



TRIOLOGICAL SOCIETY

2019 RESEARCH CAREER DEVELOPMENT AWARD

GRANT POLICY AND INFORMATION
AUGUST 1, 2018

A. PURPOSE

The purpose of this award is to provide support for the research career development of otolaryngologists-head and neck surgeons whose projects have specific application in the field of otolaryngology-head and neck surgery. Categories of projects that qualify for submission are:

1. CLINICAL RESEARCH -- Prospective or retrospective clinical data collection with direct clinical application
2. BASIC RESEARCH -- Laboratory studies, in vivo, in vitro; animal studies, genetic studies
3. HEALTH SERVICES AND OUTCOMES RESEARCH -- Patient outcomes, health related QOL; Epidemiology, diversity, population statistics; cost analysis, modeling, decision analysis, etc.
4. TECHNOLOGY/PROCEDURE DEVELOPMENT -- Development, standardization, beta testing of new technology; equivalency studies
5. OTOLARYNGOLOGY STATUS AND TRENDS -- Resident and medical education; Impact of health care delivery systems in society
6. HISTORICAL PERSPECTIVES -- Medical history as it has influenced contemporary otolaryngology knowledge and practice.

B. ELIGIBILITY

Otolaryngologists-head and neck surgeons must meet the following requirements:

1. Hold a full-time, part-time or contributed service medical school faculty appointment at the Assistant or Associate Professor level;
2. Have completed all training (primary residency and/or fellowship) within the past seven years prior to submission;
3. Should not currently have or previously been awarded an NIH K or R award or equivalent;
4. Applicants 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. Applicants must clearly indicate in the "Other Support" section of the application whether support for the submitted project is being sought from other funding agencies or organizations and how the budget for this award would be impacted by concurrent support from the other agency or organization.

C. CONDITIONS

Research training supported by this award may be related to any research questions relevant to the specialty of otolaryngology-head and neck surgery, as long as it is demonstrated that the training will have a direct impact on the applicant's ability to pursue his/her long-range research objectives. Proposals which aim to introduce new knowledge and methodology from other disciplines to research in otolaryngology are encouraged. The recipient is expected to devote at least 40% of his/her time to the proposed research and research training activities during the period of the award.

At the conclusion of the project, the applicant is required to:

1. Submit an abstract detailing the results of the project to be considered for presentation at a Triological Society meeting;
2. Submit a manuscript to *The Laryngoscope* or *Laryngoscope Investigative Otolaryngology*. The Society shall have the right of first refusal in regards to publishing the results of any investigation supported by this award. Publication shall acknowledge support of this award.
3. Apply for Active Fellowship in the Triological Society. If the awardee is not an Active Fellow or a candidate for Fellowship in the Society at the time the award is made, the awardee is expected to

submit application materials by October 1st of the award year (if the awardee meets all criteria), otherwise, submission is required by October 1st of the following year.

D. TERMS

1. **Amount:** \$40,000 maximum
2. **Period:** 12 - 24 months, at investigator's discretion. Non-renewable.
3. **Use of Funds:** A detailed budget and budget justification constitute part of the application and will be evaluated for appropriateness as part of the review process. Funding may be used to support a portion of the Principal Investigator's salary during the period of the award. Allowable expenses include consultant fees (e.g., statistician); salary support for research assistants or other technical personnel; computer software or hardware; purchase and maintenance of experimental animals; laboratory supplies and services; and expenses related to publication of results directly related to the supported project, exclusive of reprint costs. Funds may be used for travel expenses for the Principal Investigator to present results of the research if chosen for presentation at a Triological meeting. Tuition and fees for class/workshops are not allowed. Equipment and supplies purchased with this award become the property of the recipient's institution. The Triological Society prefers not to pay institutional (indirect) costs for this award, however, if the institution is unwilling to waive such costs, they are limited to no more than 10% of the Total Direct Costs (sum of amounts requested for personnel, consultant costs, equipment, supplies, patient/animal care costs, and other expenses). The Total Costs (direct + indirect) may not exceed \$40,000.
4. **Review:** Applications will be reviewed by members of the Triological Society's Research Committee. Recommendations for funding will be presented to the Triological Society Council for approval. The Council will determine the number of awards to be made annually based upon the merit of the applications received.
5. **Notification:** Recipients of the Triological Society's Career Development Awards will be notified in June of the award year after approval by the Council of the Society. Inquiries may be made by contacting Gail Binderup at gail@triological.org or 531-355-8900.
6. **Start Date:** August 1st of the award year.

E. FORMAT

The research plan of the application includes the same components as that used for NIH applications (see page 4). When your application is complete, print the cover page and obtain signatures. Allow yourself adequate time to have all appropriate individuals review your application and obtain signatures prior to submission. Additional information included on following pages.

F. SIGNATURES

The Principal Investigator, Department Chairman, and Institution official are required to sign the original application cover sheet (all signatures must appear). The Triological Society Research Career Development Award is legally awarded to the institution with which the applicant 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 on pre-submission processing of grant applications. Applicants are advised to consult their institution's office of research administration or sponsored projects early in the process. **Plan ahead to allow adequate time for processing and approvals.**

G. APPROVALS

If the proposed research involves human subjects or vertebrate animals at any time, the project must be reviewed and approved by the appropriate Institutional Review Board (IRB) or Animal Care and Use 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 approval date. This status must be resolved within 30 days of the application submission and documentation submitted no later than February 1st. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the Triological Society with the follow-up certification, prior to review or after the work is in progress.

H. LETTER OF INTENT

A **Letter of Intent** (LOI) must be submitted to the Triological Society **by December 1, 2018**. The LOI must include the title of the project, the name and contact information of the Principal Investigator, and a brief abstract of the project. Additional information on the Letter of Intent is available on page 4. The LIO should be emailed to Gail Binderup at gail@triological.org.

I. GRANT APPLICATION

All grant application materials, **in PDF form**, must be submitted (see below link) by **midnight, Central Standard Time, January 31, 2019**. As spelled out above, allow adequate time for all appropriate individuals to review your application as well as to obtain required signatures.

It is preferred that you upload **one** pdf document. If you are unable to do this please email or call Beth Slovinski at beth@triological.org or 531-355-8900.

Submit the completed and signed cover page and grant application documents by midnight, Central Standard Time, January 31, 2019. Additional details on page 4. Click below to request an upload link (pdf's only)

Request Upload Link for:
TRIO CDA Grant

J. FOLLOW-UP

In carrying out its stewardship of research programs, the Triological Society 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

Awardees will receive a contract from The Triological Society which outlines all of the obligations, including, but not limited to:

- Submission of abstract for presentation at a Triological meeting
- Submission of a manuscript to *The Laryngoscope* or *Laryngoscope Investigative Otolaryngology* upon completion of the project
- Submission of Active Fellowship application materials to the Society
- 6-month progress report
- Final progress and financial reports

SUBMIT LETTER OF INTENT (LOI) TO gail@triological.org

Submit a **Letter of Intent** (maximum of one page) advising of your intent to submit a grant proposal to the Triological Society (grant submission deadline is January 31, 2019). The LOI should include 1) Name of the Principal Investigator, 2) PI preferred mailing address 3) PI contact information including email, telephone and fax, 4) Name of institution, mailing address, phone number, 5) Title of project, 6) category of research, and 7) Abstract summary of proposal (250 words).

SUBMIT APPLICATION MATERIALS

1. Cover Page with institutional Contacts and Signatures - go to [Career Development Grant Cover Sheet](#)
2. All pages should include name of PI and name of project
3. Abstract (summary) of project including relevance (maximum of 250 words)
4. Personnel/Biographical Sketch (maximum of one page for each key person, including the PI) to include:
 - a. Name/Institution/Title
 - b. Education and Training
 - c. Summary of qualifications and experience relevant to role in proposed project
 - d. Relevant publications
 - e. Active and pending grant support with statement of any overlap with the proposed project
5. Research proposal with the following categories (headings)
 - a. Background, including preliminary studies and/or innovations (1 page or 750 words)
 - b. Specific Aims of the project (up to three may be listed)
 - c. Research methodology/approach/design (maximum of 2 pages or 1500 words)
 - d. Timeline for completion of research proposal (maximum of one page)
 - e. Brief description of project limitations, potential difficulties and alternative strategies (500 words or less)
 - f. Timeline for completion of research proposal (maximum of one page)
 - g. References (maximum of one page)
6. Detailed budget (maximum of one page) to include (also see **D. TERMS 3. Use of Funds** on page 2)
 - a. Participating personnel, role and salary requested
 - b. Consultant costs
 - c. Equipment and supplies
 - d. Patient care costs
 - e. Other expenses
 - f. Facilities and administration (indirect) costs
7. Institutional resources relevant to proposal (maximum of one page)
8. Institutional Review Board (IRB) approval letter or Institutional Animal Care and Use Committee (IACUC) approval letter
9. Institutional support letters (letters of support/understanding from Department Chair, key personnel and key mentors)

Questions may be referred to Gail Binderup at the Triological Society
Email: gail@triological.org • Phone: 531-355-8900 • Web: www.triological.org