



**THE AMERICAN ACADEMY OF OTOLARYNGOLOGY-
HEAD AND NECK SURGERY FOUNDATION, INC. (AAO-HNSF)**

**AAO-HNSF BOBBY R. ALFORD ENDOWED RESEARCH
GRANT**

GRANT POLICIES

A. PURPOSE

The purpose of the **Bobby R. Alford Endowed Research Grant** is to support innovative research in the specialty and help facilitate the career development of young investigators. This mentored research award is intended to promote research that could ultimately lead to critical discoveries or major advancements that will translate into improved understanding into the cause, treatment or outcome for diseases of the head and neck. 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. Basic science, translational, and clinical research projects may be funded.

B. ELIGIBILITY

Any otolaryngologist in the United States or Canada is eligible to apply for the **Bobby R. Alford Endowed Research Grant (Bobby R. Alford ERG)**. Applicants may be independent practitioners or practitioners affiliated with academic or similar institutions who have completed their residency within the past 7 years. All applicants must be members in good standing of AAO-HNS; Associate and Corresponding Members are not eligible to apply as Principal Investigator, but may participate actively in the proposed project. Senior faculty mentorship and/or collaboration is encouraged. 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. MENTOR REQUIREMENTS

The mentor on the Bobby R. Alford ERG serves to advise the candidate on both scientific and career issues and is his/her advocate at the institutional level. Since the award often does not pay the full cost of salary and research support for the recipient, the mentor, in conjunction with the department/institution, is expected to ensure that the awardee has the protected time and the resources to complete the research project and career development plans as outlined in the funded application. The project for the Bobby R. Alford ERG awardee should be one that will allow the candidate to distinguish his/her career from the mentor's, e.g., it cannot be one of the aims from the mentor's R01 grant. The Bobby R. Alford ERG awardee should be free to take the project with her/him should s/he leave the institution.

D. To ensure success and a positive impact on the recipient's career, a research Mentor should be identified and named in the application. The mentor may not be funded directly by the grant. The mentor should be someone who will work with the recipient on their project, providing guidance and support. Ideally the mentor should be at the same institution, however, it is possible that they could be elsewhere as long as they will work with the recipient in meeting the goals of the grant. **The applicant is required to include a brief justification for the choice of mentor.**

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. Basic science, translational, and clinical research projects may be funded. They



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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.

Applications must be accompanied by a letter of support from the applicant's mentor, which outlines the mentor's commitment to the candidate and willingness to engage in research updates and critical review of the candidate's progress on a monthly basis at minimum. In addition, the application should include a letter from the 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 also obtain letters of support/understanding from all key personnel on the project.

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 L; Reporting Requirements.

This award will only be given in years that a meritorious application is received and funds permit.

E. TERMS

Amount: \$30,000 maximum total (direct and indirect) costs

Period: One year, non-renewable.

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 **Bobby R. Alford Endowed Research Scholars Program**. Actual award of the grant(s) will depend on the merit of the applications received as decided by the CORE Study Section.

Use of Funds: Award funds may be used for any legitimate costs associated with the purpose of the grant, 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.



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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.

Starting Date: The recipient(s) of the **Bobby R. Alford Endowed Research Grant** will be announced publicly at the closest AAO-HNS Foundation Annual Meeting immediately following the award. The grant may be activated as early as July 1 of the year of award, **but no later than January 1 of the following year.**

F. FORMAT

Applications are in a similar abbreviated 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 information on the application process.

G. SIGNATURES

The Principal Investigator, Department Chairman, and Institution official are required to sign the original grant application (all signatures must appear). The **Bobby R. Alford Endowed 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.

H. 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.



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I. LETTER OF INTENT

All applicants must submit a Letter of Intent online no later than midnight Eastern Standard Time December 17th, 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.

J. 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 15th, 2019.

K. 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. An annual written progress report is mandatory outlining the, discoveries, impediments to progress, and strategies to achieve research objectives.

L. REPORTING REQUIREMENTS

Recipients of the AAO-HNSF Bobby R. Alford Endowed Research 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 closest AAO-HNS Foundation Annual Meeting 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 **Bobby R. Alford Endowed Research Grant**.

CONTACT

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