



**THE AMERICAN LARYNGOLOGICAL, RHINOLOGICAL,  
AND OTOLOGICAL SOCIETY, INC. (AKA THE TRIOLOGICAL SOCIETY)**

**TRIOLOGICAL RESEARCH CAREER DEVELOPMENT AWARD  
GRANT POLICIES**

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**A. PURPOSE**

The purpose of this award is to provide support for the research career development of otolaryngologists-head and neck surgeons who have made a commitment to focus their research endeavors on patient-oriented research, e.g., clinical trials, translational research. Projects sponsored under this grant program must have specific application in the field of otolaryngology-head and neck surgery.

**B. ELIGIBILITY**

Otolaryngologists-head and neck surgeons who hold full-time, part-time or contributed service medical school faculty appointments and who have made a commitment to focus their research endeavors on patient-oriented research may apply. 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. Applicants currently holding research career development awards from NIH or other funding agencies are eligible to apply, however, applicants must indicate how the supplemental funds from the Triological Society's research grant will be utilized.

**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 - head and neck surgery 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. The recipient is expected to submit an abstract to be considered for presentation at a Triological Society meeting at the conclusion of the award period. The Society shall have the right of first refusal in regards to publishing the results of any investigation supported by this award in its journal, *The Laryngoscope*. Applicants must obtain letters of support/understanding from all key personnel on the project.

**D. TERMS**

1. **Amount:** \$40,000 maximum
2. **Period:** 12 months-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. Equipment and supplies purchased with this Award become the property of the recipient institution. The Triological Society prefers not to pay institutional (indirect) costs for this very modest award; if the institution is unwilling to waive such costs, however, 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.



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4. **Review:** Applications will be reviewed by members of the Centralized Otolaryngology Research Efforts (CORE) Study Section, composed of Triological Society members designated for the Study Section, representatives from each of the participating senior societies, and members of the AAO-HNSF Research Grants and Prizes Subcommittee. Recommendations for funding must be approved by the Triological Society Council. The Council will determine the number of awards to be made annually; currently there are five. The actual number of projects funded will depend upon the merit of the applications received.
5. **Notification:** The recipients of the Triological Society's Career Development Award will be notified by mail in June of the award year after approval by the Council of the Society. Inquiries may be made by contacting 402-346-5500 or by emailing the Society's administrative office at [info@triological.org](mailto:info@triological.org).
6. **Start Date:** The award may be activated as early as August 1 of the award year, but no later than January 1, of the following year.

**E. FORMAT**

Applications are in a similar format to the National Institutes of Health. All applications must be completed and submitted online through Proposal Central at <https://proposalcentral.altum.com>. The final page of this document includes a general outline of what will be required.

**F. SIGNATURES**

The applicant, Department Chairman, and Institution official are required to sign the original grant application (all signatures must appear on copies). The Triological Society Research Career Development Award is legally awarded to the institution with which the applicant is affiliated, *not to the applicant 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. **THIS CAN TAKE TIME, SO IT IS WISE TO PLAN AHEAD, ALLOWING ADEQUATE TIME FOR PROCESSING AND APPROVALS.** 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**

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 15. 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**

All applicants must submit a Letter of Intent no later than midnight, Eastern Standard Time, December 15th. The letter of intent is completed online and includes the title of the project, the principal investigator and an abstract of the work. This will facilitate planning review requirements. See the Proposal Central website (<https://proposalcentral.altum.com>) to begin the Letter of Intent process.



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**I. RECEIPT DATE**

Allow yourself enough time to have the appropriate individuals review your application. Once your application is complete, print your cover page and have all of the necessary individuals sign. Keep in mind that it may take a few days to obtain all the necessary signatures. The CORE grants program is paperless, so no hard copies of the signature page are to be mailed. Once all signatures have been obtained, you should scan the document and upload the .pdf to the system and retain the original for your files if needed. Once the signature page has been uploaded, run the checks within the system and click "SUBMIT". You will receive a confirmation email indicating that your proposal has officially been submitted.

**ALL materials must be submitted online by midnight, Eastern Standard Time, January 15.**

**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**

Once the grants have been awarded, each grantee will receive a contract from The Triological Society which outlines all of the grantee obligations, including, but not limited to:

- Submission of abstract for presentation at a Triological meeting
- Submission of a research manuscript to *The Laryngoscope*
- 6-month progress report
- Final progress report
- Final financial report

For further information about the grantee obligations, please contact:

Gail Binderup  
Triological Society  
555 N 30th St  
Omaha, NE 68131-2136  
PH: (402) 346-5500  
EMAIL: gail@triological.org



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**GRANT CHECK LIST**

Visit <https://proposalcentral.altum.com>

TIP: When completing the LOI and Application, be sure to save each page before selecting „Next.“

**I. CREATE/UPDATE PROFESSIONAL PROFILE**

- Contact Information
- Degrees
- Research Interests
- Personal Data for Application
- Biosketch
- Enable others to access your profile
- Account information (link to existing or create Institutional Profile)

**II. CREATE LETTER OF INTENT (LOI)**

- 1) Project Title *(Do not exceed 80 characters)*
- 2) Grant access to key personnel from your institution
- 3) Applicant/PI *(Pre-populated from your Professional Profile)*
- 4) Institution & Contacts *(Pre-populated from your Professional Profile)*
- 5) Abstract *(2,000 characters max, including spaces. Text only. No special characters or formatting)*
- 6) Select key words to describe your project *(this assist us with selecting appropriate reviewers)*
- 7) Validate that everything has been completed for the LOI
- 8) Submit. Receive confirmation email entitled „LOI to American Academy of Otolaryngology has been Submitted“

**SUBMIT LOI BY DECEMBER 15, 2009**

**III. COMPLETE APPLICATION**

1. Receive email entitled „LOI to American Academy of Otolaryngology has been Approved.“ This is your signal that you can begin the on-line application.
2. Title Page *Some information pre-populated from the LOI*
  - a. Is this a resubmitted application from a previous year? If yes, explain what has been changed.
  - b. Other sources of funding? If yes, identify sources.
  - c. Total amount being requested for the entire project?
  - d. Proposed start and stop dates
3. Download Instructions and Templates to help guide you through the application process
4. Enable other users to access the application
5. Applicant/PI *Most information pre-populated from Professional Profile*
  - a. % effort proposed for PI on this project.
6. Institution & Contacts *Some information pre-populated from Institutional profile*
  - a. Email for Signing Official
  - b. Email for Financial Officer
  - c. Email for Department Head
7. Key Personnel
8. Abstract *Already completed as part of the LOI*
9. Assurances & Certifications (use of Human Subjects, Vertebrate Animals or involvement of Recombinant DNA?)
10. Research Plan & Other Attachments
  - a. Research Plan not to exceed 10-pages
  - b. Budget & Budget Justification not to exceed 4-pages
  - c. PI Biosketch
  - d. Resources & Environment
  - e. Abstract
  - f. Department Head Letter
  - g. Other support (letters of support from all key personnel)
11. PI Private and Demographic Info *Pre-populated from Professional Profile*
12. Cover Sheet (pre-populated from grant application, all necessary institution authorities and department head must sign and the document will need to be scanned and re-uploaded to the system)
13. Run the system checks and receive no errors
14. Submit application
15. Receive confirmation email that the application has been officially submitted

**SUBMIT APPLICATION BY JANUARY 15, 2010**