

**IMPORTANT DATES**

**Letter of Intent Deadline: 11:59pm EST, December 15, 2023**

**Full Application Deadline: 11:59pm EST, January 16, 2024**

**A. PURPOSE**

The purpose of the American Academy of Otolaryngology – Head and Neck Surgery Foundation (AAO-HNSF) Maureen Hannley Research Grant is designed to fill “research gaps” identified by the AAO-HNSF clinical practice guideline panels. Research gaps listed by subspecialty are available at: <https://www.entnet.org/resource/clinical-practice-guideline-research-needs/>. Applicants are strongly encouraged to develop projects which address research gaps.

In addition, the AAO-HNSF wishes to support the career development of investigators who have made a commitment to focus their research endeavors on patient-oriented research by helping to develop independent research skills and gain experience in advanced methods and approaches needed to become an independent investigator conducting patient-oriented research.

**B. ELIGIBILITY**

Otolaryngologists in the United States or Canada are eligible to apply for the AAO-HNSF Maureen Hannley Research Grant and must be members in good standing of the AAO-HNS. Applicants must have demonstrated potential for excellence in research and teaching and a serious commitment to an academic research career in otolaryngology-head and neck surgery. Priority will be given to junior faculty members who have completed residencies or fellowships within 7 years of the application receipt date. All candidates must be sponsored by the Chairperson of his/her Division or Department. Applications submitted by ineligible PIs will NOT be reviewed by the CORE Study Section.

**C. CONDITIONS**

Projects must have direct or potential clinical significance for patients seen by otolaryngologists-head and neck surgeons. They must be designed so as to yield useful information within the period of the award. Projects which address potential research gaps are strongly encouraged. Funds may not be requested to pay any portions of the salaries of the principal investigator or of any support personnel with strictly secretarial or clerical responsibilities. 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.

**D. TERMS**

**Amount:** \$50,000 maximum total (direct and indirect) costs

**Period:** One year, non-renewable.

**Funding:** The AAO-HNSF Board of Directors will determine the total number of awards authorized each year, since available funding is contingent on the earnings of the AAO-HNSF Research and Development Fund. One award is expected to be awarded annually. Actual award of the grant(s) will depend on the merit of the applications received.

**Use of Funds:** Funding may not be used for salary support for the Principal Investigator; however, up to 50% of the total budget may be requested to support non-clerical assistants or other technical personnel. If university policy stipulates that a portion of this 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, account and legal expenses, and shared monies across institutions. Please refer to the NIH website for specific information on grant budgets. Equipment and supplies purchased with this award become the property of the recipient institution.

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.

**Funding Disclosures:** AAO-HNSF will withhold 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 K; Reporting Requirements. This condition must be acknowledged when signing and submitting the terms and conditions contract to release the initial funds.

**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 the results.

**Starting Date:** The grant may be activated as early as July 1 of the year of the award, but no later than January 1 of the following year.

#### E. FORMAT

Applications are in a similar format used by 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.

#### F. SIGNATURES

The original copy of an application to the Foundation 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. All signatures must be original or verified electronic signatures. AAO-HNSF grants are 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 institutions' policies with regard to pre-submission processing of grant applications. 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.

#### G. APPROVALS

AAO-HNSF grants are awarded to the institution with which the Principal Investigator is affiliated, unless the individual is an independent practitioner unaffiliated with an institution. For this reason, it is very important that applicants comply with their institutions' policies with regard to pre-submission processing of grant applications. If the proposed research involved human subjects, the project must be reviewed and approved by an institutional review board (IRB). The approval must be submitted with the application. Independent practitioners involving human subjects must also submit evidence of a review by an institutional or non-institutional review board with the application. If IRB approval is unavoidably delayed certification of approval signed by an official of the application institution within 30 days after the application deadline. 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 AAO-HNSF 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 (LOI) online no later than 11:59pm Eastern Standard Time December 15, 2023. The LOI includes the title of the project, the principal investigator, and an abstract of the work. See the Proposal Central website (<https://proposalcentral.altum.com>) to begin the LOI process.

#### I. RECEIPT DATE

The CORE grants program is paperless; all required documentation must be submitted online at <https://proposalcentral.altum.com>.

**ALL materials must be submitted online by 11:59pm EST, January 16, 2024.  
Extensions are not granted.**

#### J. FOLLOW-UP

In carrying out its stewardship of the research programs, 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.

#### K. REPORTING REQUIREMENTS

Recipients of the AAO-HNSF Maureen Hannley 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 recipient(s) are **required** to submit their results to the AAO-HNSF white journal, *Otolaryngology-Head and Neck Surgery*, and to the AAO-HNS Annual Meeting following completion of the project. AAO-HNSF has the right of first refusal for publication and presentation of the results of investigations supported by this award. All publications resulting from a project supported with this award shall acknowledge the contribution of the AAO-HNSF Maureen Hannley Research Grant. Failure to comply with the submission requirements to the AAO-HNSF white journal, *Otolaryngology-Head and Neck Surgery*, and to the AAO-HNS Annual Meeting will result in a permanent withhold of ten percent (10%) of the grant.

#### CONTACT

If you have questions regarding this funding opportunity announcement, please contact [COREGrants@entnet.org](mailto:COREGrants@entnet.org).