



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



AHNS/AAO-HNSF YOUNG INVESTIGATOR RESEARCH  
DEVELOPMENT AWARD  
GRANT POLICIES

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**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**

Applicants must be physicians with demonstrated potential for excellence in research and teaching and serious commitment to an academic research career in head and neck surgery. Applicants must be members or candidate members of the American Academy of Otolaryngology-Head and Neck Surgery and/or the American Head and Neck Society. Priority will be given to fellows or junior faculty who have completed residencies or fellowships within four years of the application receipt date. All candidates must be sponsored by the Chair 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 ASHNS/AHNS or Foundation research grant recipients are eligible to compete for the AHNS/AAO-HNSF grant. Individuals who have already competed successfully for independent research grant support from a private or Federal funding agency are ineligible for this Award.

**C. CONDITIONS**

Research supported by this award should be specifically directed toward the pathophysiology, diagnosis, prevention, or treatment of head and neck neoplastic disease, and may be either basic or clinical/transnational in approach. Proposed projects shall be designed in collaboration with a preceptor investigator and approved by the candidate's department chairperson and institution. 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. Applications must be accompanied by a letter of support from the applicant's Department Chair and Preceptor 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. The grantee must submit an interim progress report to the Foundation at the end of the first year of the award.

**D. TERMS**

1. **Amount:** \$40,000 maximum (\$20,000 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. Funding may not be used to support the applicant's normal salary during the period of the award. Allowable expenses include consultant fees (e.g., statistician); salary support for research assistants or other technical personnel; computer software or hardware; purchase and maintenance of experimental animals; and expenses related to publication of results, exclusive of reprint costs. Equipment and supplies purchased with this Award become the property of the recipient institution. Travel expenses may not be supported by this award. 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.**



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4. **Review:** Applications will be reviewed by members of the AAO-HNS Foundation Subcommittee on Research Grants and Prizes, four of whom are AHNS members. Recommendations for funding must be approved by the AHNS Research Committee and the AAO-HNS Foundation Board of Directors.
5. **Notification:** Letters of notification will be sent in June of the award year. 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 Young Investigator Research Development 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>. See the AAO-HNSF website (<http://www.entlink.net/research/grant/Foundation-Funding-Opportunities.cfm>) to begin the application process.

#### **F. SIGNATURES**

The AHNS/AAO-HNSF Young Investigator Research 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.

#### **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. 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, 2009. 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<sup>th</sup>. 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 AAO-HNSF website (<http://www.entlink.net/research/grant/Foundation-Funding-Opportunities.cfm>) to begin the Letter of Intent process.



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**I. RECEIPT DATE**

The CORE Grants program is paperless. All application documents must be submitted electronically via proposalCENTRAL. Allow yourself enough time to have the appropriate individuals review your application and sign the final cover page which will need to be uploaded to your application to officially submit by the close of business, January 15th.

**J. FOLLOW-UP**

In carrying out its stewardship of research programs, the AHNS 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. REPORTING REQUIREMENTS**

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 required to result from this Award, any which do shall acknowledge the contribution of AHNS/AAO-HNSF Young Investigators Research Development Award. 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 First Independent Research Support Transition (FIRST) award 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, 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**