



AMERICAN HEAD AND NECK SOCIETY (AHNS)

AHNS PRESIDENTIAL REQUEST FOR APPLICATION PILOT AWARD ON MUCOSAL HEAD AND NECK CANCER RESEARCH

A. PURPOSE

The Grants Service of the American Head and Neck Society (AHNS) supports investigators proposing original and innovative clinically applied research with a particular focus on outcomes and treatment strategies in mucosal head and neck cancer.

B. ELIGIBILITY

This grant is open to all otolaryngology-head and neck surgery residents, fellows, and faculty. Previous AHNS or AAO-HNS Foundation research grant recipients are eligible to compete for this grant. However, candidates who have successfully obtained funding from a private, institutional, or federal funding agency for the same research are ineligible. 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 AHNS must choose only one of the awards. **Applications submitted by ineligible PIs will NOT be reviewed by the CORE Study Section.**

C. CONDITIONS

Applications are encouraged that involve collaborations across multiple institutions, and extent and quality of collaboration is included in review criteria, in addition to the degree of rigor, feasibility, and innovation of the proposal.

Areas of interest include, but are not limited to:

- Surgical margin analysis
- Patient reported outcomes and functional outcome studies
- Prognosis in young pts with oral cavity cancer
- Machine learning use in defining prognostic factors
- Health services and value assessment studies
- Clinical quality improvement

Applications using a secondary dataset such as SEER or NCDB are not eligible for this award.

We encourage investigators to submit innovative proposals using an array of study designs which may include interventional or non-interventional research such as case control studies, cohort studies, clinical trials, comparative effectiveness research, dissemination and implementation research, cross-sectional studies, ecological, or mixed methods research.

The grant application **must** be accompanied by letters of support from the Chair of the candidate's academic department and from the principal scientific advisor or mentor. 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.

D. TERMS

1. **Amount:** \$10,000 maximum
2. **Period:** 12 months, non-renewable



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- 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 AHNS prefers not to pay institutional (indirect) costs for this very modest award; if the institution is unwilling to waive such costs, however, they are limited to no more than 10% of the Total Direct Costs (sum of amounts requested for personnel, consultant costs, equipment, supplies, patient/animal care costs, and other expenses). The Total Costs (direct + indirect) may not exceed \$10,000.
- Review:** Applications will be reviewed by members of the Centralized Otolaryngology Research Efforts (CORE) Study Section, composed of AHNS members designated for the Study Section, and members of the AAO-HNSF CORE Study Section Subcommittee. Recommendations for funding must be approved by the AHNS Council.
- Notification:** Letters of notification will be sent in June of the award year. Please do not call the AAO-HNSF or AHNS office prior to that time to inquire about results.
- Start Date:** The recipient of the AHNS Presidential Request for Application Pilot Award on Mucosal Head and Neck Cancer Research 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.

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> to begin 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 on copies). The 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 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 and upload the documentation that you have submitted to your institution seeking approval so the Study Section can see that the appropriate steps are in process to obtain the approval. 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. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the AHNS with the follow-up certification, prior to review or after the work is in progress.



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H. LETTER OF INTENT

All applicants must submit a Letter of Intent online no later than December 15, 2020. 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. Visit <http://www.entnet.org/CORE> 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, 2021.

J. FOLLOW-UP

In carrying out its stewardship of research programs, the AHNS or 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 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 AHNS Presidential Request for Application Pilot Award on Mucosal Head and Neck Cancer Research are required to complete an interim report at 6-months. Within 30-days of the completion of the project, the awardee will submit a final report suitable for publication. All publications resulting from this Award, shall acknowledge the contribution of AHNS Presidential Request for Application Pilot Award on Mucosal Head and Neck Cancer Research. 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 AHNS Presidential Request for Application Pilot Award on Mucosal Head and Neck Cancer Research.

If you have questions about this funding opportunity announcement, please contact Betty Mulugeta (betty@ahns.info) at the American Head and Neck Society (AHNS).