



#### **A. PURPOSE**

The purpose of this grant is to stimulate original resident research in otolaryngology projects that are well-conceived and scientifically valid, with potential to clarify the role of head and neck computed tomography in diagnosis or treatment, including intra-operative imaging.

#### **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 AAO-HNSF Resident Research Grant sponsored by Xoran Technologies, LLC. All applicants must be members in good standing of AAO-HNS. Special consideration will be made to those projects using computed tomography imaging or intra-operative imaging as part of the method. **Applications submitted by ineligible PIs will NOT be reviewed by the CORE Study Section.**

#### **C. CONDITIONS**

Proposed projects may be related to otolaryngology-head and neck surgery. 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 designated as a co-investigator. A letter of support must also be obtained from the co-investigator. 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.

#### **D. TERMS**

1. **Amount:** \$10,000 maximum total (direct and indirect) costs
2. **Period:** One year, non-renewable.
3. **Funding:** One will be awarded in 2019.
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 sponsored by Xoran Technologies, LLC. 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 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**

If the proposed research involved human subjects or vertebrate animals at any time, the project must be reviewed and approved by an institutional review board (IRB) or animal use and care committee (IACUC). This approval must be submitted with the application. This approval shall be obtained prior to submission and submitted with the application. If such approval is unavoidably delayed, enter "pending" instead of the data and send a follow-up certification of approval signed by an official of the application institution within 30 days after the grant submission deadline. Grant applications which are not supported by evidence of the appropriate IRB or IACUC approvals will not be reviewed or considered further in that grant cycle. Any changes in the proposed work required by an IRB or IACUC 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 17th. 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, scan the document and upload the .pdf to your account in proposalCENTRAL 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



AAO-HNSF RESIDENT  
RESEARCH GRANT sponsored  
by XORAN TECHNOLOGIES, LLC



## GRANT POLICIES

---

### **K. REPORTING REQUIREMENTS:**

Recipients of the AAO-HNSF Resident Research Grant sponsored by Xoran Technologies, LLC are required to complete an interim report at 6-months and every 6-months until the project is completed. Within 30-days of the completion of the project, the awardee will submit a final report suitable for publication in the journal, *Otolaryngology-Head and Neck Surgery*. 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*. A final financial report must be submitted within 90 days of the close of the project. The PI is required to present the results of the supported work at the closest AAO-HNSF Annual Meeting & OTO EXPO to the end of the award. Any publications resulting from a project supported with the award shall acknowledge the contribution of the AAO-HNSF Resident Research Grant sponsored by Xoran Technologies, LLC.

### **CONTACT**

If you have questions regarding this funding opportunity announcement, please contact Sarah O'Connor ([soconnor@entnet.org](mailto:soconnor@entnet.org)) or Julia Quintero ([jquintero@entnet.org](mailto:jquintero@entnet.org)) at the Academy.