

#### **A. PURPOSE**

The American Society of Pediatric Otolaryngology (ASPO) awards funds annually to support innovative research in pediatric otolaryngology

#### **B. ELIGIBILITY**

Researchers (MD, PhD, DMD) in disciplines who will conduct research directly relevant to pediatric otolaryngology are eligible to apply.

ASPO will consider applications from both:

- (1) **Individuals:** If an investigator is unaffiliated with an institution his/her grant application would be made to the individual himself/herself. In the event of a grant award, an ASPO check would be drawn to the individual investigator. This could be considered as income to that individual and therefore subject to income tax. Individuals affiliated with institutions (i.e., universities) may apply individually if allowed by a university policy. In the event of a grant award, an ASPO check would be drawn to the individual investigator (See Signatures and Approvals).
  
- (2) **Institutions:** Must qualify as an organization exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code (other than a private foundation). Submission of a W9 form documenting 501(c)(3) status to the ASPO Treasurer will be required (US institutions only) prior to release of funds. Investigators affiliated with institutions (i.e., universities) who are not allowed by university policy to apply individually, may ask the university to submit the grant application for the investigator's project. Investigators in this category are considered institutional applicants. In the event of a grant award, an ASPO check would be drawn to the Institution (see Signatures and Approvals).

#### **C. CONDITIONS**

Preference is given to proposed projects that are to be completed within one year, although exceptional proposals that have duration in excess of one year will be considered. No portion of any grant may be used for travel expenses or for principal investigator salaries. The grant application must be accompanied by letters of support from the Chair of the candidate's academic department and from all key personnel on the project. These letters are to indicate a general level of support of the applicant, the fact that the Department will make time, space, and other resources accessible for completion of the project, and that the applicant will have appropriate supervision/support throughout the period of the grant. If the applicant, department chairman, or at least one investigator is not an ASPO member, a letter of support must also be obtained from an ASPO member. The ASPO member does not need to be affiliated with the applicant's institution, but must attest to the scientific merit of the application.

#### **D. TERMS**

1. **Amount:** \$20,000
  
2. **Period:** 12 months, non-renewable; maximum of one year no-cost extension allowable with permission of ASPO Research Committee Chair.
  
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 Principal Investigator's 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; 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. The ASPO prefers not to pay institutional (indirect) costs for this very modest award. If

ASPO RESEARCH GRANT  
GRANT POLICIES

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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. The Total Costs may not exceed \$20,000.

4. **Review:** Applications will be reviewed and scored by members of the Centralized Otolaryngology Research Efforts (CORE) Study Section, composed of ASPO members designated for the Study Section, and members of the AAO-HNSF CORE Study Section Subcommittee. Based on these reviews, the ASPO Research Committee makes recommendations for funding which are presented to the ASPO Board at its COSM meeting. Final funding decisions are made by the ASPO Board.
5. **Notification:** Letters of notification will be sent by June of the award year. Please do not call the AAO-HNSF office prior to that time to inquire about results. Questions may be directed to the ASPO Research Committee Chair (see ASPO website at [www.aspo.us](http://www.aspo.us) for contact information)
6. **Start Date:** The recipient of the ASPO Research Award(s) will be announced publicly at the closest AAO-HNS Foundation Annual Meeting immediately following the award. Verification of human subjects approval and/or animal use approval, as applicable, as well as verification of tax exempt status must be received prior to release of funds. The awards may be activated as early as July 1 of the year of award, but no later than January 1 of the following year. ASPO reserves the right to revoke an award if relevant approvals have not been obtained within 6 months of notification of a successful application.

**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**

Applicants affiliated with institutions should consult their institution's office of research administration or sponsored projects for information on processing requirements for a grant application prior to its submission and should comply with the institution's policies.

- (1) **Individual** applicants who are affiliated with institutions should disclose the fact of the application to the institution with which he/she is affiliated; ascertain that acceptance of grant funds by an individual would be permitted by the institution; and obtain the signature on the Application Form of an institutional official indicating that, in the event of an award, the individual investigator is permitted by the institution to accept a check drawn to him/her.
- (2) **Institutional** applicants should provide, on the Application Form, the name of the institution to which a check should be drawn, in the event of a grant; and the title and address of the financial officer of that institution to which a check and letter of notification should be sent.

**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 of the year following the award. Investigators are strongly urged to obtain such

approvals prior to submission to avoid revocation of grant funds due to inability to meet the January 1 start date. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the ASPO 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 AAO-HNSF website (<http://www.entlink.net/research/grant/Foundation-Funding-Opportunities.cfm>) to begin the letter of intent process.

#### **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 ASPO 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**

Recipients of the ASPO Research Grant are required to complete an interim progress report at 6 months. Within 90 days of the completion of the project, the awardee must submit a final report suitable for publication in the abstract book of the annual ASPO meeting. Investigators are encouraged but not required to submit manuscripts arising from this award to the *Archives of Otolaryngology-Head and Neck Surgery*, the official journal of ASPO. Investigators are strongly encouraged to submit their work in abstract form for presentation at the ASPO annual meeting; abstracts are due October 1 of each year (see [www.aspo.us](http://www.aspo.us) for requirements). A final financial report must be submitted within 90 days of the close of the project. Any publications resulting from a project supported with the award shall acknowledge the contribution of the ASPO Research Grant.

**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. Biosketches (PI & key personnel)
  - d. Resources & Environment
  - e. Abstract
  - f. Department Head Letter
  - g. Other support (letters of support from all key personnel/ASPO member)
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**