

### **A. PURPOSE**

The purpose of the Health Services Research Grant is to foster research that will improve the effectiveness and appropriateness of medical practice. Projects supported under this program will develop and disseminate scientific information on the effects of otolaryngology services and procedures on patients' survival, health status, functional capacity, and quality of life. The award is intended to promote increased participation by otolaryngologists in the rapidly expanding area of health services research.

### **B. ELIGIBILITY**

Any otolaryngologist in the United States or Canada is eligible to apply for the Health Services Research Grant. Applicants may be independent practitioners, residents or fellows in an approved training program, or practitioners affiliated with academic or similar institutions. All applicants must be members in good standing of AAO-HNSF; Associate and Corresponding Members are not eligible to apply as Principal Investigator, but may participate actively in the proposed project. Past recipients of AAO-HNS Foundation grants are eligible to apply, as are individuals who have competed successfully for independent research grant support from a private or Federal funding agency. **Applications submitted by ineligible PIs will NOT be reviewed by the CORE Study Section.**

### **C. CONDITIONS**

Proposed projects may be related to any area of otolaryngology-head and neck surgery, but must have direct or potential clinical significance for patients seen by otolaryngologist-head and neck surgeons. They 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 and promise to develop into new long-range or expanded research programs capable of attracting funding from other sources. Basic science projects or projects using animal models are not appropriate for this grant program.

**Funding Disclosure:** The Academy will withhold up to ten per cent (10%) of the grant until such time that the research project is completed and all requirements have been met, as outlined in section K; Reporting Requirements.

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. Suitable areas for support include, but are not limited to:

#### Patient-based Health Services Research

- Creation/validation of health-related quality of life measures
- Creation/validation of disease-specific clinical severity scales
- Observational studies of treatment effectiveness

#### Record-based Health Services Research

- Analysis of administrative and financial data bases
- Regional variations in practice patterns and outcomes
- Meta-analysis, decision analysis, or cost effectiveness studies
- Analysis of national data sets or population-based surveys

#### Process Assessment

- Continuous quality improvement
- Patient satisfaction with health care services
- Development of clinical practice guidelines

Editorial peer review process

#### **D. TERMS**

1. **Amount:** \$10,000 maximum total (direct and indirect) costs
2. **Period:** One year, non-renewable. Projects must be completed within two years of the award date; no-cost extensions are available upon written request.
3. **Funding:** The Foundation's Board of Directors will determine the total number of awards authorized each year, since available funding is contingent on the earnings of the Foundation's Research and Development Fund. Up to two awards are expected to be available annually. Actual award of the grant(s) will depend on the merit of the applications received.
4. **Use of Funds:** Award funds may be used for any legitimate costs associated with the purpose of the Award, other than salary support for the Principal Investigator. A detailed budget and budget justification constitute part of the application and will be evaluated as an important factor in the review process. 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 direct costs may be applied for indirect costs.

Allowable expenses include consultant fees (e.g., statistician, methodologist); salary support for research assistants or other supporting personnel; computer software or hardware; computer database access fees; and expenses related to presentation or publication of results. Equipment and supplies purchased with this Award become the property of the recipient institution.

5. **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.
6. **Starting Date:** The recipient(s) of the Health Services Research 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.**

#### **E. FORMAT**

Applications are in a similar format to the National Institutes of Health. All applications must be completed and submitted online through ProposalCENTRAL at <https://proposalcentral.altum.com>. Visit <http://www.entnet.org/CORE> for more information on the application process.

#### **F. SIGNATURES**

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.

#### **G. APPROVALS**

Foundation grants are legally awarded to the institution with which the Principal Investigator is affiliated, unless the individual is an independent practitioner. 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. Applicants are advised to consult their institutions' offices of research administration or sponsored projects for information on processing requirements for an application prior to its submission. If the proposed research involved human subjects, the project must be reviewed and approved by an

institutional review board (IRB). This approval must be submitted with the application. Independent practitioners must also submit evidence of a review by an institutional or non-institutional review board with the application. If IRB approval -- when applicable -- 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 that are not IRB-approved will not be reviewed or considered further in that grant cycle. Any changes in the proposed work required by an IRB 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 midnight Eastern Standard Time December 17<sup>th</sup>, 2018. The letter of intent 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<sup>th</sup>, 2019.**

#### **J. FOLLOW-UP**

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

Recipients of the AAO-HNSF Health Services Grant are required to submit an interim progress report *every six months* for the entire duration of the project until completion, 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. The results of the supported investigation must be presented at the AAO-HNSF Annual Meeting & OTO EXPO immediately following the end of the project. Timely publication of the results is expected, with the understanding that the Foundation shall have the right of first refusal as regards to publishing the results of investigations supported by this Award in its journal, *Otolaryngology-Head and Neck Surgery*. Any publications or presentations resulting from a project supported with this Award shall acknowledge the contribution of the AAO-HNSF Health Services Research Grant.

#### **CONTACT**

If you have questions regarding this funding opportunity announcement, please contact Julia Quintero and Erin Lambie ([COREgrants@entnet.org](mailto:COREgrants@entnet.org)) at the Academy.