. An abstract or synopsis of maximum 150 words of the project - as a *separate PDF file*.
10. The signed and dated declaration printed below



***Declaration;***

All applications for the Award must include the following statement, signed and dated by the applicant and the affiliated institutional head or supervisor.

"I, .....(Applicant name)

.....(Applicant signature)

.....(Date),

and I, ..... (Institution head/Supervisor name)

.....(Institution head/Supervisor signature)

..... (Date),

if granted a *Jean-Marie Laurichesse Research Award*, **agree** to the following conditions;

- The successful applicant(s) being a current member or student member of a financial (Dues fully paid) member association of IFEA, shall remain so during the course of the period of the granted Award.
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