THE AMERICAN RHINOLOGIC SOCIETY (ARS)

WOMEN IN RHINOLOGY RESEARCH GRANT SPONSORED BY MEDTRONIC: GRANT POLICIES

PURPOSE

The purpose of this award is to support basic, translational, clinical, health services, or outcomes research projects in rhinology.

B. ELIGIBILITY

Any member of the American Rhinologic Society who has completed residency is eligible. In order to be considered, the applicant must be the Principal Investigator (PI) assigned to the application, and the proposed research must include at least one female investigator as either the Principal Investigator or a co-investigator. **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 rhinology.

The proposed project shall be approved by the candidate's department chairperson and institution. 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. Applicants must obtain letters of support/understanding from all key personnel on the project.

The results of research funded by the ARS must be submitted in abstract form for consideration for presentation at a national meeting of the American Rhinologic Society. The recipient(s) shall be free to publish the results afterward, but the American Rhinologic Society shall have the right of first refusal for publication in its journal, *The International Forum of Allergy and Rhinology*. Any presentation or publication of results supported by this award shall acknowledge the contribution of the American Rhinologic Society Women in Rhinology Research Grant Sponsored by Medtronic.

The Academy will withhold up to ten percent (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:** $25,000 maximum total (direct and indirect) costs

2. **Period:** Up to 12 months, non-renewable

3. **Funding:** Up to one award will be awarded in 2024.

4. **Use of Funds:** Award funds may be used for any legitimate costs associated with the purpose of the award. 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. Indirect costs refer to expenses associated with facilities and administration costs. Examples of indirect costs include, but are not limited to utility expenses, communication costs, accounting and legal expenses, and shared monies across institutions. Please refer to the NIH website for specific information on grant budgets.

   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, laboratory supplies, 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 by June 1 of the award year. Please do not call the AAO-HNSF or ARS office prior to this time to inquire about the results.

6. **Start Date:** The grant may be activated as early as July 1 of the award year and 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

ARS grants are 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 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. For example, the original copy of an application to the ARS must be signed by the person legally authorized to represent the institution in any contractual relationship that might result. This is typically someone in the administration whom the applicant does not know personally. 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 vertebrae animals at any time, the project must be reviewed by the appropriate institutional review board (IRB) or animal use and care

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 date and send a follow-up certification of approval signed by an official of the application institution within 30 days after the January 15th receipt date. 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 ARS with the follow-up certification.

H. LETTER OF INTENT

All applicants must submit a Letter of Intent online no later than midnight Eastern Standard Time December 15, 2023. 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 16, 2024.

J. FOLLOW-UP

In carrying out its stewardship of research programs, the ARS, AAO-HNSF, and/or Medtronic, 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 ARS New Investigator Research Grant 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. *The results of this work must be submitted for presentation at an ARS national meeting no later than 12 months after completion of the project.* The ARS shall have the right of first refusal as regards to publishing the results of investigations supported by this award. 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 American Rhinologic Society Women in Rhinology Research Grant Sponsored by Medtronic.

CONTACT

If you have questions regarding this funding opportunity announcement, please contact Wendi Perez (wendi@amrhso.org) at ARS.