

# INSTRUCTIONS FOR SUBMITTING A RESEARCH REQUEST

Please read the Research Grant Committee Guidelines prior to filling out the Research Request form.

In order to submit a research request for product, funding or specimens; the application for a Research Request must be filled out along with an attached research protocol via the online Research Request Form Application Link. Requests are reviewed monthly by the voting members of the Research Review Committee which is comprised of senior management from the Compliance Committee and Engineering.

Your name and contact information must be listed on the Research Request Form. This information will be used to contact you regarding questions or decisions made about the proposal. Also include the Primary Investigator and Institutional Affiliation.

You will need to include the following information as it applies to your research request.

The **Research Protocol** should consist of the following items:

## **1. Project Objective**

The objective lists the specific aims of the research. An example of an objective would be comparing coating characteristics of resurfacing implant X to resurfacing implant Y to determine the rate of osseointegration.

## **2. Research Design, Methods and Materials**

The methods and materials section should list the test protocol and the materials (Any cadavers, foam block, implant type and instruments etc.), requested to accomplish the objective.

Examples of methods include techniques used to insert the product, test setup (including fixture) and test speeds and loads.

***Ship-to information is required for any supplies and specimens being sent by OsteoMed, and must be noted on the Research Request Form.***

## **3. Itemized Budget**

A detailed budget must be attached if funding is requested. A detailed budget includes items such as research assistant costs, cadaver costs, fixture costs, data analysis costs, supplies etc. OsteoMed does not make any payment of funds to individual surgeons; we require the name of a foundation or related entity in order to process funds.

## **4. Final Study Results**

One of the following must be indicated: Publication, White Paper, or Presentation.