



**AMERICAN HEAD AND NECK SOCIETY (AHNS)
AND
AMERICAN ACADEMY OF OTOLARYNGOLOGY-
HEAD AND NECK SURGERY FOUNDATION (AAO-HNSF)**



**AHNS/AAO-HNSF SURGEON-SCIENTIST
CAREER DEVELOPMENT AWARD
GRANT POLICIES**

A. PURPOSE

The purpose of this award is to support a collaborative AHNS/AAO-HNSF research project by fostering the development of contemporary basic or clinical research skills focused on neoplastic disease of the head and neck among new full-time academic 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 plan suitable for submission to the National Institutes of Health or comparable funding agency.

B. ELIGIBILITY

Candidates for this award must be full-time academic surgeons in faculty positions at the rank of assistant professor or instructor who:

1. Are citizens of the United States, noncitizen nationals, or have been lawfully admitted for permanent residency at the time of application;
2. Hold a Doctor of Medicine (MD) degree from an accredited institution;
3. Have demonstrated the capacity or potential for a highly productive independent research career with an emphasis in head and neck surgical oncology;
4. Are members or candidate members of the American Academy of Otolaryngology-Head and Neck Surgery and/or the American Head and Neck Society; and
5. Have completed residency or fellowship training no longer than four (4) years prior to submitting an application.

Former ASHNS or Foundation research grant recipients are eligible to compete for this grant. However, candidates who have served or are currently serving as Principal Investigators on NIH research grants or who have successfully applied for another research career development award are ineligible. Candidates may not hold research grants from NIH, AAO-HNSF, or the American College of Surgeons (ACS) concurrently with this award.

C. CONDITIONS

Research supported by this award should be specifically directed toward the pathogenesis, pathophysiology, diagnosis, prevention, or treatment of head and neck neoplastic disease, and may be either basic or clinical/translational in approach. While not specifically required, proposals which aim to introduce new knowledge and methodology from other disciplines to research in head and neck disease, 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. The applicant institution must demonstrate in the application a firm commitment to the development of the candidate as a productive, independent investigator in head and neck surgical oncology research and to the pursuit of the research career development plan described in the application. The candidate must describe a career development program that will maximize the use of relevant research and educational resources available in the sponsoring institution. Candidates are expected to devote at least 50% effort (based on a 40-hour work week) to the research supported by this award. The application must be accompanied by a letter of support from the Chair of the candidate's academic department verifying that the applicant will be permitted to devote the required amount of time to the conduct and timely completion of the proposed research project, and that reasonable departmental resources will be made available to facilitate the work. Applicants who are not AAO-HNS members, but who are AHNS candidate members must be sponsored by an AHNS Fellow in good standing, who must submit a letter of support as well.



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D. TERMS

1. **Amount:** \$70,000 maximum (\$35,000 per year)
2. **Period:** 24 months, non-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 Principal Investigator salary and benefits, consultant fees (e.g. statistician); salary support for research assistants or other technical personnel; computer software or hardware; purchase and maintenance of experimental animals; laboratory supplies and services; and expenses related to publication of results directly related to the supported project, exclusive of reprint costs. Equipment and supplies purchased with this Award become the property of the recipient institution. Salary and benefits for secretarial or administrative assistants may not be supported by this award. The AHNS and the AAO-HNS Foundation prefer not to pay institutional (indirect) costs for this very modest award; if the institution is unwilling to waive such costs, however, they are limited to no more than 10% of the Total Direct Costs (sum of amounts requested for personnel, consultant costs, equipment, supplies, patient care costs, and other expenses). This rate is commensurate with that established by the National Institutes of Health (NIH) for career development awards. The Total Costs (direct + indirect) may not exceed \$35,000 per year.
4. **Review:** Applications will be reviewed by members of the AAO-HNS Foundation CORE Study Section, four of whom are AHNS members representing the AHNS Research Committee. Recommendations for funding must be approved by the AHNS Research Committee, the AHNS Council, and the AAO-HNS Foundation Board of Directors.
5. **Notification:** Letters of notification will be sent by June. Please *do not* call the AAO-HNSF office prior to that time to inquire about results.
6. **Start Date:** The recipient of the AHNS/AAO-HNSF Surgeon-Scientist Career Development Award will be announced publicly at the AAO-HNS Foundation Annual Meeting immediately following the award. The award may be activated as early as July 1, 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

The AHNS/AAO-HNSF Surgeon-Scientist Career Development 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.



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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 and upload the documentation that you have submitted to your institution seeking approval so the Study Section can see that the appropriate steps are in process to obtain the approval. Grant applications which are not supported by evidence of the appropriate IRB or IACUC approvals will not receive funding until such approval letters are submitted. In no case may the project start be delayed beyond January 1 of the year following the award. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the AHNS 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. FOLLOW-UP

In carrying out its stewardship of research programs, the AAO-HNSF or AHNS 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 award 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. This RFA is a one-time solicitation for new projects. Funds are available to support one non-renewable project for two years at \$35,000 total costs per year. Award is conditional on the receipt of applications of sufficient scientific merit.

K. REPORTING RESPONSIBILITIES

The grantee must submit an interim progress report to the Foundation at the end of the first year of the award. The Grantee is also required to submit 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. While no verbal presentations or publications are required to result from this Award, any which do shall acknowledge the contribution of this source of funding. Recipients of the Award may be invited to present the results of their work at meetings of the American Head and Neck Society and/or American Academy of Otolaryngology-Head and Neck Surgery Foundation. The Award recipient is encouraged to use the results of the research program as pilot for the development of an application for a Clinical Investigator Award or research project grant (R01) from National Institutes of Health.



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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