



Education & Research Foundation

## **ADVANCEMENT OF SCHOLARSHIP AND RESEARCH**

### **Research Grants Program RULES AND GUIDELINES**

#### **Program Overview**

The ICP Research Grant Program is funded by the International College of Prosthodontists Education and Research Foundation and administered by the International College of Prosthodontists (ICP). The program supports basic and applied scientific research in prosthodontics that is expected to result in publishable outcomes in peer-reviewed journals.

Research may include pilot studies, start-up projects, or projects already underway that require support to reach completion.

The **maximum award per application is USD \$4,000**, inclusive of all costs. Those who both submit a final report and present at the ICP meeting may be eligible for an additional **USD \$1,000** travel stipend, subject to availability and approval.

ICP reserves the right to fund, partially fund, or decline any application at its sole discretion.

#### **Eligibility Criteria**

All eligibility criteria must be met at the time of application and throughout the funding period.

##### **Applicant Eligibility - Early-Career Investigators**

- Applicants must be ICP members in good standing.
- Applicants must qualify as early-career prosthodontic researchers, defined as individuals who meet both of the following criteria:
  - within 5 years of completing a prosthodontic training program or initiating an academic or research appointment.
  - having no more than three peer-reviewed publications as a lead investigator.
- Applicants must demonstrate an active research appointment or formal research affiliation that provides adequate protected time, infrastructure, and oversight to support the proposed project.
- Early-career applicants must provide institutional support documentation.
- Applicants are eligible for only one grant in each funding period.

## **Applicant Eligibility - Students and Postdoctoral Fellows**

- Student applicants (including dental students, specialty residents, MSc and PhD candidates) and postdoctoral fellows must have a primary supervisor or mentor who is an ICP member in good standing.
- Supervisors or mentors must remain ICP members in good standing for the duration of the grant.
- Applicants are eligible for only one grant in each funding period.
- Applications that do not meet eligibility requirements, or where membership status lapses at any stage, may be deemed ineligible or withdrawn from consideration.

## **Exceptional Eligibility Considerations**

- In exceptional circumstances (e.g., international institutional structures or non-traditional academic appointments), prospective applicants who may not fully meet eligibility criteria may contact the ICP Education and Research Committee prior to submission to discuss eligibility of the applicant or proposed research.
- Such inquiries do not guarantee eligibility or funding and do not constitute pre-approval.

## **Application Structure and Required Sections**

**Applicants must complete ALL sections** of the ICP Research Grant Application Form 2026. Incomplete applications will not be reviewed.

### **Section 1. Applicant Information**

Applicants must provide:

- Full contact details
- Academic degrees (institution and year)
- Current academic or professional positions/titles
- **Biographical statement (Biosketch)**(maximum 150 words)
  - A concise narrative summary of the applicant's education, research experience, expertise, and output relevant to the proposed project.
  - This is **not** a CV and should not be written as a list.
  - The biosketch will be assessed as part of project feasibility.
  - Example: "I am an early-career prosthodontist within three years of specialty training, with research experience in digital workflows and biomaterials, and a developing publication record focused on..."
- **List of Peer-Reviewed Publications.**  
List **up to 5 peer-reviewed publications** authored or co-authored by **the applicant** (not supervisor/mentor/co-applicant). These references should be those most relevant to the proposed project.
  - Applicants without prior publications should indicate 'No Publications' in the Peer-Review Publications section.
- **Curriculum Vitae (CV)**  
**Attach** a **complete CV** (**Word** or **PDF**), including education, degrees, appointments, funding, publications, teaching, etc.  
The CV will be assessed as part of project feasibility relative to career stage.
- Scholarly productivity will be evaluated relative to career stage.

## Section 2. Proposed Research Project

The proposal must be **submitted (attached)** as a SINGLE **Microsoft Word** document, clearly addressing the following components:

### 2.1 Title of Proposed Research Project

A concise and descriptive title.

### 2.2 Background and Rationale

A brief overview of current knowledge, identifying gaps the project addresses and its relevance to prosthodontics.

### 2.3 Overall Aim and Specific Aims

Clearly defined aims presented as bullet points.

### 2.4 Hypothesis/es

### 2.5 Ethics and Regulatory Approvals:

- Applicants must state:
  - Whether ethics approval is required and obtained
  - Ethics committee name and approval status (approved, pending, or exempt)
  - Projects involving human participants, animals, biological samples, or sensitive data must comply with applicable ethical and regulatory standards.
  - Funding is contingent upon receipt of a copy of the appropriate ethics approval. Attach a copy of the ethics approval with the application submission.
  - ICP bears no responsibility for delays or denials related to regulatory approvals.

### 2.6. Materials and Methods

Applicants must provide a detailed description of:

- Study design
- Materials: Participants, specimens, datasets, equipment, etc.
- Methods and procedures
- Outcome measures
- Statistical analysis plan (where applicable)

### 2.7 Strengths and Weaknesses

### 2.8 Future Directions

### 2.9 Proposal Format:

- Maximum 5 pages
- Margins: 1 inch on all sides
- Line spacing 1.5
- Font type/size:
  - Arial 11 for text
  - Arial 11-14 for titles, headings, and subheadings
  - Arial 10 for tables and figures

ICP reserves the right to determine whether the proposed methods and analyses are appropriate for the scope and funding level of the program.

## Section 3. Time Commitment and Timeline

Applicants must disclose:

- Estimated hours per week devoted to the project
- Expected project start and completion dates

Time commitment will be assessed as part of feasibility and scientific merit.

## Section 4. Additional Investigators

For each investigator involved in the proposed project, applicants must provide:

- Name of investigator (Including supervisor, as applicable) and any technical or support staff
- Institutional affiliation
- Academic qualifications (e.g., DDS, University of X, 2018; MSc, University of Y, 2021; PhD, University of Z, 2024).
- Expertise (examples): Briefly describe areas of scientific, clinical, or technical expertise relevant to the proposed project (e.g., digital workflows, biomaterials testing, clinical data collection, statistical analysis).
- Role/s in the project (examples): Describe the specific responsibilities of each investigator (e.g., study design, data acquisition, laboratory analysis, statistical analysis, supervision, manuscript preparation).
- Time commitment
- Information provided will be used to assess feasibility and appropriate distribution of responsibilities within the research team.

## Section 5. Budget and Financial Information

Applicants must **attach** an itemized and justified budget as a separate **Excel (preferred)** or **Word** document (maximum USD \$4,000). If the total project budget exceeds USD \$4,000, applicants must clearly indicate other funding sources supporting the project. See guidelines for eligible expenses.

### Eligible budget categories:

Grant funds may be requested for direct research support, including:

- Salaries or stipends for research assistance
- Contract services
- Equipment and Computing Resources
  - Requests for computers or other major equipment are permitted only when required as a research tool (e.g., for data processing, digital analysis, or software-specific applications) and when institutional resources are demonstrably insufficient. The justification must explain why the equipment is necessary for the proposed study. General-purpose or personal computing equipment will not be supported.
  - Applicants should note that, for small grants, requests in which a substantial portion of the budget is allocated to equipment will be evaluated carefully based on scientific necessity and feasibility.
  - Requests for equipment must be supported by vendor quotations.
  - All equipment or materials purchased remain the property of the investigator's home institution.
- Consumables
- Data analysis or computing resources
- Printing, copying, and related research support services
- Other justified expenses

### Ineligible Uses of Funds

The following are **not eligible for funding**:

- Projects primarily commercial in nature rather than scholarly or creative, as determined by the ICP Education and Research Committee.

- Projects already funded by external contracting agencies (e.g., government, private industry) where the primary purpose is commercial rather than scholarly.
- Funds may not be used as an income supplement for faculty members on any form of paid or unpaid leave
- Travel expenses

Each budget item must be clearly justified and directly related to the proposed research. ICP may request budget revisions, approve partial budgets, or withhold funds if expenditures are inconsistent with the approved proposal.

## Section 6. Other Research Funding

Applicants must disclose all current or pending research projects, including:

- Funding sources
- Time commitments (hours/week)
- Overlap with the proposed project (if any)

Transparency in funding is required to assess feasibility and potential conflicts.

## Section 7. Letters of Support

### 7.1 Supervisor/Mentor Letter

- Student applicants (including Dental Students, Residents, MSc and PhD Students) as well as postdoctoral fellows must submit one signed letter of support from their primary supervisor or mentor (**PDF**) confirming the following:
  - The applicant's status and role in the proposed research project;
  - The supervisor's commitment to mentoring the applicant throughout the project period;
  - The feasibility of the proposed research within the stated timeline and scope;
  - Availability of appropriate research facilities, resources, and oversight, including ethical approvals where applicable;
  - Letters from department chairs or institutional leaders are **not** required for student applicants.
  - Confirmation that the supervisor or mentor is an ICP member in good standing.
- The supervisor's letter serves as the primary mechanism for assessing supervisory expertise and mentoring capacity; separate supervisor CVs or publication lists are not required.

### 7.2 Institutional Letter

Early-career investigator applicants must submit one letter of institutional support from their Department Chair, Division Head, or Dean (**PDF**) confirming the following:

- The applicant's appointment and career stage, consistent with early-career eligibility criteria;
- The applicant's active research role or formal research affiliation within the institution;
- Endorsement of the proposed research project;
- Availability of appropriate research infrastructure, facilities, and oversight required to complete the project;
- Confirmation that the applicant has adequate protected time and institutional support to conduct the proposed research during the grant period.
- If the applicant is working under the guidance of a senior mentor, an additional mentor letter may be included but is optional.

## Assessment Criteria

Applications are reviewed by the ICP Education and Research Committee, which serves as the Selection Committee. Funding recommendations are forwarded to the ICP Board of Councillors for final approval.

The ICP Board of Councillors retains final authority over all funding decisions.

Applications will be evaluated based on:

- Completeness of the application
- Scientific merit and originality
- Clarity and feasibility of objectives
- Appropriateness of methods and statistical approach
- Relevance to ICP priorities
- Timeline and time commitment
- Budget justification and feasibility
- Qualifications and roles of the research team

Funding decisions are final. ICP is not obligated to provide detailed feedback on unsuccessful applications.

## Deadlines and Late Applications

The application deadline is **April 30, 2026**. Late or incomplete applications will not be reviewed. Award decisions will be announced during July.

## Reporting, Dissemination, and Travel Support

- Grant recipients must submit a final report within two years of award.
  - Submission of a manuscript or abstract to a peer-reviewed journal satisfies this requirement.
  - Grant recipients are free to publish and present research results, subject to Research Grant Program Rules and Regulations.
- Recipients are encouraged to present funded research at the ICP Biennial Meeting.
  - Those who both submit a final report and present at the meeting may be eligible for an additional USD \$1,000 travel stipend, subject to availability and approval.
- Recipients must acknowledge ICP support in all presentations, theses, and publications and provide copies of related publications to the ICP Education and Research Committee.
  - Acknowledgment wording: "Research supported by the International College of Prosthodontists Research Grant."
- Failure to comply with reporting or acknowledgment requirements may affect eligibility for future ICP funding.

## Final Notes

- Applicants **must** carefully **review the full Research Grants Program RULES AND GUIDELINES** prior to submission.
- Submission of an application constitutes acceptance of all program requirements.
- Reviewers will recuse themselves from applications where a conflict of interest exists.
- Unsuccessful applications may be resubmitted in a subsequent funding cycle, subject to eligibility.
- ICP reserves the right to modify program guidelines, timelines, and funding availability at any time.

# ICP Research Grant Checklist

Before submitting your application via email to [ICP@ICP-org.com](mailto:ICP@ICP-org.com), please ensure that **ALL items below are complete and included**. Incomplete applications will not be reviewed.

| ✓ Item  | Requirements   |
|---|--|
| <input type="checkbox"/> Eligibility          | Meet eligibility criteria  |
| <input type="checkbox"/> Application Form     | Completed ICP Research Grant Application Form 2026 ( <b>Word</b> ), all sections completed, signed and dated   |
| <input type="checkbox"/> Research Proposal    | Single <b>Word</b> document, <b>max 5 pages</b> , Arial 11 pt, 1-inch margins, 1.5 spacing; includes title, background, aims, hypotheses, ethics, methods, strengths/weaknesses, future directions   |
| <input type="checkbox"/> Ethics Documentation | Ethics approval letter ( <b>PDF</b> ) <b>or</b> statement that approval is pending/not required  |
| <input type="checkbox"/> Budget               | Itemized and justified budget ( <b>Excel preferred or Word</b> ); ICP request ≤ USD \$4,000; other funding sources indicated if applicable; equipment requests justified with vendor quote   |
| <input type="checkbox"/> Vendor Quotation(s)  | Required <b>only if equipment or computing resources are requested</b> ; quotation must correspond to budget items ( <b>PDF</b> )  |
| <input type="checkbox"/> CV                   | Complete CV ( <b>Word or PDF</b> )   |
| <input type="checkbox"/> Letters of Support   | Students/Postdocs: Supervisor/Mentor letter ( <b>PDF</b> ); Early-career investigators: Institutional letter ( <b>PDF</b> )  |
| <input type="checkbox"/> Final Check          | Eligibility met; time commitment stated; documents clearly labeled; submitted by <b>April 30, 2026 via email</b> to <a href="mailto:icp@icp-org.com">icp@icp-org.com</a> ; email subject line: "First Name Last Name - ICP Research Grant" |