



**AMERICAN ACADEMY OF FACIAL PLASTIC
AND RECONSTRUCTIVE SURGERY FOUNDATION (AAFPRS)**

**THE LESLIE BERNSTEIN GRANT
GRANT POLICIES**

A. PURPOSE

The purpose of this grant is to support and encourage original work of an AAFPRS member undertaking research that will advance facial plastic and reconstructive surgery. The grant is endowed by funds from Leslie Bernstein, MD, DDS, and may be used as seed money for larger research projects.

B. ELIGIBILITY

Candidates for this grant must reside in the U.S. or Canada and be a physician (M.D.) who is a AAFPRS members in good standing. Previous AAO-HNS Foundation research grant recipients are not eligible to compete for this grant. Candidates who have successfully obtained funding from a private or federal funding agency as the Principal Investigator for the same research are also ineligible. Candidates who have applied for support of the same research from other funding sources, and who are notified of an award from both another agency and from the AAFPRS Foundation must demonstrate that the funding will be complementary, without budgetary overlap.

C. CONDITIONS

Research supported by this grant should be specifically directed toward the advancement of the state of knowledge in the theory, techniques, and application of facial plastic and reconstructive surgery. While not specifically required, proposals which aim to introduce new knowledge and methodology from other disciplines to research in facial plastic and/or reconstructive surgery, or which demonstrate collaborative effort with members of other related disciplines are encouraged. Projects must be designed so as to yield useful information within the period of award, but priority will be given to projects that are also innovative with promise to develop into new long-range or expanded research programs capable of attracting funding from other sources.

A letter of support from the Chair of the candidate's academic department must accompany the grant application. This letter is to indicate a general level of support of the applicant, and to demonstrate the fact that the Department will make time, space, and other resources accessible for completion of the project. Applicants must obtain letters of support/understanding from all key personnel on the project.

D. TERMS

1. **Amount:** \$25,000 maximum
2. **Period:** Projects must be completed within three years of the award date; no-cost extensions are available upon written request. Projects are not renewable.
3. **Use of Funds:** A detailed budget and budget justification constitute part of the application and will be evaluated as part of the review process. Allowable expenses include salary support for the Principal Investigator, research assistants or other technical personnel; computer software or hardware; purchase and maintenance of experimental animals; laboratory supplies and services; domestic travel directly related to the project; and expenses related to publication of results directly related to the supported project, exclusive of reprint costs. Equipment and supplies purchased with this grant become the property of the recipient institution.

The AAFPRS Foundation is a not-for-profit organization under tax code 501c(3). As such, all research grant monies are provided to fund direct costs related to the research proposed in the application. If university policy stipulates that a portion of this very modest grant must go toward institutional indirect costs, no more than ten percent (10%) of the total costs may be applied for indirect costs. In no case may the total grant exceed \$25,000.



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4. **Review:** Applications will be reviewed by members of the Centralized Otolaryngology Research Efforts (CORE) Study Section, composed of AAFPRS members designated for the Study Section, designates of other CORE member societies, members of the AAO-HNSF CORE Study Section Subcommittee, and the AAFPRS Foundation Research Committee. Recommendations for funding of the Leslie Bernstein Grant must be approved by the AAFPRS Foundation.
5. **Notification:** The AAFPRS Foundation office will send letters of notification by July 1 of the award year. Please *do not* call the AAO-HNSF or AAFPRS office prior to that time to inquire about results.
6. **Start Date:** The recipient of the AAFPRS Foundation Leslie Bernstein Grant will be announced by the AAFPRS. The earliest start date for the grant is July 1.

E. FORMAT

Applications are in a similar format to the National Institutes of Health. All applications must be completed and submitted online through Proposal Central at <https://proposalcentral.altum.com>. The final page of this document includes a general outline of what will be required.

F. SIGNATURES

The Principal Investigator, Department Chairman, and Institution official are required to sign the original grant application (all signatures must appear on copies). The AAFPRS Foundation Leslie Bernstein Grant is legally awarded to the institution with which the Principal Investigator is affiliated, *not to the investigator or his/her Division or Department*. For this reason, it is very important that applicants comply with their home institution's policies on pre-submission processing of grant applications. This can take time, so it is wise to plan ahead, allowing adequate time for processing and approvals. Applicants are advised to consult their institution's offices of research administration or sponsored projects for information on processing requirements for an application prior to its submission.

G. APPROVALS

If the proposed research involves human subjects or vertebrate animals at any time, the project must be reviewed and approved by the appropriate Institutional Review Board (IRB) or Animal Care and Use Committee (IACUC). This approval should be obtained prior to submission and submitted with the application. If such approval is unavoidably delayed, enter "pending" instead of the approval date. Grant applications that are not supported by evidence of the appropriate IRB or IACUC approvals will not receive funding until such approval letters are submitted. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the AAFPRS Foundation with the follow-up certification, prior to review or after the work is in progress.

H. LETTER OF INTENT

All applicants must submit a Letter of Intent online no later than midnight Eastern Standard Time December 15. The letter of intent includes the title of the project, the principal investigator, and an abstract of the work. This will facilitate planning review requirements. See the proposalCENTRAL website (<https://proposalcentral.altum.com>) to begin the letter of intent process.



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I. RECEIPT DATE

Allow yourself enough time to have the appropriate individuals review your application. Once your application is complete, print your cover page and have all of the necessary individuals sign. Keep in mind that it may take a few days to obtain all of the necessary signatures. The CORE grants program is paperless, so no hard copies of the signature page are to be mailed. Once all signatures have been obtained, you should scan the document and upload the .pdf to the system and retain the original for your files if needed. Once the signature page has been uploaded, run the checks within the system and click 'SUBMIT.' You will receive a confirmation email indicating that your proposal has officially been submitted.

ALL materials must be submitted online by midnight, Eastern Standard Time, January 15, 2009.

J. FOLLOW-UP

In carrying out its stewardship of the research programs, the AAFPRS Foundation may request information essential to an assessment of the effectiveness of this program. Accordingly, the recipient is hereby notified that s/he may be contacted after the completion of the grant for periodic updates on various aspects of employment history, publications, support from research grants or contracts, honors and awards, professional activities, and other information helpful in evaluating the impact of the program.

K. REPORTING REQUIREMENT

The grantee must upload a brief progress report to their proposalCENTRAL account on or before the six month anniversary of the start of the award. The Grantee is also required to submit a final progress report thirty (30) days after the close of the project suitable for publication in the *Archives of Facial Plastic Surgery*, and a financial status report within ninety (90) days after the close of the grant period (financial report form provided by the AAFPRS Foundation), and an abstract to present at the next appropriate fall meeting.



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GRANT CHECK LIST

Visit <https://proposalcentral.altum.com>

TIP: When completing the LOI and Application, be sure to save each page before selecting 'Next.'

I. CREATE/UPDATE PROFESSIONAL PROFILE

- Contact Information
- Degrees
- Research Interests
- Personal Data for Application
- Biosketch
- Enable others to access your profile
- Account information (link to existing or create Institutional Profile)

II. CREATE LETTER OF INTENT (LOI)

- 1) Project Title *(Do not exceed 80 characters)*
- 2) Grant access to key personnel from your institution
- 3) Applicant/PI *(Pre-populated from your Professional Profile)*
- 4) Institution & Contacts *(Pre-populated from your Professional Profile)*
- 5) Abstract *(2,000 characters max, including spaces. Text only. No special characters or formatting)*
- 6) Select key words to describe your project *(this assist us with selecting appropriate reviewers)*
- 7) Validate that everything has been completed for the LOI
- 8) Submit. Receive confirmation email entitled 'LOI to American Academy of Otolaryngology has been Submitted'

SUBMIT LOI BY DECEMBER 15, 2008

III. COMPLETE APPLICATION

1. Receive email entitled 'LOI to American Academy of Otolaryngology has been Approved.' This is your signal that you can begin the on-line application.
2. Title Page *Some information pre-populated from the LOI*
 - a. Is this a resubmitted application from a previous year? If yes, explain what has been changed.
 - b. Other sources of funding? If yes, identify sources.
 - c. Total amount being requested for the entire project?
 - d. Proposed start and stop dates
3. Download Instructions and Templates to help guide you through the application process
4. Enable other users to access the application
5. Applicant/PI *Most information pre-populated from Professional Profile*
 - a. % effort proposed for PI on this project.
6. Institution & Contacts *Some information pre-populated from Institutional profile*
 - a. Email for Signing Official
 - b. Email for Financial Officer
 - c. Email for Department Head
7. Key Personnel
8. Abstract *Already completed as part of the LOI*
9. Assurances & Certifications (use of Human Subjects, Vertebrate Animals or involvement of Recombinant DNA?)
10. Research Plan & Other Attachments
 - a. Research Plan not to exceed 10-pages
 - b. Budget & Budget Justification not to exceed 4-pages
 - c. PI Biosketch
 - d. Resources & Environment
 - e. Abstract
 - f. Department Head Letter
 - g. Other support (letters of support from all key personnel)
11. PI Private and Demographic Info *Pre-populated from Professional Profile*
12. Cover Sheet (pre-populated from grant application, all necessary institution authorities and department head must sign and the document will need to be scanned and re-uploaded to the system)
13. Run the system checks and receive no errors
14. Submit application
15. Receive confirmation email that the application has been officially submitted

SUBMIT APPLICATION BY JANUARY 15, 2009