

Instructions for NAPRTCS Special Studies Application

The NAPRTCS Studies Form is to be used for applying for NAPRTCS funding for the following projects:

Special Analysis: A study that can be performed using existing NAPRTCS data, which will require 3 or more hours of statistician time.

Special Study: A study that requires new collection of information that is not routinely gathered for the database (i.e. a questionnaire, collection of data, etc) as well as use of statistician time.

If you have full external funding for your project, please direct your application to the Participating Centers Committee (PCC). If you are unsure of the amount of statistician time required, please consult with a member of the Special Studies Committee prior to submitting this application. Listing of committee members of the Special Studies Committee may be found in the Directory on the NAPRTCS website. Applications will only be accepted from members of “centers in good standing with NAPRTCS”, the definition of which is determined by the PCC and available on the NAPRTCS website (www.naprtcs.org). Please review NAPRTCS Annual Reports, and/or contact The EMMES Corporation to assure that the proposed study has not already been done or is in progress. Finally, check with EMMES for an estimate of statistician time and to make sure the data elements requested for the proposed study are collected in the NAPRTCS database (with the exception of questionnaires).

Please use the most recent version of the application form, which may be downloaded from the NAPRTCS website. The form is in Microsoft Word format. Please fill out all parts of the form, using a font size no smaller than 11 point. We recommend the use of 12 point commonly used fonts, such as Times New Roman, Arial or Helvetica. Submit only one document appending a biosketch or any other attachments to the end of the application.

Applications for Special Studies are accepted twice a year, on June 1st and December 1st. Submission of the application must be by e-mail only, to the person named on the form (Chairperson the Special Studies Committee). Each application received will be reviewed by the Special Studies Committee and assigned a priority score. The priority score is based on the following criteria:

- Significance of project
- Feasibility of project
- Suitability of investigators to carry out project

After scientific review, all application scores are forwarded to the NAPRTCS Board of Directors for funding decisions. Funding will be based on the priority score, how the proposed study fits into the overall goals of NAPRTCS, and amount of funds available. Final decisions regarding funding as well as formal critiques, including recommended revisions of the study design if appropriate will be conveyed to applicants by July 15th and January 15th.

After intimation of successful funding, the applicant may then contact The EMMES Corporation to initiate the study. It is expected that the principal investigator will submit a progress report to the Special Studies Committee within one year’s time. The committee should also receive notification of any abstracts submitted/accepted or papers submitted/published. All abstracts and papers from NAPRTCS funded projects need to be submitted to the Publication Committee and should acknowledge NAPRTCS funding. For further details, check the NAPRTCS website.