

IMPORTANT DATES

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

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

A. PURPOSE

The Percy Memorial Research Award is an annual grant-in-aid of a worthy research project proposed in any area within the scope of otolaryngology-head and neck surgery.

B. ELIGIBILITY

Candidates for this grant must reside in the U.S. or Canada and be members in good standing of AAO-HNS. Applicants should be experienced independent otolaryngologist investigators affiliated with academic or similar institutions eligible to apply for and administer Federal research awards. Fellows with substantial research experience are eligible to apply, as are individuals who have already 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. 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 award, but priority will be given to projects which are also innovative and promise to develop into new long range research programs which will attract funding from other sources. 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. Funds may also not be used for the purchase of any item of equipment costing more than \$500. 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: \$25,000 maximum total (direct and indirect) costs

Period: One year, non-renewable.

Funding: A single award is expected to be available annually, supported by the earnings of the Percy Memorial Research Endowment. Whether the award is actually made each year will depend on the merit of the applications received.

Use of Funds: Funding may be used for any legitimate costs associated with the purpose of the award except as noted under CONDITIONS. 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. Equipment and supplies purchased with this Award become the property of the recipient institution.

Funding Disclosures: AAO-HNSF will withhold 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 L; 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 to inquire about results. The recipient of the Percy Memorial Research Award will be announced publicly at the closest AAO-HNS Foundation Annual Meeting immediately following the award.

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 Principal Investigator, Department Chairman, and Institution official are required to sign the original grant application. All signatures must be original or verified electronic signatures. This grant is 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 institution's policies on pre-submission processing of grant applications. 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

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 is required 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 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 ProposalCentral 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, 2023.
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. An annual written progress report is mandatory outlining the discoveries, impediments to progress, and strategies to achieve research objectives.

K. REPORTING REQUIREMENTS

The results of the supported investigation must be presented at the closest AAO-HNSF Annual Meeting & OTO EXPO 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 AAO-HNS Percy Memorial Research Award. The Grantee is required to submit a 6-month progress report, 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. 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.