



**THE AMERICAN ACADEMY
OF OTOLARYNGIC ALLERGY (AAOA) FOUNDATION**

**AAOA Foundation Research Grant
GRANT POLICIES**

A. PURPOSE:

The purpose of this award is to stimulate research that challenges existing paradigms, develops new methodologies or technologies, or evaluates concepts in basic science or clinical science as it relates to allergy/IgE-mediated disease and disease processes impacting otolaryngology and patient care will be considered

B. ELIGIBILITY:

Applicants must have demonstrated potential for excellence in research. Principle Investigators need to be otolaryngologists. There are no restrictions on career stage, education, or country of residence. AAOA members are preferred but not required. All candidates must be sponsored by the Chairperson of his/her Division or Department and by an official representative of the institution that would administer the Award and in whose name the application is formally submitted. Former recipients of an Academy Resident Grant, or Academy Research Training Award are eligible to compete for an AAOA Foundation grant. Other individuals who have already competed successfully for independent research grant support from a private or Federal funding agency are ineligible for this Academy award program.

C. CONDITIONS:

Research should be specifically directed toward the study of otolaryngic allergy and may be either basic or clinical in nature. While not specifically required, proposals which aim to introduce new knowledge and methodology from other disciplines to research in otolaryngologic allergy are encouraged. 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.

Grantees are required to give presentations at the AAOA annual meeting and submit the results for publications. Grantees shall acknowledge the contribution of this source of funding. 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:** \$45,000 maximum
2. **Period:** Projects must be completed within one or two years of the award date; no-cost extensions are available upon written request. 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. No payment of salaries or indirect cost should be included in the budget for this grant.
4. **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 results.
5. **Announcement:** The recipient(s) of the AAOA Foundation Grant 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.

FORMAT:



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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 provides a general outline of what will be required to complete the application. Grants must be accompanied by a detailed budget proposal for consideration. Salaries, equipment, and indirect costs will not be considered as part of the budgetary allocations

F. SIGNATURES

The AAOA Foundation 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 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 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 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 December 15. The letter of intent is completed online and 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, 2010.



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J. FOLLOW-UP

In carrying out its stewardship of the research programs, the AAOA Foundation 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 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 and every six-months after until the completion of the project. Thirty (30) days after the close of the project, the awardee will submit a manuscript to the AAOA Journal and submit an abstract to present at the next appropriate AAOA. The grantee is required to submit a final financial status report within ninety (90) days after the close of the grant period.

L. GRANT PAYMENTS

If selected to receive this grant, the AAOA Foundation and AAO-HNSF will send letters and contracts outlining the terms and conditions to the grantee for signature. Once received, the AAO-HNSF will release it's payment (50%). The AAOA, will release seventy-five percent it's payment. Once the project is complete and the study has been presented and submitted for publication to the AAOA Journal, AAOA will issue the remaining balance.



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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, 2009

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, 2010