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CORE Grant Application CHECK LIST

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Letter of Intent Deadline: Friday, December 15, 2017, 11:59 pm ET
Full Application Deadline: Tuesday, January 16, 2018, 11:59 pm ET

Applications must be submitted online via ProposalCENTRAL: https://proposalcentral.altum.com/

THIS IS A GENERAL CHECK LIST OF REQUIREMENTS FOR EACH CORE GRANT MECHANISM. ALWAYS REFER TO THE FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) FOR GUIDANCE.

ProposalCENTRAL Tips:

- When completing the LOI and Application, be sure to click 'Save" on each page before selecting 'Next.'
- All documents will need to be saved in a .pdf format prior to being uploaded.
- **For assistance with the electronic application process, please contact the help desk for proposalCENTRAL: E-mail: pcsupport@altum.com Phone (toll-free): 1-800-875-2562.**

Prior to Friday, December 15, 2017, 11:59 pm ET:

I. CREATE/UPDATE YOUR PROFESSIONAL PROFILE IN proposalCENTRAL: Visit proposalCENTRAL https://proposalcentral.altum.com/ and create a new account or update your existing count

- Contact Information
- Degrees
- Research Interests
- Personal Data for Application
- Biosketch
- Enable others to access your profile
- Account information (add an Institution Profile to your Professional Profile. *You will link to an existing Institutional Profile or create a new one. You may also link to multiple Institutions, but you will be asked to select a primary institution.*

Select grant mechanism to apply to. Do not submit multiple Letters of Intent (LOIs) for the same project. You may submit multiple LOIs only if your projects are unique. Otherwise, only one LOI will be approved.

II. CREATE LETTER OF INTENT (LOI)

a) Project Title (*Do not exceed 80 characters*)
b) PI contact information and education
c) Institution (must have a current profile for the PI to link to)
d) Grant access to key personnel from your institution
e) Whether the project is a resubmission (note date if yes)
f) Other sources of funding (sources should be listed if applicable)
g) Total award amount requested
h) Start date and end date
i) Project Summary/Abstract (2,000 characters max, including spaces. Text only. No special characters or formatting)
j) Selected 'Focus Area' from key words provided *(can select multiple key words)*
k) Selected 'Discipline' from key words provided *(can select multiple key words)*
l) Selected 'Topic Area' from key words provided *(can select multiple key words)*
m) Validate that everything has been completed for the LOI
n) Submit

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- Receive email entitled 'LOI to American Academy of Otolaryngology has been Approved.' This is your signal that you can begin the online application.

III. COMPLETE APPLICATION

- Print Cover Sheet (signature page, item #12) and have it signed by the appropriate signing officials. (Plan ahead. This can take time!)

1. **Title Page** (*Some information will be pre-populated from the LOI*)
   a. Is this a resubmitted application from a previous year? If yes, refer to the "RESUBMISSION INSTRUCTIONS" for guidance. Do not submit text in the text box other than N/A (if not a resubmission).
   b. Other sources of funding? If yes, identify sources.
      i. *Include all financial resources, active and pending for all individuals listed in the application.*
      ii. *Indicate whether support for the submitted project is being sought after from other funding agencies or organizations.*
   c. Total amount being requested for the entire project.
   d. Proposed start and end dates.

2. **Download Instructions and Templates** to help guide you through the application process

3. **Enable other users to access this proposal**

4. **Applicant/PI** (*Most information is pre-populated from Professional Profile*)
   a. % effort proposed for PI on this project. (Refer to "INSTRUCTIONS FOR COMPLETING BUDGET AND BUDGET JUSTIFICATION" and sample for guidance)

5. **Institution & Contacts** (*Some information pre-populated from Institutional profile*)
   a. Email address for Signing Official
   b. Email address for Financial Officer
   c. Email address for Department Head
   d. Email address for Mentor (if required)

6. **Key Personnel** % time (in person months) to be spent on project is required for key personnel. (Refer to "INSTRUCTIONS FOR COMPLETING BUDGET AND BUDGET JUSTIFICATION" and sample for guidance)

7. **Abstract** (*Completed as part of the LOI submission*)

8. **Assurances & Certifications** (use of Human Subjects, Vertebrate Animals or involvement of Recombinant DNA?)

9. **Research Plan and Other Attachments**
   (a) Abstract
   (b) Biosketches (for PI and all Key Personnel)
   (c) Budget & Budget Justification
   (d) Consultant/Collaborator Letters *NOTE: Dependent upon the grant mechanism, you may be required to supply other letters of support such as a preceptor letter, specialty society letter of recommendation, etc. Refer to the FOA of that specific grant mechanism for guidance*
      - 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.

(e) Department Head Letter: 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 an ASPO grant, a letter of support must accompany the application from an ASPO member.

- If applying for the Bobby R. Alford, MD Endowed Research Grant, see "Preceptor/Mentor Letter Instructions

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

(f) Other Support
(g) Preceptor/Mentor Letter (if applicable)
(h) Research Strategy
- Research Grants: 6 page limit for Research Strategy
  a. Significance
  b. Innovation
  c. Approach

- **Career Development Grants ONLY**. Applies to:
  o AAFPRS Leslie Bernstein Investigator Development Grant
  o AHNS/AAO-HSNF Young Investigators Combined Grant
  o AHNS/AAO-HNSF Translational Innovator Award
  o ARS New Investigator Award
  o ASPO Research Career Development Award

  - For each of these grants please provide a Research Strategy (Significance, Innovation Approach) AND Education Plan (See below). 12 page limit. Education Plan to include:
    d. Candidate's Background
    e. Career Goals and Objectives
    f. Career Development/Training Activities During Award Period
    g. Training in the Responsible Conduct of Research
  More information on these components is provided in the Research Strategy instructions in proposalCENTRAL.

(i) Resources & Environment
(j) Specific Aims : *Limited to one page* (State concisely the goals of the proposed research. Refer to "INSTRUCTIONS FOR COMPLETING SPECIFIC AIMS" for guidance.)
(k) Optional Appendix *(Supplementary graphs, diagrams, tables, bibliographies, may be submitted in the appendix material. Not to be used to circumvent page limits. Please keep page count to a minimum. Graphs, diagrams, tables, etc., essential to the application must be included in the Research Strategy and follow the 6 or 12-page limit.)*
(l) Other Support

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- Includes all financial resources, active and pending. Include a section for each of the key personnel listed in the proposalCENTRAL pages, even if they have no currently active support.
- Clearly indicate whether support for the submitted project is being sought after from other funding agencies or organizations.

10. **PI Private and Demographic Info** (*Pre-populated from Professional Profile)*

11. **Validate**: Run checks within the system to ensure the application is complete

12. **Cover Sheet** (Signature page)

13. **Click** 'SUBMIT'