



International Society for Sexual Medicine

2017 ISSM Grant Application Policy and Procedure

General Information

The goal of the ISSM Grants Program is to provide financial support for projects in sexual medicine.

Aims

Funded research grants should support one or more of the following missions:

- A. Public education and awareness of Sexual Medicine
- B. Training of professionals in the field of Sexual Medicine
- C. Basic research in the field of Sexual Medicine
- D. Clinical research in the field of Sexual Medicine

Definitions

- A **Principal Applicant** is defined as a member of an affiliated society of ISSM who is responsible for the direction of the proposed research or education project and is the main contact for the grant.

- A **Co-Applicant** is defined as a society or individual who contributes to the proposed research or education project.

Eligibility

All applications must be submitted via ISSM-Affiliated Societies; we welcome applications from the APSSM, ESSM, ISSWSH, MESSM, SASSM, SLAMS and SMSNA. Funded projects should be initiated, developed, and executed by ISSM members from within their own region.

Application Procedure

All applicants are required to use the [ISSM Grants Application Form](#) for the completion of their proposal. The [application form](#) can be obtained through the ISSM Executive Office and/or can be downloaded from the ISSM website (www.issm.info). Completed application forms and an updated CV need to be returned to the ISSM Executive Office before the deadline. Incomplete forms and/or forms submitted after the deadline will not be accepted.

Deadline

The deadline for ISSM Grants Applications is **June 30th, 2017**. Incomplete applications and applications that are submitted after the deadline will not be accepted.

Terms

The ISSM supports operating grants for terms of one (1) or two (2) years.

Funding

The ISSM Board of Directors has allocated USD 50,000 to grant applications submitted by ISSM-Affiliated Societies in 2017. Awards for the ISSM Grants are up to USD 10,000 for 1-year projects or up to USD 15,000 for 2-year projects. Please note that indirect and/or overhead costs may not be included in these awards.



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Review Procedure

All ISSM Grants applications will be reviewed by the ISSM Grants and Prizes Committee, after which they will be subject to a final review by the ISSM Executive Committee and/or Board. The Committees aim to finalize the review and announce ISSM Grant recipients on August 1st, 2017.

Notification

Applicants will be informed about the final decision on **August 1st, 2017**. The Principal Applicant will be advised of the duration and amount of the ISSM Grant awarded. A fully executed letter of agreement must be returned to the ISSM Executive Office within two (2) weeks of notification in order for the funds to be released. If an executed letter of agreement is not returned within this deadline, then the ISSM Grant will be withdrawn and offered to the next eligible grant submission. Payment of the grant amount will be remitted as stated in the letter of agreement and according to Accounting Procedures.

Extension of Grant

An extension of the term of a Grant without any additional funds may be approved when requested and justified in writing. Extensions of term will be for either six (6) or twelve (12) months and may only be requested once for any given grant. A request for an extension must include:

- 1) The amount of money to be carried over into the extension period
- 2) A statement explaining why the funds were not used during the original grant period
- 3) A statement clarifying how the funds will be used during the extension period
- 4) An official and comprehensive up-to-date financial report

A request for an extension must be made at least ninety (90) days before the termination date of a grant.

Termination of Grant

A research grant award may be terminated before the end of the project if:

- 1) The Principal Applicant requests, in writing, that the award be terminated
- 2) The Principal Applicant modifies any significant aspects of the originally approved study protocol, without prior notification and approval of the ISSM Grants and Prizes Committee
- 3) Progress reports are not submitted by the Principal Applicant to the ISSM Grants and Prizes Committee

If an ISSM Grant is terminated, a letter of termination will be provided by the ISSM Board of Directors and the ISSM Grants and Prizes Committee to the Principal Applicant clearly stating the reasons for grant termination and requesting partial or total reimbursement of funds, as indicated.

General Categories of Expenditures

Applicants may request funds for the following categories of expenditure: staff posts, equipment, consumable expenses, and other costs. The grant budget should not include indirect and overhead costs.

- **Staff posts:** Budgets for multi-year projects should not include cost-of-living or salary adjustments for support staff working on the project. Requested funds are not to be used to replace or supplement salaries already covered by institutional or other funds. Grant funds may not be used for purchasing, accounting, financial record keeping, laundry, tuition, or student fees costs. Salary support for



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Postdoctoral fellows and/or students should not be included in an operating grant. Salaries for technical and non-professional personnel may be requested in proportion to the time they will spend on the research directly supported by the ISSM Grant.

- **Equipment:** The cost of installing equipment purchased with funds of the grant is only allowed when such funds were requested in the application and specifically approved in the budget of the grant awarded. Office equipment, personal computers, office supplies, books and journals may not be purchased with grant funds unless included in the application and specifically approved in the budget of the grant awarded.
- **Consumable expenses and other costs:** Any consumable expenses and other expenditure directly related to the cost of conducting the proposed research project may be requested in the grant application with proper justification. Construction and/or renovation costs are not permissible expenditures under any circumstances.
- **Reallocation of funds:** Transfers between and among categories of the budget approved in the grant may not be made without prior approval in writing by the ISSM Grants and Prizes Committee.

Progress Reports

For 1-year projects, progress reports should be provided to the ISSM Grants and Prizes Committee four (4) months after the start date of a grant, and every four (4) months thereafter, until completion. For 2-year projects, an initial progress report should be provided six (6) months after the start date of a grant, and every six (6) months thereafter, until completion. Reports must include a clear description of progress made, with regards to the hypothesis and aims proposed in the original application. Compliance with this policy is necessary for ongoing funding of your research project. Failure to submit two (2) consecutive progress reports may lead to grant termination.

Accounting Procedures

The ISSM may, at any time during study duration, and, at its sole discretion and expense, retain the right to request a detailed financial report to review the propriety of reported financial expenditures in the context of a particular grant. A final financial report is due within ninety (90) days of the termination of the grant.

Final Project Report

A final project report is due within ninety (90) days of the termination of your grant. This report must include the following information:

- Documentation of all milestones achieved during the entire study cycle with regards to the initial hypothesis and aims of the project
- A brief summary of study findings
- A detailed account of all expenses incurred over the entire lifecycle of the project

Unexpended Funds

Unexpended funds remaining as of the termination date of the grant must be returned to the ISSM. Grantees agree to return remaining unused funds to the ISSM within six (6) months of the termination date.

Presentation of Research Findings

The ISSM strongly recommends investigators to present their research findings in abstract form at a meeting sponsored by their regional ISSM-affiliated society or at the bi-annual ISSM meeting, but does not guarantee abstract acceptance. The



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responsibility for research presentation lies solely with the Principal Applicant. If an abstract is accepted for presentation, the Principal Applicant is expected to inform the ISSM Executive Office of the title of the abstract as well as the date and name of the meeting of presentation.

Publication of Research Findings

The ISSM strongly recommends that investigators submit all ISSM Grants-related publications to an ISSM-affiliated journal (i.e. the Journal of Sexual Medicine, Sexual Medicine Open Access, or Sexual Medicine Reviews) but does not guarantee manuscript acceptance. The responsibility for manuscript publication lies solely with the Principal Applicant. If a manuscript is accepted for publication, the Principal Applicant is expected to inform the ISSM Executive Office of the title of the article, the journal of publication and the expected date of publication.

Acknowledgment

The results of any work supported by an ISSM Grant must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.). The following acknowledgment or its equivalent should be used: "This investigation was supported (in part) by (a) grant(s) from the International Society for Sexual Medicine."

Questions and Concerns

If you have any questions or concerns regarding the 2017 ISSM Grant Application Policy and Procedure, please contact the ISSM Executive Office:

Phone: +31 (0)75-647 63 72 Fax: +31 (0)75-647 63 71

Address: PO Box 94, 1520 AB Wormerveer, The Netherlands

Email: office@issm.info

Web: www.issm.info

ISSM Grants & Prizes Committee:

- Faysal A. Yafi (Chair)
- Abdulaziz Baazeem
- Alexander Pastuszak
- Mohammad Shamsul Ahsan
- Alan Shindel