CORE Grants Program

CORE requires applicants to submit an electronic Letter of Intent (LOI) and application using the proposalCENTRAL website **proposalCENTRAL** (**https://proposalcentral.altum.com/default.asp**). Deadlines for each are noted in the box below.

<table>
<tr><td><p style="color:red; text-align:center">The LOI due date is December 15, 2017 at Midnight ET
Full applications (approved only) are due January 16, 2018 at Midnight ET</p></td></tr>
</table>

SUBMISSION INFORMATION

Submit an LOI online at proposalCENTRAL at https://proposalcentral.altum.com/default.asp

- **Deadline: December 15, 2017 at Midnight ET**

You are required to submit an LOI for your project. The LOI requires your name, institution, the title of your project, a brief abstract (<2,000 words) and asks you to categorize the topic by specialty, and other information. The LOI is a non-binding agreement. LOIs assist administrators in gauging how many reviewers may be needed for each subcommittee to review the expected volume of applications.

The application process is paperless. Applications are reviewed electronically and only documents submitted online will be reviewed.

- **Deadline for full applications: January 16, 2018 at Midnight ET**

Late applications will not be accepted and deadlines will be enforced. Please plan ahead to ensure the timely submission of your application.

- APPLICANTS ARE ADVISED TO CAREFULLY READ THROUGH THE INDIVIDUAL FUNDING OPPORTUNITY ANNOUNCEMENTS AND INSTRUCTIONS BEFORE STARTING THE SUBMISSION PROCESS.

- APPLICANTS MUST SELECT <u>ONE</u> GRANT MECHANISM FOR APPLICATION SUBMISSION.

- APPLICANTS MAY APPLY TO MORE THAN ONE MECHANISM WITH DIFFERENT PROJECTS.

- APPLICANTS WHO ARE NOT ELIGIBLE FOR AN AWARD AND/OR DO NOT FOLLOW THE INSTRUCTIONS FOR PREPARING AN APPLICATION, MAY BE ADMINISTRATIVELY WITHDRAWN.

- PRINT AND RETAIN A COPY OF THIS DOCUMENT FOR REFERENCE.

CREATING/UPDATING AN ACCOUNT IN proposalCENTRAL

If you are a new user of proposalCENTRAL, you will need to create an account. Click the "CREATE ONE NOW" button under the APPLICATION LOGIN on the proposalCENTRAL home page. After you complete the basic registration and agree to the Terms of Service. For security purposes, you will receive a confirmation number by e-mail which you must enter when you log in the first time. Login as an Applicant and enter the confirmation number you received in the next screen. You will only have to

do this once. Once you have completed these steps you will be directed to update your Professional Profile. Please complete your Professional Profile (green tab, second tab from the left) before starting your application. More information on registering and completing your profile can be found here.

Why Fill Out a Professional Profile? Your profile enables you to enter your personal details that are relevant to the applications that you create. Once you enter your details, the information about you flows directly into the content of each of your applications. If your details change, you just have to make the change in your profile and the changes are updated automatically.

How Is The Professional Profile Used? You can:

- Link your details to your institution

- Change your password or account information

- Enable others to access your profile

- Give access to other support staff

- Give access to Sponsored Research Officials

If you are already registered with proposalCENTRAL, access your account with your Username and password. If you have forgotten your password, click on "Forgot your password?' link. Supply your user ID or e-mail address (the one associated with your profile) and your password will be sent to you by e-mail.

Once you have logged in, updated your Professional Profile, select the "Grant Opportunities" tab (gray tab furthest to the right). A list of grant makers will be displayed. Select **CORE – Centralized Otolaryngology Research Efforts**. Find the mechanism you would like to apply to and click "Apply Now".

For help with the electronic application process, please contact the help desk for proposalCENTRAL: E-mail: pcsupport@altum.com Phone (toll-free): 1-800-875-2562

GENERAL PROGRAM INFORMATION

Questions?

If you have a question that is not answered in this document, please contact Sarah O'Connor, Senior Manager, Research and Quality at 703-535-3745 soconnor@entnet.org or Julia Quintero, Coordinator, Research and Quality at 703-535-3719 jquintero@entnet.org.

About CORE

The CORE program is collaboration of the American Academy of Otolaryngology—Head and Neck Surgery Foundation, senior/subspecialty societies and foundations that provides a uniform centralized research grant application, review, and administration process. This process was designed to achieve three objectives:
- provide support for the most meritorious research in otolaryngology-head and neck surgery;
- educate young investigators to prepare competitive grant applications;

o and prepare more surgeon-scientists to serve as peer reviewers for NIH and other research agencies.

The CORE program brings greater scale and less fragmentation and overlap to otolaryngology-head and neck surgery research opportunities, reduces the aggregate costs of the individual grant programs, and enables a comprehensive overview of the spectrum of promising otolaryngology and head and neck surgery research/researchers to promote to NIH and other agencies.

The CORE contributing societies, foundations and industry sponsors are:

- American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS)
- American Academy of Otolaryngic Allergy (AAOA) Foundation
- American Academy of Otolaryngology—Head and Neck Surgery (AAO-HNSF)
- American Head and Neck Society (AHNS)
- American Neurotology Society (ANS)
- American Rhinologic Society (ARS)
- American Society of Pediatric Otolaryngology (ASPO)
- Association of Migraine Disorder (AMD)
- Xoran Technologies, LLC

Each participating society has agreed to have its grant application and review process handled through the CORE Study Section which is made up of three subcommittees: Otology, Head and Neck Surgery and General Otolaryngology. The reviewers that serve on these subcommittees are made up of experienced investigators and representative physicians from the collaborating societies and foundations.

The CORE Study Section mimics the NIH review of grant applications. Each application is assigned to at least two independent expert reviewers who read the application and submit a written report covering predetermined review criteria. All reviewers (also referred to as the CORE Study Section) then meet in March to discuss the applications and assign a priority score to each, based on significance, approach, and feasibility of the research strategy. The applications with meritorious scores are recommended funding. Each application receives a detailed Summary Statement of the review (aka "pink sheet" or critique) discussing the strengths and weaknesses of the application. This can be a valuable learning tool for future grant-writing efforts. The applications, critiques, and funding recommendations are provided to the governing bodies of the funding organizations. Each Society is free to accept the recommendations of the CORE Study Section or not and makes funding decisions independently.

CORE Grant Cycle Timeline

Funding Opportunity Announcements Released .... August/September

LOI Deadline .... December 15

Application Deadline .... January 16

Initial Review by CORE Study Section .... Mid-January – Early March

CORE Study Section In-Person Meeting .... Third Weekend of March

CORE Grants Program

Review by governing bodies .... April-May

Granting societies make funding decisions .... June

LOI and APPLICATION FAQ

FAQ TABLE OF CONTENTS

Is an LOI required in order to submit an application?

A Letter of Intent (LOI) must first be submitted and approved before you can submit an application. The LOI is a non-binding agreement, meaning you do not have to submit an application if you submitted an LOI and it was approved.

A Letter of intent (LOI) must be submitted electronically using proposalCENTRAL, by December 15, 2017. The LOI requires your name, institution, the title of your project, a brief abstract and asks you to categorize the abstract by focus area, discipline, and topic area

The LOI includes:

    a) Project Title
    b) PI contact information and education
    c) Institution (must have a current profile for the PI to link to)
    d) Whether the project is a resubmission (note date if yes)
    e) Other sources of funding (sources should be listed if applicable)
    f) Total award amount requested
    g) Start date and end date
    h) Project Summary/Abstract (2,000 characters max, including spaces. Text only. No special characters or formatting)
    i) Selected 'Focus Area' from key words provided *(can select multiple key words)*
    j) Selected 'Discipline' from key words provided*(can select multiple key words)*
    k) Selected 'Topic Area' from key words provided *(can select multiple key words)*

Once an LOI has been submitted, the PI will receive an approval or rejection notification via email. If you receive an approval email, you will have access to and may begin on your application.

Is an applicant required to submit an application if and LOI has been submitted?

No, and applicant is not obligated to submit a grant application if an LOI has been submitted.

What grant should I apply to?

We suggest you review the [2018 CORE Funding Opportunity Announcements At-A-Glance](#) table in to see which grants might be appropriate for you. Your choice of which grant to pursue will be shaped by three factors:

- your subspecialty or research area of interest;

- your career stage; and

- the type of grant mechanism you are seeking (research projector career development).

Some grant mechanisms permit applications focused in any area of otolaryngology, while others seek to support research exclusively in otology/neurotology, rhinology, head and neck surgery, sleep medicine, etc. Some grants are meant for residents, others for fellows or junior faculty. Career development grants require a preceptor and description of career plans.

What is the purpose of an LOI?

The purpose of the letter of intent is:
1) to ensure that individuals are not applying to multiple mechanisms with the same project (each application will be reviewed only once);
2) to allow us time to identify enough reviewers with the appropriate expertise; and
3) to ensure applicants are applying to the right mechanism for their projects, academic level, and experience.

Can I submit an LOI and application for more than one grant?

Do not submit the same LOI for more than one grant mechanism. If the same LOI is submitted to more than one grant mechanism, they will be rejected. Keep in mind, your project will be reviewed only once, not multiple times for various mechanisms.
You may apply to more than one mechanism if you have UNIQUE projects. It is recommended that the PI submit a letter with each application to verify that they will be able to work on all projects concurrently should they get funding.

If LOI or application was submitted to the incorrect grant mechanism, how do I change it?

Do not submit another LOI or application to the desired grant mechanism. The PI will need to contact the AAO-HNSF via email (soconnor@entnet.org or jquintero@entnet.org) and indicate that they would like to move their project to a different grant mechanism. Include the PI's name, proposal ID number, project title, original grant mechanism to which the project was submitted, and the mechanism that it should be moved to. Please do this as soon as possible.

Can I change the title of my grant application?

This can only be done before you officially submit the application! You can change your title by going into proposalCENTRAL and changing the name in the Title section. Remember to click 'Save' once you've made the change.

CORE Grants Program

Can the PI be changed on an application if we've already submitted an LOI?

The new PI will need to create an account in proposalCENTRAL. Once that is done, the applicant should contact sconnor@entnet.org or jquintero@entnet.org with the new PI information. This update will have to be made internally in proposalCENTRAL.

Can I apply for a CORE grant if my project already has funding?

Refer to the "**Eligibility**" section of the FOA for that specific grant mechanism to determine whether you are eligible to apply if your project has funding. If eligible, the applicant will need to declare the additional funding (for example, NIH funding) under the "Other Support" section of the application. In the application, you will want to make it very clear, that your existing funding is for specific goals of the project and you are seeking additional funding for a specific piece of the project, which was not funded through your existing grant. You cannot obtain funding for a project that is already funded through another source.

Can I apply for a CORE grant if I have been awarded a CORE grant in the past?

Yes. Applications are reviewed independently. The PI must include a letter or other documentation that they will be able to continue their current funded project and have time to devote to the new project. The PI must not have any delinquent deliverables on their current project. In the event that there are delinquent deliverables, they must be uploaded to their proposalCENTRAL account prior to the December 15, 2017 deadline. If deliverables remain delinquent while the new submission is being reviewed, it will be shared with the CORE Study Section and may have a negative impact on scoring.

If I have applied to the CORE Study Section or if I am currently a member of the Study Section, can I also submit an application?

Yes. If a resident is selected to the CORE Study Section, or is a current reviewer, they will have a conflict during the review at the in-person Study Section meeting for the entire mechanism to which they have applied. Individuals with conflicts will be required to leave the room during the review process for that mechanism.

What are the page limits for the Research Strategy?

Page limits for the Research Strategy are noted as follows:

     a. **Career Development Grants: 12-page limit for Research Strategy**
- AAFPRS Leslie Bernstein Investigator Development Grant
- AHNS/AAO-HNSF Young Investigators Combined Grant
- AHNS/ AAO-HNSF Translational Innovator Award
- ARS New Investigator Award
- ASPO Research Career Development Award

     b. **Research Grants: 6-page limit for Research Strategy**
- AAFPRS Leslie Bernstein Resident Research Grant
- AAFPRS Leslie Bernstein Grant

CORE Grants Program

- AAFPRS Research Scholar Award
- AAO-HNSF Bobby R. Alford Endowed Research Grant
- AAO-HNSF Health Services Research Grant
- AAO-HNSF Maureen Hannley Research Grant
- AAO-HNSF Resident Research Award
- AAO-HNSF Resident Research Award sponsored by Xoran Technologies, LLC
- AHNS Pilot Grant
- AHNS Ballantyne Resident Research Grant
- AMD Resident Research Grant
- ARS Resident Research Grant
- ASPO Research Grant

Can I submit a project if it will be developed in parallel with a broader study currently funded by a seed grant?

You may submit an LOI/application. If you are a collaborator on the broader study, please note the funding source when submitting your LOI. When submitting your application, include a letter to the Study Section describing how your project contributes to the work of the broader study. Clarify that the application you are submitting to CORE is for a different project which is not already funded under your existing grant.

I live outside the U.S and Canada. Are there any grants that I would be eligible to apply for?

Yes, the Association of Migraine Disorders Resident Research Grant does not have a residency requirement. Be sure to review the funding opportunity announcement to ensure your project is appropriate and you are eligible.

Can an organization that brings physicians together, CISEPO for example, apply for a CORE grant?

The organization as a whole cannot apply for the grant; however, one of their members could apply for the grant as the PI. Depending on where the PI resides, that would determine their eligibility.

What is the process for resubmitting an application?

When submitting a Letter of Intent, in the Title Page section, there is a drop down box marked "Resubmission?". Select "Yes".

When completing your full application:
- In the Title Page section, DO NOT enter resubmission information in the text box. The text is not extracted when reviewers download the application!
- Refer to the "Resubmission Instructions" in proposalCENTRAL for more details. **NOTE: If you are submitting a project previously submitted by another individual, please include that detail in your cover letter.**

- Your resubmission should include your letter to the CORE Study Section, previous critique, and if applicable, a brief letter of permission from the previous PI.
- Resubmission Instructions can be found in the "Research Plan & Other Attachments" section of the of the online application in proposalCENTRAL under "Download available instructions, templates, & samples".
- Prepare your letters and previous critique by saving them as one .pdf file.
- In the Research Plan & Other Attachments section, from the Attachments dropdown menu, select "Summary Statement (Resubmissions Only)" and upload the file.
- If the application was submitted prior to 2011, the Research Plan will need to be converted to the new Research Strategy format.

When an application is marked as a resubmission, it will be assigned to at least one of the previously assigned reviewers, whenever possible. It is very important that the previous critique be addressed in your letter to the Study Section.

What are some general guidelines for completing my application?

Formatting:

- The applicant's name should always be in the top "HEADER" portion of all templates (upper left corner); be sure to edit the header on each template.

- Use English only and avoid excessive jargon and unusual abbreviations.

- Font size must be 11 points or larger (smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%)

- You may complete the template forms using standard word processing software, including Macintosh formats.

- Type density, including characters and spaces, must be no more than 15 characters per inch.

- Line spacing must be no more than six lines per vertical inch.

- Text color must be black (color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable. Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins.

- For some templates, for example, "Biosketch", a single biosketch template is provided for you to complete. You can create a single document with a biosketch of all the key personnel, including the mentor, preceptor, co-PI, etc., by copying the template provided and pasting copies one after the other for as many people as required.

- The following fonts are recommended: Arial, Garamond, Georgia, Helvetica, Palatino Linotype, Times New Roman, Verdana. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Be consistent with the use of font styles and indentation.

Research Strategy Information:

CORE Grants Program

Research Grants: 6 page limit for research strategy

Career Development Grants: 12 page limit for research strategy

> Charts, tables, graphs, and photos essential to your application should be included in the Research Strategy and will be counted in your page limits.
>
> Career development applicants must include an educational plan (this is why there is a 12 page limit as opposed to 6 pages)

All graphs, diagrams, tables, and charts should be in black ink. Any photographs or oversized documents should be included in the appendix. **Supplementary charts, tables, and graphs and bibliography/references may be added in the Optional Appendix. The optional appendix will not be counted against your page limit. However, the appendix should not be used to circumvent page limits.**

Please observe the page limitations in the Research Strategy section. Failure to adhere to the specified page limitations may result in an application being administratively withdrawn.

Use the template provided to construct your research strategy. Do not use a font size less than 11 pt. Include sufficient information in the research strategy to facilitate an effective review without reference to any previous application(s). Be specific and informative; do not assume that the reviewer will know what you mean. Reviewers often consider brevity and clarity in the presentation to be indicative of a principal investigator/program director's focused approach to a research objective and ability to achieve the specific aims of the project. A careless and disorganized application may lead reviewers to think that your research may be carried out in the same manner.

Grant applications include several fillable templates. Download these MS Word templates from proposalCENTRAL to your local computer's hard drive so you may work offline. Complete the templates and be sure to include applicant's name in the left-hand corner of each page (in the MS Word template, this is located in the "header"). The page limitation and format requirements must be adhered to. When you have completed the MS Word templates, convert the files to Adobe Acrobat PDF format.

Once you have converted the completed MS Word templates to PDF files, upload them through proposalCENTRAL with the rest of your application. This includes the cover sheet which contains space for you to obtain the appropriate signatures. Once all signatures have been obtained, this document should be scanned, converted to a .pdf, and uploaded to your proposalCENTRAL account. This can take time so plan to complete your application ahead of time to allow the appropriate individuals to review and sign your application cover sheet. CORE is a paperless program; DO NOT mail hard copies to the AAO-HNS office.

An application will be considered incomplete if:

1. it fails to follow the instructions;

2. the material presented is insufficient to permit an adequate review; or

3. the appropriate institutional approvals for use of human or animal subjects are not pending or in place prior to review. No award can be made until evidence of the IRB/IACUC approval has been submitted. Unless specifically required by these instructions (e.g., IRB or IACUC approvals,

change in other support), do not send supplementary or corrective material pertinent to an application after the receipt date without its being specifically solicited or agreed to by prior discussion with the CORE administrative staff.

Human and Animal Subjects:

If you have any documentation concerning IRB or IACUC approvals, be sure to include this with your application (this can be scanned). All required documents are due prior to the date an award commences. If you are selected for a grant and you have not yet received your final IRB or IACUC approval, your grant funds will not be issued until it is received.

HUMAN SUBJECTS: Applicants should submit their projects to the appropriate human subjects Institutional Review Board (IRB) at the time of application. If your research requires an IRB approval, place actual date approved or "pending" (if submitted to IRB but not yet approved). If "exempt" from IRB approval within your institution, place "exempt" and the date the exemption was approved. If the proposed research project involves human subjects, the population sampled shall be inclusive of the general population, of relevance to the scientific question posed, without restriction in regard to gender, race, age, and socioeconomic status. Proposals that intentionally restrict the population sampled must include a compelling scientific rationale for such design. No award will be made until the appropriate documentation is received by the AAO-HNSF.

ANIMAL SUBJECTS: If your proposal involves animals and your institution does not have unqualified accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) or does not hold a current Public Health Service (PHS) Animal Welfare Assurance or does not have accreditation from the United States Department of Agriculture or does not have accreditation from the Institutional Animal Care and Use Committees (IACUC), you are not eligible to apply. It is to the applicant's benefit to include institutional endorsements with the application. If such endorsements are pending when the application is mailed to the AAO-HNSF, the applicant should make every effort to mail in the endorsement documents prior to January 16. Endorsements should specifically cite the applicant's name and project title.

Applications must be completed in proposalCENTRAL by midnight eastern standard time on January 16, 2018. This receipt date CANNOT be waived. Please allow time to obtain necessary approvals and signatures.

Should I upload the multiple documents that make up the research strategy separately?

No. Merge the Research Strategy documents into one PDF. Below are instructions on how to merge multiple PDFs into one file:

Merging files with Adobe Acrobat 7.0 Professional or later:

1. With the source document open, choose Document > Insert Pages.

2. In the Select File to Insert dialog box, select the source document you want to insert into the target document, and click select.*

   *Note: You may highlight all necessary files by holding the shift button down and clicking all necessary files needed.

3. In the Insert Pages dialog box, specify where you want to insert the document, and click OK. Most often, any pages that will be inserted will be placed after the source document.

4. Save the document under a new file name.

What is a preceptor and which programs require a preceptor?

The applicant is responsible for selecting a research preceptor at an academic or nonprofit research institution and for making arrangements to work with that person. The designated preceptor must be the faculty member who will directly supervise the proposed research training and evaluate the awardee's progress. An applicant may have a co-preceptor if his/her research interests cross areas of expertise. Selection of a preceptor is a key step in the application process and will constitute an important review criterion. In general, the applicant should seek a successful clinical researcher who has recent publications in the area of research, experience in the research techniques to be studied, and, optimally, external grant support from NIH or other major agencies. Location in a department that will provide a stimulating and supportive research environment is an additional factor to consider. The applicant's preceptor should be an active investigator in the area of the proposed research who will directly supervise the candidate's research. The preceptor must document the availability of staff, research support, and the curriculum and facilities for high-quality clinical research training. The proposed training shall be designed in collaboration with the designated mentor and approved by the applicant's Department/Division Chair and institution. Training should be specifically focused on the acquisition and refinement of patient-oriented clinical research skills and may include both didactic course work and applied experience. A structured program of study (as opposed to informal directed readings) will be reviewed most favorably. Applications must be accompanied by letters of support from both the applicant's preceptor and from the Department/Division Chair, verifying that the applicant will be permitted to devote the specified amount of time to the proposed research and research training activities.

A preceptor is required for the following grants:

- AAO-HNSF Resident Research Award

- AMD Resident Research Grant

- Xoran/AAO-HNSF Resident Research Grant

- AMD Resident Research Grant

- ARS New Investigator Award

- AHNS/ AAO-HNSF Young Investigators Combined Grant

- ARS Resident Research Grant

- AAFPRS Leslie Bernstein Resident Research Grant

What are the review considerations for a project?

Applications will be evaluated for scientific and technical merit by experts in the subject matter of the application. Reviewers represent all of the participating sub-specialty societies. Priority scores will be

assigned to applications based on their scientific merit, feasibility, innovation, and approach. Additional evaluation criteria include:

1. **Significance:** The extent to which the project, if successfully carried out, will make an original and important contribution to biomedical and/or behavioral science.

2. **Approach:** the extent to which the conceptual framework, design (including, as applicable, the selection of appropriate subject populations or animal models), methods, and analyses are properly developed, well-integrated, and appropriate to the aims of the project, including the following:

    a. Plan for use of controls

    b. Sample size justification

    c. Power functions where appropriate

    d. Analysis techniques

3. **Feasibility:** the likelihood that the proposed work can be accomplished in the project period by the investigators; and the adequacy of plans for the recruitment and retention of human subjects where applicable.

4. **Subjects:** the appropriate, safe, and humane use of subjects, both human and animal, in the project. There is need to ascertain not only if the project has been approved by the appropriate intramural institutional committees, but also if these are acceptable procedures. Institutional approval is not a priori evidence of a procedure's acceptability.

5. **Personnel:** The following will be used to evaluate personnel:

    a. Do the personnel have the appropriate background?

    b. Do they have the appropriate skills?

    c. If this is a training grant, will the training actually come about and will it be appropriate to the objectives of the grant?

    d. Does the Principal Investigator have an active role in the project beyond supervision of technical personnel?

6. **Budget:** The following will be considered in evaluating the fiscal plan:

    a. Are the funds requested appropriate to the design, the facility, and to the personnel?

    b. Is there adequate written justification for proposed expenditures?

How are funding decisions made?

The CORE Study Section recommendations, grant applications, final priority scores, and critiques are shared with each society and foundation. Each society and foundation has a slightly different process; however, in general, the final decision is made by an advisory panel, council or board of the funding society.

What are some of the main reasons that projects are assigned a low priority score during the review?

Insufficient information or documentation

Inadequate statement of hypothesis, experimental design or methods

Failure of the application to demonstrate awareness of and plans for coping with key problems and pitfalls associated with the proposed research

Insufficient or improper controls

Failure of the applicant to describe potential relevance of the proposed study to the funding opportunity announcement

Failure of the applicant to document the necessary skills or training to accomplish the goals of the proposal

Failure of the applicant to meet all of the criteria described in the funding opportunity announcement

What letters of support should I include with my application?

Letters should be obtained from the following:

- CO-INVESTIGATOR,

- PRECEPTOR, (if applicable)

- MENTOR, (if applicable)

- CONSULTANT,

- COLLABORATOR: If a co-investigator, preceptor, or mentor will play a key role in the project, a letter of understanding from that individual must be submitted, stating what the arrangement will be and what role he or she will play in the project. Also include an appropriate letter from each consultant and collaborator confirming his/her role in the project. Include Biographical Sketch pages for each consultant and collaborator.

- DEPARTMENT/CHAIR HEAD: A Chairman's letter must be included with all applications. Applications must include a letter of reference and support from the applicant's Chairman confirming the applicant's availability for the required period of time, the support of the Department or Division for the project, and availability of resources for the project. For residents, the Chairman's letter must verify that the resident applicant will be permitted to spend the specified time on the project.

- If applying for the ASPO grant, a letter of support must accompany the application from an ASPO member.

- If applying for Bobby R. Alford, MD Endowed Research Grant, see instructions in the online application.

In general, if an individual's biosketch is included in your application, plan to obtain a letter from that person.

Scan or convert your letters to .pdf format so that they may be uploaded to the application site. You may contact proposalCENTRAL customer service at 1-800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at pcsupport@altum.com if you do not have access to a scanner or have difficulty with this **process.**

Whose signatures should I obtain on the cover sheet?

At a minimum, the application must be signed by the applicant, the sponsor or department head, and an authorized official of the institution. The online application will allow you to print a cover page which will indicate the signatures you need to obtain. Signatures must be original (not stamped or electronic signatures). It is the AAO-HNSF's expectation that each person who signs the application has reviewed the application contents and accepts responsibility for accuracy prior to submission. By signing the application, the Principal Investigator and other officials are stating that they have reviewed the final proposal for compliance with the AAO-HNSF format and requirements.

Any document that requires a signature such as all letters of support, Signature Pages, or other signed documents will need to be scanned and uploaded as part of your completed application. If you need assistance, please contact the proposalCENTRAL customer support at 1-800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at pcsupport@altum.com.

Do I need a biosketch for everyone involved with the project?

Yes. Include a biosketch for all key personnel. Start with the principal investigator. List any collaborating investigators who participate in the scientific development/execution of the project. Include all degrees for every individual. Biographical sketches and other support must be included for each individual named. A sample biosketch is provided in the Instructions, Templates & Samples section of the application in proposalCENTRAL.

I would like to include additional information outside of the Research Strategy section. Where should I add this information?

You may submit information in the optional Appendix. Do not use the Appendix to circumvent page limitations. Tables, charts or graphs essential to the application should be included in the Research Strategy and included in page limitations. The Research Strategy should be able to stand on its own as a document. The appendix should be used only for supplementary information. Keep such material to a minimum. Bibliography/references may be added in the optional appendix.

Do I need to submit the "Other Support" section?

Yes. Follow the instructions. Other support includes all financial resources, active and pending for all individuals listed in the application. Include a section for each of the key personnel you have listed, even if they have no current active support. Indicate whether support for the submitted project is being sought after from other funding agencies or organizations. See "Other Support" sample in the Instructions, Templates & Samples section of the application in proposalCENTRAL.

Where do I upload the Bibliography/References?

The bibliography and references can be uploaded in the optional Appendix.

Does the bibliography or reference list count as part of the page limit for the Research Strategy?

If the bibliography or reference list is included in the Research Strategy, it will not count against your page limit. However, the bibliography/reference list can be included in the optional Appendix.

What if I don't have my final signature page complete by Jan. 16th?

We understand that getting the final signature page signed by all of the necessary staff may take some time. If you do not have all of the signatures by the January 16th deadline, please upload what you do have to proposalCENTRAL. Once you have the fully signed signature page, please scan the document (pdf) and email to **Sarah O'Connor soconnor@entnet.org or Julia Quintero jquintero@entnet.org.** Please be advised that no grants will be awarded without a fully signed signature page. Emailed copies must be received no later than **February 15**.

My IRB/IACUC approval is taking longer than expected. Can I still submit an application?

If you will not have your final IRB/IACUC approval letter prior to the January 16th application deadline, then submit the associated documentation that you do have (e.g. what you have provided to your IRB/IACUC committee, when they will be meeting to review and the date you anticipate obtaining the final approval). We understand that some committees only meet quarterly or have very full agendas and it may take some time for you to get on their schedule. Once you receive the final approval (after the Jan 16th deadline), please scan the document (pdf) and email to **Sarah O'Connor soconnor@entnet.org or Julia Quintero jquintero@entnet.org.** to upload to your application no later than February 15. Please be advised that no grants will be awarded without the final IRB/IACUC approval.

Can salary for key personnel (a research investigator) be covered by an award? Can the technical personnel supported by the award be listed as key personnel?

Yes, technical personnel can be listed as key personnel. *Key personnel* are those individuals who participate in the scientific development/execution of the project. This will generally include individuals with professional degrees, but may also include individuals with other degrees at the masters and baccalaureate levels. *Support personnel* are those individuals who provide administrative or technical assistance to the project, e.g., dishwashers, animal caretakers, histopathology technicians, electron microscopy technicians, and in some instances research technicians or associates. Refer to Appendix A "SUMMARY OF ALLOWABLE SALARY AND TRAVEL COSTS THAT CAN BE INCLUDED IN APPLICATION BUDGET. You may also refer to the "Terms" section of the specific mechanism for which you are applying.

APPENDIX A: SUMMARY OF ALLOWABLE SALARY AND TRAVEL COSTS THAT CAN BE INCLUDED IN APPLICATION BUDGET

Grants	Salaries					Travel	
	PI	Admin Assist/Secretary	Research Assistant	Consultant Fees	Technical Personnel	No	Up to $1,000
AAFPRS Leslie Bernstein Resident Research Grant			X		X		X
AAFPRS Leslie Bernstein Grant	X		X		X		X
AAFPRS Leslie Bernstein Investigator Development Grant	X		X		X		X
AAFPRS Research Scholar Award	X		X		X		X
AAO-HNSF Bobby R. Alford Endowed Research Grant			X		X		
AAO-HNSF Resident Research Award			X		X		X
AAO-HNSF Health Services Research Grant		X	X	X	X		
AAO-HNSF Maureen Hannley Research Award			X		X		
AAO-HNSF Rande H. Lazar Health Services Research Grant	X		X	X	X		
ANS / AAO-HNSF Herbert Silverstein Otology and Neurotology Research Award			X	X	X		
AHNS/ AAO-HNSF Young Investigators Combined Grant			X	X	X	X	
AHNS Pilot Grant		X	X	X	X		
AHNS Ballantyne Resident Research Grant			X	X	X		
AHNS/AAO-HNSF Translational Innovator Combined Award	X		X	X	X		
AMD Resident Research Award			X		X		
ARS New Investigator Award			X		X		
ARS Resident Research Grants			X		X		
ASPO Research Career Development Award	X		X	X	X		
ASPO Research Grant			X	X	X	X	
ASPO Dustin Micah Harper Recurrent Respiratory Papillomatosis Research Grant			X	X	X		
Xoran/AAO-HNSF Resident Research Grant			X		X		X

2018 CORE GRANTS AT-A-GLANCE

Funding Source	Grant Mechanism	Grant Amount	# Grants	Scientific Focus	Type (this is linked to the page limits for the research strategy portion of the application)	Required Membership (or candidate)	Resides in U.S. or Canada	Education & Training						Tenure/Position				Special Terms (Refer to FOA for specific terms)
								Medical Student	Resident/ Fellow in Training	AB Oto Certified (or seeking certification)	Other MD/DO/DMD	PhD	Oth er	Junior Clinical Faculty	Assistant Professor	Full Professor	Full Time Rese arch er	
American Academy of Facial Plastics and Reconstructive Surgery (AAFPRS)	*AAFPRS Leslie Bernstein Resident Research Grant*	Up to $5,000; up to 2 years	2	Plastic/Reconstructive Surgery	Research	AAFPRS	X		X		X							No previous Society or NIH Funding; Preceptor Required
	AAFPRS Leslie Bernstein Grant	Up to $25,000; up to 3 years	1	Plastic/Reconstructive Surgery	Research	AAFPRS	X		X	Preferred	X			X	X	X		No previous Society or NIH Funding
	AAFPRS Leslie Bernstein Investigator Development Grant	Up to $15,000; up to 3 years	1	Plastic/Reconstructive Surgery	Career Development	AAFPRS	X			Preferred	X			X	X			Involved in training of resident surgeons; Completed clinical training in 10 years or less; No previous Society or NIH Funding
	AAFPRS Research Scholar Award	Up to $30,000; up to 3 years	1	Plastic/Reconstructive Surgery	Research	AAFPRS	X				X							
American Academy of Otolaryngology – Head and Neck Surgery (AAO-HNSF)	*AAO-HNSF Resident Research Award*	Up to $10,000; 1 year	Up to 8	Any ENT topic 1 reserved for quality improvement/patient safety project	Research	AAO-HNS	X		X									Preceptor Required
	AAO-HNSF Rande H. Lazar Health Services Research Grant	Up to $10,000; 1 year	1	ENT Socioeconomic health services research	Research	AAO-HNS	X		X	X	X	X		X	X	X	X	
	AAO-HNSF Health Services Research Grant	Up to $10,000; 1 year	1	Health services research, any ENT topic	Research	AAO-HNS	X		X	X	X	X	X	X	X	X	X	
	AAO-HNSF Maureen Hannley Research Grant	Up to $50,000; 1 year with option to extend	1	Research gaps identified by AAO-HNS/F Clinical Practice Guidelines	Research	AAO-HNS	X			X	X			X				Priority will be given to junior faculty members who have completed residencies or fellowships within 7 years of the application receipt date
	AAO-HNSF Bobby R. Alford Endowed Research Grant	Up to $30,000; 1 year	1	Any ENT topic	Research	AAO-HNS	X		Fellows	X	X	X		X	X	X	X	Mentor Required; See mentor requirements in the announcement. Eligible applicants must have completed residency within last 7 years
American Head and Neck Society (AHNS)	*AHNS Pilot Grant*	Up to $10,000; 1 year	1	Head and/or neck neoplastic disease	Research	AHNS	X	X	X			X		X	X			No concurrent private or federal funding for the same research
	AHNS Ballantyne Resident Research Pilot Grant	Up to $10,000; 1 year	1	Head and/or neck neoplastic disease	Research	AHNS	X		X			X		X				
	AHNS/ AAO-HNSF Young Investigators Combined Grant	Up to $40,000; 2 years	1	Head and/or neck neoplastic disease	Career Development	AHNS and AAO-HNSF	X		Fellows		Academic otolaryngology— head and neck surgeons			X	X			Preceptor Required; Medical oncologists/radiation oncologists not eligible
	AHNS/ AAO-HNSF Translational Innovator Award	Up to $80,000; 2 years	1	Head and/or neck neoplastic disease	Career Development	AHNS and AAO-HNSF	U.S. only		Fellows		Academic otolaryngology— head and neck surgeons. DO, MBBS eligible			X	X	X		**Full time academic Otolaryngology - Head and Neck surgeons** in their first seven years of academic; Medical oncologists/radiation oncologists not eligible; No concurrent Society, NIH or ACS funding

2018 CORE GRANTS AT-A-GLANCE

Funding Source	Grant Mechanism	Grant Amount	# Grants	Scientific Focus	Type (this is linked to the page limits for the research strategy portion of the application)	Required Membership (or candidate)	Resides in U.S. or Canada	Education & Training						Tenure/Position				Special Terms
								Medical Student	Resident/ Fellow in Training	AB Oto Certified	Other MD/DO/DMD	PhD	Other	Junior Clinical Faculty	Assist Prof	Full Prof	Full Time Researcher	
American Rhinological Society (ARS)	*ARS New Investigator Award*	Up to $25,000; up to 2 years	1	Rhinology paranasal sinus disease, allergy	Career Development	ARS	X		Fellows w/ faculty appointment only		X	X	X	X	X	X	X	Preceptor Required
	ARS Resident Research Grant	Up to $10,000; 1 year	2	Rhinology paranasal sinus disease, allergy	Research	ARS	X		X									Co-investigator who is supervising faculty and member in good standing with ARS required
American Society of Pediatric Otolaryngology (ASPO)	*ASPO Research Career Development Award*	Up to $40,000; up to 2 years	1	Pediatric Otolaryngology	Career Development	ASPO preferred, but not required	X	Not eligible	Fellows w/ faculty appointment only	Preferred, but not required	X	X		X	X	X	X	Refer to eligibility section of the funding opportunity announcement
	ASPO Research Grant	Up to $20,000; 1 year	2	Pediatric Otolaryngology	Research	ASPO preferred, but not required	X	Not eligible	X	Preferred, but not required	X	X		X	X	X	X	
	ASPO Dustin Micah Harper Recurrent Respiratory Papillomatosis Research Grant	Up to $10,000; 1 year	1	Basic, translational, or clinical research projects in recurrent respiratory papillomatosis (RRP)	Research	ASPO preferred but not required	X	X	X	Preferred, but not required	X	X	X	X	X	X	X	Junior faculty who graduated within 10 years of completing their training will be preferred for this application. If not an ASPO member, must supply letter of support from an ASPO member.
Association of Migraine Disorders (AMD)	*AMD Resident Research Grant*	Up to $10,000, 1 year	1	Any topic related to migraine	Research	N/A	N/A		X									Preceptor Required
American Neurotology Society (ANS)	*ANS/ AAO-HNSF Herbert Silverstein Otology and Neurotology Research Award*	Up to $25,000, 2 years	1	Otology/ Neurotology	Research	ANS	X		X		X			X				Priority given to fellows or junior faculty, completing residences/fellowships within 4 years of application receipt date. Although otolaryngology- head and neck surgery residents are eligible. Individuals who have completed successfully for independent research grant support from a private or Federal funding agency are ineligible.
XORAN Technologies, LLc	*XORAN/AAO-HNSF Resident Research Grant*	Up to $10,000, 1 year	1	Head and neck computed tomography, intra-operative imaging	Research	AAO-HNSF	X		X									Preceptor Required