



AMERICAN LARYNGOLOGICAL ASSOCIATION

ALA POST-GRADUATE MEMBER RESEARCH

GRANT POLICIES

A. PURPOSE

The purpose of this grant is to support basic, translational, or clinical research in laryngology by a Post-Graduate Member of the ALA.

B. ELIGIBILITY

Candidates for this award should be otolaryngologists who have completed laryngology fellowship training and are current ALA Post-Graduate Members. All investigators must be citizens of the United States or Canada. Candidates who were previous ALA research grant recipients are ineligible. Those who have successfully obtained funding from a private, state, or federal funding agency *for the same research* are also ineligible. Candidates who have applied for support of the same research from other funding sources, and who are notified of an award from both another agency and from ALA must choose only one of the awards. Research conducted by the applicant under the mentorship of an NIH-funded Principal Investigator is also eligible. For mentored research, please include a support letter from the mentor detailing the mentorship plan (1 page limit).

C. CONDITIONS

Research supported by this award should be specifically directed toward the pathogenesis, pathophysiology, diagnosis, prevention, or treatment of diseases, disorders, or conditions of the larynx and related structures and topics and may be either basic or clinical/translational in approach. While not specifically required, proposals which aim to introduce new knowledge and methodology from other disciplines to research in laryngology, or which demonstrate collaborative effort with members of other related disciplines are encouraged.

Projects must be designed 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 competitive for eventual NIH funding. The grant application must be accompanied by a letter of support from the Chair of the candidate's academic department. The letter is to indicate a general level of support of the applicant, and to demonstrate the fact that the department will make time, space, and other resources accessible for completion of the project.

D. TERMS

1. **Amount:** \$15,000 maximum. Up to \$1,000 of the award may be budgeted to cover travel expenses for the principal investigator to present his/her results at the ALA annual meeting.
2. **Review:** Applications will be reviewed by members of the ALA Research Committee and recommendations submitted to the ALA Council. Recommendations for funding must be approved by the ALA Council.
3. **Notification:** Letters of notification will be sent approximately no later than four weeks following the Annual Meeting of the ALA at COSM. The awards will be announced at the Annual Meeting.
4. **Period:** 12 months, non-renewable
5. **Use of Funds:** A detailed budget and budget justification constitute part of the application and will be evaluated as part of the review process. Funding may not be used to support the Principal Investigator's salary during the period of the award. Salary for professionals and capital equipment shall be excluded. The ALA will not pay institutional (indirect) costs for this very modest award.
6. **Start Date:** The award may be activated as early as July 1 of the year of award, but no later than January 1 of the following year.



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E. FORMAT

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 of the necessary signatures. Once all signatures have been obtained, you should scan and submit the application electronically to Maxine Cunningham at Maxine.c@comcast.net. See ALA Research Grant Application Guidelines below.

F. SIGNATURES

The Principal Investigator, Department Chairman, and Institution Official are required to sign the original grant application cover sheet (all signatures must appear on copies). The grant is legally 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 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 Institutional 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. Grant applications which have not obtained appropriate IRB or IACUC approvals by the time of grant decision will not receive funding. Any changes in the proposed work required by an IRB or IACUC to secure approval must be submitted to the ALA with the follow-up certification, prior to review or after the work is in progress.

H. RECEIPT DATE

1. A **Letter of Intent (LOI)** must be submitted to the ALA by **December 1st** prior to the year of the **grant award**. Send LOI to Maxine Cunningham at Maxine.c@comcast.net.
2. All final grant application materials must be submitted to the ALA by **midnight, Central Standard Time, January 16th**. 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 of the necessary signatures. Once all signatures have been obtained, you should scan the documents and submit as .pdf files to Maxine Cunningham at Maxine.c@comcast.net.

J. FOLLOW-UP

In carrying out its stewardship of research programs, the ALA 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

Recipients of the ALA-Post-Graduate Member Research Grant are required to complete an interim report at 6-months after the start date of the grant. Within 30-days of the completion of the project, the awardee will submit a final report suitable for publication. The ALA shall have the right of first refusal for presentation at the Annual Meeting of the ALA at COSM, and for publication of the research-supported manuscript to be submitted to the Laryngoscope. A final financial report must be submitted within 90 days of the close of the project. Any publications resulting from a project supported with the award shall acknowledge the contribution of the ALA Post-Graduate Member Research Grant.



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ALA Research Grants Application Guidelines

SUBMIT LETTER OF INTENT (LOI) by DECEMBER 1st

(Submit electronically to Maxine Cunningham at Maxine.c@comcast.net)

Submit a brief (Maximum 1 page) letter of your intent to submit a grant proposal to the ALA. Include (1) Name of ALA Research Grant, (2) PI name, (3) Address, (4) Contact e-mail, telephone/fax numbers, (5) Institution and address/telephone, (6) Title of research proposal, and (7) brief (up to 250 words) summary of research proposal.

SUBMIT APPLICATION WITH THE FOLLOWING COMPONENTS BY JANUARY 16th

(Submit electronically to Maxine Cunningham at Maxine.c@comcast.net)

1. Cover Page with Institutional Contacts and Signatures (follow link in instructions)
2. Summary of Project with Health Relevance (Maximum 1/2 page)
3. Personnel/Biographical Sketch (Maximum 1 page for each key personnel)
 - a. PI Name/Institution/Title
 - b. Education/Training
 - c. Summary of qualifications and role for proposed study
 - d. Relevant publications
4. Research Proposal with Following Headers
 - a. Background including preliminary studies and/or innovation (maximum 2 pages or 1500 words)
 - b. Specific Aims (list up to 3)
 - c. Research Approach/design (maximum 1 page or 750 words)
 - d. Timeline for Completion of Research Proposal (maximum 1 page or 750 words)
 - e. References (Maximum 1 page)
5. Detailed Budget (Maximum 1 page)
6. Institutional Resources Relevant to Proposal (Maximum 1 page)
7. Institutional Review Board (IRB) approval letter or Institutional Animal Care and Use Committee (IACUC) approval letter
8. Institutional support letters (Letters from Department Chair and Key Mentors)