

A. PURPOSE:

The Percy Memorial Research Award is an annual grant-in-aid of a worthy research project proposed in any area within the scope of otolaryngology-head and neck surgery. The Award was established in memory of A. Edward Percy, Jr., M.D. and his parents.

B. ELIGIBILITY:

Candidates for this grant must reside in the U.S. or Canada and be members in good standing of AAO-HNSF. Applicants should be experienced independent otolaryngologist investigators affiliated with academic or similar institutions eligible to apply for and administer Federal research awards. Fellows with substantial research experience are eligible to apply, as are individuals who have already competed successfully for independent research grant support from a private or Federal funding agency.

C. CONDITIONS:

Projects must have direct or potential clinical significance for patients seen by otolaryngologists-head and neck surgeons. They must be designed so as to yield useful information within the period of award, but priority will be given to projects which are also innovative and promise to develop into new long range research programs which will attract funding from other sources. Funds may not be requested to pay any portions of the salaries of the principal investigator or of any support personnel with strictly secretarial or clerical responsibilities. Funds may also not be used for the purchase of any item of equipment costing more than \$500. Applications must be accompanied by a letter of support from the applicant's Department Chair verifying that the applicant will be permitted to devote an appropriate amount of time to the conduct and timely completion of the proposed research project. Applicants must obtain letters of support/understanding from all key personnel on the project.

D. TERMS:

1. **Amount:** \$25,000 maximum total (direct and indirect) costs
2. **Period:** One year, non-renewable
3. **Funding:** A single award is expected to be available annually, supported by the earnings of the Percy Memorial Research Award Endowment. Whether the Percy Award is actually made each year will depend on the merit of the applications received.
4. **Use of Funds:** Funding may be used for any legitimate costs associated with the purpose of the award except as noted under CONDITIONS. A detailed budget and budget justification constitute part of the application and will be evaluated as an important factor in 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 to inquire about results. The recipient of the Percy Memorial Research Award will be announced publicly at the closest AAO-HNS Foundation Annual Meeting immediately following the award.
6. **Starting Date:** 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 office of research administration or sponsored projects for information on processing requirements for an application prior to its submission.

G. APPROVALS

If the proposed research involved 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 applicant institution within 30 days after the January 15 application receipt date. Grant applications which are not supported by evidence of the appropriate IRB or IACUC approvals will not be reviewed or considered further in that grant cycle. 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.

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:

The results of the supported investigation must be presented at the AAO-HNSF/ARO Translational and Basic Research program at the closest AAO-HNS Foundation Annual Meeting immediately following the end of the project. Timely publication of the results is expected, with the understanding that the Foundation shall have the right of first refusal as regards to publishing the results of investigations supported by this Award in its journal, *Otolaryngology-Head and Neck Surgery*. Any publications or presentations resulting from a project supported with this Award shall acknowledge the contribution of the AAO-HNS Foundation's Percy Memorial Research Award. The Grantee is required to submit a 6-month progress report, a final progress report thirty (30) days after the close of the project period, and a financial status report within ninety (90) days after the close of the grant period.

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