

A. PURPOSE

The purpose of the Maureen Hannley Research Training Award program is to foster the acquisition of contemporary basic or clinical research skills among new full-time academic otolaryngologist-head and neck surgeons. The award is intended as a preliminary step in clinical investigator career development and is expected to facilitate the recipient's preparation of a more comprehensive individualized research training plan suitable for submission to one of the National Institutes of Health Clinical Investigator Career Development Award (CIA) programs (K series).

B. ELIGIBILITY

Applicants in the United States or Canada and members in good standing of the AAO-HNSF. Applicants must have demonstrated potential for excellence in research and teaching and a serious commitment to an academic research career in otolaryngology-head and neck surgery. Priority will be given to senior residents, fellows or faculty who have completed residencies or fellowships within two years of the application receipt date. All candidates must be sponsored by the Chairperson of his/her Division or Department and by an official representative of the institution which would administer the Award and in whose name the application is formally submitted. Former recipients of a Resident Research Grant are eligible to compete for an Elkins Award. Other individuals who have already competed successfully for independent research grant support from a private or Federal funding agency are ineligible for this Foundation award program.

C. CONDITIONS

Proposed training shall be designed in collaboration with a preceptor investigator and approved by the candidate's department chairperson and institution. Training may be related to any research questions relevant to the specialty of otolaryngology-head and neck surgery, so long as it is demonstrated that the training will have a direct impact on the candidate's ability to pursue his/her qualifications as a candidate for an NIH Clinical Investigator Award. Proposals which aim to introduce new knowledge and methodology from other disciplines to research in otolaryngology are particularly welcome. The candidate is expected to devote at least 20% of his/her time to the proposed research and research training activities during the period of the Award. Accordingly, applications must be accompanied by a letter of support from the candidate's department chairperson verifying that the candidate will be permitted to devote that amount of time to the pursuit of the proposed research and research training activities. While no verbal presentations or publications are expected to result directly from this Award, any which do shall acknowledge the contribution of the Foundation's Maureen Hannley Research Training Award. Moreover, the Foundation shall have the right of first refusal as regards to publishing the results of any investigations supported by this award in its journal, *Otolaryngology-Head and Neck Surgery*. The preceptor will be asked to provide a written evaluation of the success of the research activities and research training, and of the influence of this Award on the successful candidate's career plans during the final months of support. The Award recipient and his/her preceptor(s) are encouraged to use the results of the research program as pilot material for the development of an application for a Clinical Investigator Award from one of the NIH Institutes. A copy of the CIA or CIDA application shall be sent to the Foundation's Department of Research at the time it is submitted to NIH.

D. TERMS

1. **Amount:** \$15,000 maximum total (direct and indirect) costs
2. **Period:** On year, non-renewable. Projects must be completed within two years of the award date; no-cost extensions are available upon written request.

3. **Funding:** The Foundation's Board of Directors will determine the total number of awards authorized annually since available funding is contingent on the earnings of the Foundation's Research Endowment Fund. The actual number of awards funded will depend on the merit of the applications received.
4. **Use of Funds:** Funding may be used to replace a portion of the applicant's normal salary during the period of the award or for any other legitimate costs associated with the purpose of the Award. A detailed budget and budget justification constitute part of the application and will be evaluated as part of the review process. If university policy stipulates that a portion of this very modest award must go toward institutional indirect costs, no more than ten percent (10%) of the total costs may be applied for indirect costs. Equipment and supplies purchased with this Award become the property of the recipient institution.
5. **Notification:** Letters of notification will be sent in June of the award year. Please do not call the office prior to this time to inquire about the results.
6. **Announcement:** The recipient(s) of the Maureen Hannley Research Training Award will be announced publicly at the closest AAO-HNS Foundation Annual Meeting immediately following the award. The award may be activated as early as July 1 of the year of award, but no later than January 1 of the following year.

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

Foundation grants are 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 institutions' policies with regard to pre-submission processing of grant applications. This can take time, so it is wise to plan ahead, allowing adequate time for processing and approvals. For example, the original copy of an application to the Foundation must be signed by the person legally authorized to represent the institution in any contractual relationship that might result. This is typically someone in the administration whom the applicant does not know personally. 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 project 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 use and care committee (IACUC). This approval shall be obtained prior to submission and submitted with the application. If such approval is unavoidably delayed, enter "pending" instead of the date and send a follow-up certification of approval signed by an official of the application. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the 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.

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. SPECIAL ADDITIONAL INSTRUCTIONS FOR FILLING OUT APPLICATION FORMS:

The following additional instructions pertain to the Maureen Hannley Award and should be added to the application.

LETTERS OF REFERENCE: Applications for the Maureen Hannley Award must include **two** letters of reference from one of the following individuals:

1. Applicant's chairperson
2. Otolaryngologist familiar with the applicant's potential
3. Preceptor

ADDITIONAL INFORMATION TO BE COMPLETED BY APPLICANT:

1. **Research Summary:** Summarize in chronological order your research experience, including the problems studied and conclusions. If you have no research experience, list other scientific experience. Do not exceed one page for this section.
2. **Research Training Plans:** Describe future career plans, including a broad outline for a program of supervised research experiences. Identify the skills, theories, conceptual approaches, etc. that you hope to learn or enhance your understanding of during the project period. Describe how the proposed activities, including any research, skills, theories, conceptual approaches, will contribute to the achievement of these career goals. Provide a rationale for your selection of Preceptor and area of research training. The candidate can collaborate with the Preceptor in completing this portion of the application.

3. **Activities Under Award:** Specify the activities (research, course work, etc.) you will be involved in under the proposed award, and the percentage of time to be devoted to each activity. The percentages should add to 100 for the year. Base the percentage figures on a normal working day for a full-time fellow as specified by the sponsoring institution. Also, explain briefly activities other than research and relate them to the proposed research training. This can be presented in a tabular or list format.

ADDITIONAL INFORMATION TO BE COMPLETED BY SPONSOR/PRECEPTOR:

The sponsor/preceptor(s) also must provide a letter describing the research training plan and indicating his/her approval and willingness to supervise the proposed research and research training. The Foundation expects that awardees will pursue academic careers in otolaryngology-head and neck surgery and that institutions submitting applications on behalf of candidates are fully supportive of this career direction. Include the following as concisely as possible:

1. **Facilities and Commitment Statement:** Outline the departmental and/or institutional facilities available to provide a favorable training environment for patient-oriented clinical research. If specific centers or programs of study focused on clinical research are available, describe them and indicate their availability to the present proposal.
2. **Training Plan, Environment, Research Facilities:** Describe the research training plan for the applicant. Include items such as classes, seminars, and opportunities for interaction with other groups and scientists. Indicate the relationship of the proposed research training to the applicant's career. Also include information about plans for experience at other than the sponsor's training institution, and plans at the institution if the award is not made. Describe the skills and techniques that the applicant will learn. Relate these to the applicant's career and career goals.
3. **Applicant's qualifications and potential for research career:** Consider the candidate's potential for an academic career and potential for excellence in research and teaching.

K. FOLLOW-UP

In carrying out its stewardship of the research programs, the AAO-HNSF 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

L. REPORTING REQUIREMENTS:

Recipients of the AAO-HNSF Maureen Hannley Award are required to complete an interim report at 6-months. Within 30-days of the completion of the project, the awardee will submit a final report and a final financial report must be submitted within 90 days of the close of the project.

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