



## RESEARCH FUND OF THE AMERICAN NEUROTOLOGY SOCIETY

### RESEARCH GRANT

#### I. PURPOSE

The purpose of the American Neurotology Society (ANS) Research Grant is to encourage and support academic research in sciences related to the investigation of **otology and neurotology**. **Appropriate areas of research include diagnosis, management, and pathogenesis of diseases of the ear and/or skull base.** Grants that focus on addressing clinical gaps are especially encouraged. Grants may involve cell/molecular studies, animal research, or human subjects research.

#### II. POLICIES

##### A. GENERAL RESPONSIBILITY

Awards are made to an Institution on behalf of a Grantee. The Grantee's Institution is obligated to administer the Research Fund Grants in accordance with regulations and policies now in effect governing Public Health Service Grants. In accepting a research grant the Institution and the Principal Investigator are responsible for using Grant Funds for the purposes set forth above. A change or planned change in institution needs to be reported immediately to the ANS. Any institution changes between grant submission but prior to a communicated funding decision should also be reported.

Direct cost expenditures should follow the policies set forth by the Public Health Service. The policy statement of the Public Health Service for Grants for research projects lists expenditures which are allowable and not allowable. Indirect costs (overhead) are not allowed. The maximum award request is \$25,000 per year (US dollars) and is annually renewable on a competitive basis. Funds are distributed in two payments of \$12,500 in July and December. **Grants are available to physician investigators in the United States and Canada only.** Investigators may be resident physicians, fellows, junior or senior faculty. No funds may be requested or used for investigators' travel or salary except in unusual circumstances which must be justified by the investigator and approved by the ANS Executive Council. Proposals may include only one principal investigator.

##### B. CONDITIONS OF SUPPORT

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 the Principal Investigator and approved by the ANS Executive Council before the end of the project period.

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.

### **C. PROJECT CHANGES**

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. PUBLICATION AND PUBLICITY**

Investigators are expected to make the results of their research promptly available to the scientific public. Publicity regarding scientific results of a project must conform to the policies of the Grantee Institution, with proper acknowledgment of support by the American Neurotology Society, who should be notified. A copy of any published works should be sent to the ANS Administrative office along with the Research Report.

### **E. 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 F.1., below).

### **F. REPORTS**

**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).

### **G. QUALIFICATION AND CRITERIA FOR REVIEW**

A research proposal will qualify for review when it involves basic, translational, or clinical research involving the auditory system, the vestibular system, or disorders of the skull base.

### **H. HUMAN SUBJECTS AND ANIMAL RESEARCH**

If the proposed research involves human subjects or vertebrate animals at any time, and does not qualify for a recognized exemption, the project must **be reviewed and approved by** the appropriate Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) of the applicant institution before an award will be considered. You must include the IRB/IACUC number on the application. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the American Neurotology Society with the follow-up certification prior to review or after the work is in progress.

### **I: 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.

Maximum number of pages permitted	Contents
1	<p><b>Title page</b> to include:</p> <ul style="list-style-type: none"> <li>• Title of the project.</li> <li>• Dates of proposed research (must be 7/1 – 6/30).</li> <li>• Name, address, email, and phone for the Principal Investigator.</li> <li>• Name, address, email, and phone for the Signing Official at the applicant institution.</li> <li>• IRB/IACUC approval number or a statement indicating that it will be provided prior to the initiation of funding.</li> <li>• Signatures of the Principal Investigator and the Signing Official.</li> </ul>
1	<p><b>Cover page</b> to include:</p> <ul style="list-style-type: none"> <li>• <u>Career development statement</u>: in up to 200 words, state how this award will serve to advance the career of the Principal Investigator.</li> <li>• <u>Role of Principal Investigator Statement</u>: in up to 100 words, state the role of the Principal Investigator in the project.</li> <li>• <u>Protected Time for Research Statement</u>: in up to 100 words describe the percent effort (days/week) of protected time for research of the Principal Investigator; percent effort planned to be dedicated to this proposal; and whether the Principal Investigator has other projects with grant-supported effort.</li> </ul>
1	<p><b>Budget Page</b> to include:</p> <ol style="list-style-type: none"> <li>1) Budget and justification.</li> <li>2) A statement regarding the percent effort that the Principal Investigator will allocate to this project.</li> <li>3) A list of key personnel, their institutions, and their roles in the project.</li> </ol>
1	<p><b>Specific Aims</b></p>
3	<p><b>Research Strategy (up to 3 pages)</b> to include these sections:</p> <ol style="list-style-type: none"> <li>1) Background and Significance (address potential for clinical impact).</li> <li>2) Innovation.</li> <li>3) Approach* <ol style="list-style-type: none"> <li>a. Detailed methods.</li> <li>b. Rigor, reproducibility and sex and a biological factor.</li> <li>c. Pitfalls, alternative approaches and benchmarks for success (address feasibility).</li> <li>d. Timeline.</li> </ol> </li> </ol> <p>*preliminary data are encouraged</p>
Per NIH guidelines	<p><b>Biosketches</b> for each key personnel using the latest NIH format.</p>
No limit	<p><b>Letters of support</b> (up to 2 pages per letter)</p> <ul style="list-style-type: none"> <li>- Include a letter from the research mentor that addresses: <ul style="list-style-type: none"> <li>o Commitment to training and mentorship of the applicant.</li> <li>o How the proposed project differs from funded, ongoing work in the laboratory.</li> <li>o How the proposed project provides a path to independence/ additional funding .</li> </ul> </li> <li>- Include a letter of Institutional support (from Department chair) that</li> </ul>

	addresses: <ul style="list-style-type: none"> <li>○ Institutional commitment.</li> <li>○ Protected time for research.</li> </ul> - Include letters from collaborators and key personnel.

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>

**J: SIGNATURES**

The Principal Investigator (applicant) and Institution Official are required to sign the original grant application. For this reason, it is very important that applicants comply with their home institutions' 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 INSTITUTIONAL PROCESSING AND APPROVALS.** Applicants are advised to consult their institution's office of research administration or sponsored projects for information on processing requirements for an application prior to its submission.

**K: DEADLINES**

**APPLICATIONS MUST BE RECEIVED BY MARCH 1<sup>st</sup> 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 Research Fund 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.**

The completed application as described above, is to be submitted via email to Dr. Ronna Hertzano, Chair of the American Neurotology Society Research Committee, [RHertzano@som.umaryland.edu](mailto:RHertzano@som.umaryland.edu) and Kristen Bordignon, Administrator for the American Neurotology Society, [administrator@americanneurotologysociety.com](mailto:administrator@americanneurotologysociety.com).