

## **Steps to initiating a research project at the Dental School**

- Identify a topic area, research the field to determine the importance/significance and gap in knowledge
  - COE will fund faculty members to attend a scientific meeting to gain exposure or for networking
- Identify objectives or research questions and hypothesis
- Discuss feasibility with Associate Dean for Research (Dr. Paul Fidel), LA CaTS site leader (Dr. Gary Klasser) , or Industry/funding sponsor
- Host a Lunch & Share with clinical and basic science colleagues as an opportunity to discuss the ideas/concepts for the project (Schedule with COE Business Manager)
- Consult with Statistician for Design and sample size determinations (if applicable)
- Draft the project proposal (Abstract, Significance, Aims, Experimental Design, Methods) and budget
- Consider submission of the project under the COE Pilot Grant Program ( up to \$10,000)
  - Use the Pilot Grant Template on the COE website
- If submitting to an external agency with costs >\$10,000 - present Grant Seekers meeting (schedule with COE Business Manager)
  - External Funding:
    - Draft and finalize budget and justification with COE Business Manager
    - Complete Conflict of Interest forms – all working on study
    - Sign routing documents prepared by COE Business Manager
  - Complete and submit to funding agency (Of through COE office or LSUHSC Office of Research)
  - If an industry contract, sign final contract after review and modifications made by COE Business Manager (routed with routing documents above).
    - Study may be started after the contract is signed by both parties and research approvals received. Starter loan funds can be make available from the COE if reimbursable by the grant funds

All Research Projects:

- Institutional Biosafety application  
<http://www.lsuohsc.edu/administration/academic/ors/ibc.aspx>

Human Subjects Research Projects:

- CITI training for all working on the study <https://www.citiprogram.org/>
- Institutional Review Board application (IRB) forms  
<http://www.lsuohsc.edu/administration/academic/ors/irb.aspx>
- HIPPA form for use of PHI in research (if applicable)  
<http://www.lsuohsc.edu/administration/academic/ors/hipaa.aspx>

Animal Research Studies:

- Institutional Animal Care and Use Committee application  
<http://www.lsuohsc.edu/administration/academic/ors/iacuc.aspx>

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