



ANS Community Engagement and Workforce Development in Otolaryngology and Neurotology Grant

A. PURPOSE

Recently, Truesdale and colleagues identified a need within otolaryngology for structured research seed funding mechanisms that support health disparities research, workforce development, and mentorship (Truesdale et al., *Otolaryngology–Head and Neck Surgery*, 2021). They noted that sustained engagement by academic otolaryngology in educating clinician investigators and supporting related scholarship is important for maintaining a strong and adaptable research workforce. In alignment with these priorities, the American Neurotology Society (ANS) seeks to support initiatives that strengthen its organizational mission through the promotion of inclusive excellence across its programs and activities.

The ANS recognizes that entry into and advancement within medical specialties may be influenced by a range of factors, including access to training, mentorship, resources, and professional networks. Addressing these factors supports the development of a capable and resilient workforce and enhances the specialty's ability to meet the clinical, educational, and research needs of the patient populations it serves. Broad participation within the specialty contributes to high-quality patient care, innovation, and academic rigor.

For the purposes of this announcement, inclusive excellence refers to an integrated approach that advances organizational effectiveness, workforce development, and patient care by ensuring that individuals with differing backgrounds, experiences, and needs have appropriate access to opportunities, resources, and support. Inclusive excellence emphasizes fair and consistent processes, environments that enable full participation and contribution, and the removal of barriers that may limit engagement, performance, or outcomes. Within Otolaryngology and Neurotology, this concept also encompasses accessibility, particularly as it relates to clinical care, education, training, and professional engagement for practitioners, trainees, and patients.

The ANS acknowledges that initiatives intended to advance inclusive excellence may require ongoing evaluation, clear communication, and iterative refinement. These efforts are designed to support continuous improvement in organizational performance, workforce sustainability, research quality, and patient care delivery.

Through this Funding Opportunity Announcement (FOA), the ANS invites proposals that address components of inclusive excellence within Otolaryngology and Neurotology across the domains of patient care, education, research, and membership engagement. These activities align with the Society's mission by supporting excellence in clinical practice, advancing scientific knowledge, and improving alignment between professional activities and the needs of the patient populations served.

The ANS encourages submission of proposals that may include, but are not limited to, the following areas:

1. Team-based initiatives that incorporate individuals with varied backgrounds, experiences, and perspectives to support effective collaboration
2. Approaches to identifying and addressing factors related to access, participation, and outcomes in otologic and neurotologic patient care
3. Development and evaluation of educational, outreach, or recruitment models relevant to Otolaryngology and Neurotology

4. Research methodologies designed to examine inclusive excellence–related questions within the specialty
5. Workforce recruitment, development, and retention initiatives relevant to Otology and Neurotology
6. Assessment of variation in otologic and neurotologic clinical care delivery and research participation
7. Strategies to promote consistency, fairness, and quality in clinical care and research practices
8. Examination of implicit bias and its potential impact on patient care, education, workforce development, and academic processes
9. Development of methods to measure and analyze health disparities and social determinants of health relevant to the specialty

B. ELIGIBILITY

Applicants may be any member of the ANS in good standing at the time of the application and award. In addition, an applicant who is not a member of the ANS may be sponsored by an ANS member in good standing. At least one member of the grant proposal must be a member of the ANS in good standing. All candidates must be sponsored by the Chair of his/her Division or Department and by an official representative of the institution which would administer the award and in whose name the application is formally submitted.

C. CONDITIONS

Research supported by this award should be specifically directed towards addressing inclusive excellence in the areas of patient care, education, research, and membership in Otology and Neurotology. The research aims should seek to advance our knowledge in these areas. 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. Priority will be given to proposals, which if successful, would have a major impact in developing, disseminating, or implementing innovative and effective interventions and/or strategies that prevent, reduce, or eliminate health disparities and inequities. 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. Priority will be given to projects that demonstrate a high degree of team collaboration.

The project period is for one year with a beginning date of July 1. A project period may be extended for another twelve months without additional funds (NCE), if requested by Principal Investigator and approved by ANS Executive Council. A

If the investigator wishes, he/she may submit another grant application the following year to continue the research project. However, all applications, whether new or continuing, will compete with other submitted applications for funds available for the next project period.

A grant may be revoked or terminated by the ANS Executive Council at any time within the project period if it is determined that the Principal Investigator or the Grantee Institution has failed in a material respect to comply with the terms and conditions of the grant.

Changes in project methodology or approach require the approval of ANS Executive Council and will be considered if they expedite achievement of the project's research objective. A letter of request with explanation must be submitted by the Principal Investigator to ANS.

When the Principal Investigator is to be absent for a period of three months or more, or wishes to withdraw from the project or to transfer to another institution, the Secretary/Treasurer of the ANS Executive Council must be notified immediately. Disposition of the grant will be determined by ANS.

D. TERMS

Amount: \$10,000 maximum total (1 year) cost for a total of 1 grant

Period: 12 months.

Use of Funds: Award funds may be used for any legitimate costs associated with the purpose of the award, other than salary support for the Principal Investigator and clerical support. 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 five percent (5%) of the direct costs (with a maximum of \$500) 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; 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: ANS 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 J; 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 no later than **June 1**. Please do not call or email the ANS office prior to that time to inquire about results.

Starting Date: The award may be activated as early as **July 1**, but no later than **December 1**.

E. FORMAT

The American Neurotology Society uses a simplified, and slightly modified and shortened version, of the NIDCD Early Career Research Award (R21) application for this grant program. There are no forms to fill out. Instead, all applications must be formatted using Arial 11-point font, with page margins set to be 0.5 inches circumferentially. The completed application should be submitted in Adobe PDF format. Applications must meet the formatting rules to be considered. Full information, including downloadable biosketch templates and comprehensive instructions, is available from the NIH: <http://grants.nih.gov/grants/how-to-apply-application-guide.htm>

F. SIGNATURES

The original copy of an application 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. ANS 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 presubmission 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

ANS 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. With

regards to human subjects research, the project must be reviewed and approved by an institutional review board (IRB) prior to funds being released. Absence of IRB approval by final deadline for funds disbursement (**December 1 of the grant period**) will result in rescinding of grant funding. It is highly recommended that IRB approval be obtained prior to **July 1 of the grant period**. Any changes in the proposed work required by an IRB to secure approval must be submitted to the ANS with the follow-up certification, prior to review or after the work is in progress.

H. DEADLINE

APPLICATIONS MUST BE RECEIVED BY MARCH 1st TO BE CONSIDERED FOR FUNDING IN JULY OF THAT CALENDAR YEAR. This deadline **CANNOT** be waived. Please allow time to obtain necessary approvals and signatures. The application should be accompanied by a completed checklist affixed to the face page of the application.

Applications are reviewed by the ANS Research Committee, comprised of ANS Fellow members appointed by the Council, and make recommendations regarding funding to the ANS Executive Council. Final funding decisions are made by the ANS Executive Council, which will meet at the Annual Spring Meeting and funding decisions will be announced soon thereafter.

The American Neurotology Society only accepts grant applications and reference letters electronically. **Please prepare your application electronically and have all supporting documents contained within ONE PDF form.** Please submit your final PDF application by email. Reference letters may be electronically prepared and signed as PDF documents, or may be scanned as PDF documents, in order that they may be included as part of the grant application.

Please submit the completed application via email as described above to *Dr. Michael Hoa*, Chair of the American Neurotology Society Community Engagement and Workforce Development Committee (michael.hoa@gunet.georgetown.edu). Also, be sure to cc *Kristen Bordignon*, ANS Administrator (administrator@americanneurotologysociety.com).

I. FOLLOW-UP

In carrying out its stewardship of research programs, the ANS 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.

J. REPORTING REQUIREMENTS

Recipients of the ANS Community Engagement and Workforce Development Grant are required submit the following reports in line with ANS grant reporting guidelines:

1. A Year-End Financial Report (in US dollars) must be submitted within six months following the termination of the grant period (by December 31). You may use a template from your own institution. For audit purposes and to insure financial and research accountability, this year-end report of expenditures must be completed for each one-year grant project period (July 1 - June 30).
2. A Research Report must also be submitted within six months following the end of the grant period (by December 31)
3. Oral presentation will be required at a designated slot in the ANS meeting at COSM based on appropriate completion of data analysis and submission of manuscript for right of first refusal to Otolology and Neurotology will be required as part of the award of this grant. In addition, public service announcements containing the

applicability of findings from these studies to ANS priorities will be a requisite and will be posted on the ANS website. The recipient(s) is/are encouraged to use the results of the research program as pilot data for the development of an application for a Clinical Investigator Award from National Institutes of Health.

K. ACCOUNTING RECORDS AND AUDIT

Accounting records for the grant should be in accord with the Grantee Institution's accounting practices. A year-end report of expenditures must be completed to show the exact nature of expenditures for each project period and submitted within four months after the end of the grant period (see J.1., above).

L. GRANT PROPOSAL FORMAT

Please write your application using this checklist. Please follow these guidelines carefully:

The American Neurotology Society uses a simplified, and slightly modified and shortened version, of the NIDCD Early Career Research Award (R21) application for this grant program. There are no forms to fill out. Instead, all applications must be formatted using Arial 11-point font, with page margins set to be 0.5 inches circumferentially. The completed application should be submitted in Adobe PDF format. Applications must meet the formatting rules to be considered. Full information, including downloadable biosketch templates and comprehensive instructions, is available from the NIH: <http://grants.nih.gov/grants/how-to-apply-application-guide.htm>

Maximum number of pages permitted	Contents
1	Title page to include: <ul style="list-style-type: none"> Title of the project Dates of proposed research (must be 7/1 – 6/30) Name, address, email, and phone fo the Principal Investigator (PI) Name, address, email, and phone fo the Signing Official at the applicant institution IRB/IACUC approval number or a statement indicating that it will be provided prior to the initiation of funding Signatures of the Principal Investigator and the Signing Official
1	Cover page to include: <ul style="list-style-type: none"> <u>Career development statement</u>: State how this award will serve to advance the career of the Principal Investigator (up to 200 words) <u>Role of the Principal Investigator Statement</u>: State role of the PI in the project (up to 100 words) <u>Protected Time for Research Statement</u>: Describe the percent effort (days/week) of protected time for research of the PI; percent effort planned to be dedicated to this proposal; and whether the PI has other projects with grant-supported effort (up to 100 words)
1	Budget Page to include: <ul style="list-style-type: none"> Budget and justification Statement regarding the percent effort that the PI will allocate to this project A list of key personnel, their institution, and their roles in the project Provide a one-year budget that includes salary for support staff (students, post-doctorate fellows, etc.), equipment and supplies. Salaries plus fringe benefits may not be more than 80% of your total direct costs

	<ul style="list-style-type: none"> Do NOT include salaries for principal investigator(s). ANS does not fund these costs. No more than five percent (5%) of the direct costs (with a maximum of \$500) may be applied for indirect costs. Meeting registration and a stipend for travel and lodging will be provided for URiM team members as a part of these presentations Budget should include total amount requested
1	Specific Aims
3	Research Strategy (up to 3 pages) to include these sections: <ol style="list-style-type: none"> Background and Significance Innovation Approach <ol style="list-style-type: none"> Detailed Methods Pitfalls, alternative approaches and benchmarks for success (address feasibility) Timeline
Per NIH guidelines	Biosketches for each key personnel using the latest NIH format
No limit	Letters of support (up to 2 pages per letter) <ul style="list-style-type: none"> If applicable, include letter from research mentor that addresses: <ul style="list-style-type: none"> Commitment to training and mentorship of the applicant How the proposed project differs from funded, ongoing work in the laboratory How the proposed project provides a path to independence / additional funding Include letter of Institutional support (from Department Chair) that addresses: <ul style="list-style-type: none"> Institutional commitment Protected time for research Include letters from collaborators and key personnel