

#### **A. PURPOSE**

The purpose of this grant is to stimulate original resident research in otolaryngology projects that are well-conceived and scientifically valid, with the potential to advance otolaryngology.

One of the AAO-HNSF Resident Research Grants is being reserved to support a quality improvement and/or patient safety project. Projects may address any of the following:

- whole system/practice safety and the integration of safe care between levels of the system;
- developing new methods for leadership to predict and anticipate safety issues;
- developing new measures of harm and means to address them;
- creating or designing and applying a diagnostic assessment methodology that will help organizations understand their most productive opportunities, plan for higher value, and drive cost optimization through quality improvement with measures and metrics;
- designing, testing, and spreading methods aimed to remove waste, harm, and variation, and working with them to prioritize the most impactful interventions and methods with a view to scaling up and spreading those approaches; and
- designing, testing, and spreading methods to improve quality and reduce costs for people with chronic conditions, including risk prediction, preventive care, and reducing readmissions.

#### **B. ELIGIBILITY**

Any resident of an accredited otolaryngology-head and neck surgery training program in the U.S. or Canada is eligible to apply for the Foundation's Resident Research Grant(s). All applicants must be members in good standing of AAO-HNS. **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. Proposed projects shall be designed in collaboration with a preceptor investigator and approved by the candidate's department chairperson and institution. The results of the supported investigation must be presented at the closest AAO-HNS Foundation Annual Meeting immediately following the award. The recipient(s) shall be free to publish the results afterwards, but the Foundation shall have the right of first refusal for publication in its journal, *Otolaryngology-Head and Neck Surgery*. Any presentation or publication of results supported by this award shall acknowledge the contribution of the AAO-HNS Foundation's Resident Research Grant. 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. Resident applicants must also work with a faculty member (Preceptor) designated as a co-investigator. A letter of support must also be obtained from the co-investigator (Preceptor). Applicants must obtain letters of support/understanding from all key personnel on the project. Projects which are clinical trials of unproven drugs or devices are outside the areas of Foundation interest for purposes of resident research grants.

**Funding Disclosures:** 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.

#### **D. TERMS**

1. **Amount:** \$10,000 maximum total (direct and indirect) costs
2. **Period:** One year, non-renewable.

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. 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 Resident 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 Proposal Central at <https://proposalcentral.altum.com>. Visit <http://www.entnet.org/CORE> for more information on the application process.

#### **F. SIGNATURES**

The Principal Investigator, Department Chairman, and Institution official are required to sign the original grant application (all signatures must appear). The AAO-HNSF Resident Research 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**

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 Resident Research Grant are required to complete 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 resulting from a project supported with the award shall acknowledge the contribution of the AAO-HNSF Resident 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.