



PSEF/AAO-HNSF COMBINED GRANT  
GRANT POLICIES

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#### A. PURPOSE

The purpose of this award is to support a collaborative PSEF/AAO-HNSF research project.

#### B. ELIGIBILITY

Applicants must have demonstrated a potential for excellence in research and teaching and serious commitment to an academic research career in otolaryngology or plastic surgery. Priority will be given to senior residents, fellows or faculty who have completed residencies or fellowships within four years of the application receipt date. Additionally, priority will be given to new projects over those in progress. Applications must show evidence of a collaborative effort between the two surgical specialties. This can be satisfied in one of the following ways:

1. Applicants from both disciplines (one PI and one co-investigator) work together on a joint project sponsored by one or both of the Divisions or Departments of Plastic Surgery and/or Otolaryngology-Head and Neck Surgery at the parent institution, OR
2. An applicant from one discipline works with a preceptor from the other discipline (i.e., a resident from the Division of Otolaryngology chooses a preceptor in the Division of Plastic Surgery or vice versa), OR
3. An applicant from either discipline works with preceptors from both disciplines on a jointly sponsored project.

A letter of understanding should accompany the application (inserted as page 1D), clearly stating what the arrangement will be and what respective roles the applicant and preceptor(s) will play in the project. All candidates must be sponsored by the Chairman 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.

ASPS/PSEF membership required. In the case of residents applying for this grant, given ASPS/PSEF membership requires that applicants be a board certified plastic surgeon and residents would not be able to meet this criteria, it is required that the mentor or potential co-investigator be a ASPS/PSEF member.

#### C. CONDITIONS

The candidate is expected to devote a reasonable amount 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.

#### D. TERMS

1. **Amount:** \$20,000 maximum. This grant is traditionally awarded every other year (odd years). If the funds are available it has been offered during even numbered years as well).
2. **Period:** 12 months, non-renewable. Extensions may be granted if needed, to learn more please contact Stephanie Jones [sljones@entnet.org](mailto:sljones@entnet.org).
3. **Budget:** 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.



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- 4. Review:** Applications will be reviewed by members and consultant reviewers of the AAO-HNS Foundation CORE Study Section Subcommittee which is comprised of physicians, researchers and sister society representatives. The final grantees are selected based on merit and the final scores received during the review process.
- 5. Notification:** Letters of notification will be sent within one month of the grant review meeting. Please do not call the office prior to this to inquire about results. The recipient of the PSEF/AAO-HNSF Grant 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

The PSEF/AAO-HNSF 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 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 involves human subjects or vertebrate animals at any time, the project must be reviewed and approved by the appropriate internal 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.



**THE PLASTIC SURGERY EDUCATIONAL FOUNDATION  
(PSEF) & AMERICAN ACADEMY OF OTOLARYNGOLOGY-  
HEAD AND NECK SURGERY FOUNDATION (AAO-HNSF)**



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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 research programs, the PSEF or 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 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.

**K. REPORT REQUIREMENTS**

The grantee must submit a brief progress report to the Foundation on or before the six month anniversary of the start of the award. The Grantee is 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 expected to result directly from this award, any which do shall acknowledge the contribution of this grant.

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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**