

A. PURPOSE

The purpose of this award is to support basic, translational, or clinical research projects in recurrent respiratory papillomatosis (RRP). Clinical or translational research studies are strongly encouraged and should be specifically related to the prevention, diagnosis, treatment, outcomes, or pathophysiology of RRP disease.

B. ELIGIBILITY

Candidates for this award should reside in the U.S. or Canada, be medical students, residents, fellows, private practitioners, PhDs or faculty members. Junior faculty who graduated within 10 years of completing their training will be preferred for this application. Previous ASPO or AAO-HNS Foundation research grant recipients are eligible to compete for this grant. Candidates who have applied for support of the same research from other funding sources, and who are notified of an award from both another agency and from ASPO must choose only one of the awards. **Applications submitted by ineligible PIs will NOT be reviewed by the CORE Study Section.**

C. CONDITIONS

Research supported by this award should be specifically directed toward the pathogenesis, pathophysiology, diagnosis, prevention, or treatment of RRP disease, and may be either basic or clinical/translational in approach. While not specifically required, proposals which aim to introduce new knowledge and methodology from other disciplines to research in RRP disease, or which demonstrate collaborative effort with members of other related disciplines are encouraged. Projects 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 with promise to develop into new long-range or expanded research programs capable of attracting funding from other sources.

The grant application must be accompanied by letters of support from the Chair of the candidate's academic department or from a principal scientific advisor or mentor (applies to junior faculty, medical students, residents, or fellows). These letters are to indicate a general level of support of the applicant, the fact that the Department will make time, space, and other resources accessible for completion of the project, and that the applicant will have appropriate supervision/support throughout the period of the grant. Applicants must obtain letters of support/understanding from all key personnel on the project. Preference is given to proposed projects that are to be completed within one year, although exceptional proposals that have duration in excess of one year will be considered. No portion of any grant may be used for travel expenses or for principal investigator salaries. **If the applicant, department chairman, or at least one investigator is not an ASPO member, a letter of support must also be obtained from an ASPO member. The ASPO member does not need to be affiliated with the applicant's institution, but must attest to the scientific merit of the application.**

D. TERMS

1. **Amount:** \$20,000
2. **Period:** 12 months, non-renewable; maximum of one year no-cost extension allowable with permission of ASPO Research Committee Chair.
3. **Use of Funds:** A detailed budget and budget justification constitute part of the application and will be evaluated as part of the review process. Funding may not be used to support the Principal Investigator's salary during the period of the award. Allowable expenses include consultant fees (e.g., statistician); salary support for research assistants or other technical personnel; computer software or hardware; purchase and maintenance of experimental animals; laboratory supplies and services; and expenses related to publication of results directly related to the supported project, exclusive of reprint costs. Equipment and supplies purchased with this Award become the property of the recipient institution. The ASPO prefers not to pay institutional (indirect) costs for this very modest award. 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 total direct costs may be applied for indirect costs. The Total Costs (direct + indirect) may not exceed \$20,000.

4. **Review:** Applications will be reviewed and scored by members of the Centralized Otolaryngology Research Efforts (CORE) Study Section, composed of ASPO members designated for the Study Section, and members of the AAO-HNSF CORE Study Section Subcommittee. Based on these reviews, the ASPO Research Committee makes recommendations for funding which are presented to the ASPO Board at its COSM meeting. Final funding decisions are made by the ASPO Board.
5. **Notification:** Letters of notification will be sent by June of the award year. Please do not call the AAO-HNSF office prior to that time to inquire about results. Questions may be directed to the ASPO Research Committee Chair (see ASPO website at www.aspo.us for contact information)
6. **Start Date:** The recipient of the ASPO Dustin Micah Harper RRP Research Grant will be announced publicly at the closest AAO-HNS Foundation Annual Meeting immediately following the award. Verification of human subjects approval and/or animal use approval, as applicable, as well as verification of tax exempt status must be received prior to release of funds. The awards may be activated as early as July 1 of the year of award, but no later than January 1 of the following year. ASPO reserves the right to revoke an award if relevant approvals have not been obtained within 6 months of notification of a successful application.

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

Applicants affiliated with institutions should consult their institution's office of research administration or sponsored projects for information on processing requirements for a grant application prior to its submission and should comply with the institution's policies.

- (1) **Individual** applicants who are affiliated with institutions should disclose the fact of the application to the institution with which he/she is affiliated; ascertain that acceptance of grant funds by an individual would be permitted by the institution; and obtain the signature on the Application Form of an institutional official indicating that, in the event of an award, the individual investigator is permitted by the institution to accept a check drawn to him/her.
- (2) **Institutional** applicants should provide, on the Application Form, the name of the institution to which a check should be drawn, in the event of a grant; and the title and address of the financial officer of that institution to which a check and letter of notification should be sent.

G. APPROVALS

If the proposed research involves human subjects or vertebrate animals at any time, the project must be reviewed and approved by the appropriate Institutional Review Board (IRB) or Animal Care and Use Committee (IACUC). This approval should be obtained prior to submission and submitted with the application. If such approval is unavoidably delayed, enter "pending" instead of the approval date. Grant applications which are not supported by evidence of the appropriate IRB or IACUC approvals will not receive funding until such approval letters are submitted. In no case may the project start be delayed beyond January 1 of the year following the award. Investigators are strongly urged to obtain such approvals prior to submission to avoid revocation of grant funds due to inability to meet the January 1 start date. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the ASPO with the follow-up certification, prior to review or after the work is in progress.



**AMERICAN SOCIETY OF
PEDIATRIC OTOLARYNGOLOGY (ASPO)**

**ASPO DUSTIN MICAH HARPER RECURRENT RESPIRATORY
PAPILLOMATOSIS (RRP) RESEARCH GRANT**

H. LETTER OF INTENT

All applicants must submit a Letter of Intent online no later than December 16, 2019. The letter of intent is completed online and includes the title of the project, the principal investigator, and an abstract of the work. This will facilitate planning review requirements. All letters of intent must be completed and submitted online through ProposalCENTRAL at <https://proposalcentral.altum.com>. Visit <http://www.entnet.org/CORE> for more information on the letter of intent process.

I. RECEIPT DATE

The CORE Grants program is paperless. All application documents must be submitted electronically via proposalCENTRAL. Allow yourself enough time to have the appropriate individuals review your application and sign the final cover page which will need to be uploaded to your application to officially submit by midnight eastern standard time on January 15, 2020.

J. FOLLOW-UP

In carrying out its stewardship of research programs, ASPO 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 award 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 ASPO Dustin Micah Harper RRP Research Grant are required to complete an interim progress report at 6 months. Within 90 days of the completion of the project, the awardee must submit a final report suitable for publication in the abstract book of the annual ASPO meeting. Investigators are encouraged but not required to submit manuscripts arising from this award to the *Archives of Otolaryngology-Head and Neck Surgery*, the official journal of ASPO. Investigators are strongly encouraged to submit their work in abstract form for presentation at the ASPO annual meeting; abstracts are due October 1 of each year (see www.aspo.us for requirements). A final financial report must be submitted within 90 days of the close of the project. Any publications resulting from a project supported with the award shall acknowledge the contribution of the ASPO Dustin Micah Harper RRP Research Grant.

CONTACT

If you have questions regarding this funding opportunity announcement, please contact ASPO at ASPO@facs.org.