



**AMERICAN ACADEMY  
OF AUDIOLOGY**

**AMERICAN ACADEMY OF  
AUDIOLOGY FOUNDATION**

*Research Grants in Hearing & Balance Program*

**NEW INVESTIGATOR APPLICATION HANDBOOK**

(REVISED APRIL 19, 2012)

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**American Academy of Audiology**  
**American Academy of Audiology Foundation**  
*Research Grants in Hearing & Balance Program*  
**New Investigator Application Handbook**

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# American Academy of Audiology American Academy of Audiology Foundation

## *Research Grants in Hearing & Balance Program*

Promoting research in the profession of audiology is an important component of the long-range plan of the American Academy of Audiology. In support of this goal, the American Academy of Audiology and the American Academy of Audiology Foundation provide research funding through the Research Grants in Hearing & Balance Program.

### **Purpose of Research Grants in Hearing & Balance Program**

The American Academy of Audiology and the American Academy of Audiology Foundation wish to support basic and applied research in hearing and balance. Such research will benefit persons with hearing loss and/or balance deficits by improving the ability of professionals in audiology to evaluate and manage hearing and balance disorders.

### **Research Grant Categories**

The American Academy of Audiology Foundation and the American Academy of Audiology will make grants for research projects with duration of one year. Grants will be made based on the merit of the research and application. Four types of grants are available through the Research Grants in Hearing & Balance Program.

- **New Investigator Research Grant** - These grants are intended to support new investigators who have completed a doctoral degree within the past five years and do not have significant sources of research funding (e.g., federal funding from NIH or NSF). Recipients of a doctoral degree in audiology or hearing science are eligible to apply. Grants of up to \$10,000 will be made. *The application instructions for these grants are contained in this booklet.*
- **Student Investigator Research Grant** - These grants are intended for graduate students working towards a doctoral degree in audiology or hearing science who are completing a research project as a part of their course of study. Grants of up to \$5,000 will be made. *The application instructions for these grants are contained in a separate document.*
- **Student Summer Research Fellowship** – These grants are intended for undergraduate students or students currently enrolled in a graduate program in audiology or hearing science who wish to gain a limited, but significant, exposure to a research environment. Stipends of \$2,500 will be granted. *The application instructions for these grants are contained in a separate document.*
- **Vestibular Research Student Investigator Grant** – This grant is intended for graduate students working toward a doctoral degree in audiology or hearing science who wish to complete either a research project or a summer fellowship study focused on vestibular topics. A grant of up to \$5,000 for student investigator research or a stipend of \$2,500 for fellowship study will be made. This grant is funded in partnership with the American Institute of Balance Education Foundation. *The application instructions for this grant are contained in a separate document.*

**American Academy of Audiology  
American Academy of Audiology Foundation**

***Research Grants in Hearing & Balance Program***

**Application Instructions for  
New Investigator Research Grants**

**General Information**

Research grants by the American Academy of Audiology Foundation and the American Academy of Audiology will be made to non-profit tax-exempt institutions in the United States or Canada, public or private, to support research by investigators who are faculty or staff of that institution, or are otherwise formally attached to the institution. Grants may be made for basic research or clinical/applied research.

**Eligibility**

In the case of New Investigator Research Grants, qualified individuals must have been granted the doctoral degree within the past five years. New investigators are not required to have a mentor for their research project but may do so if the nature and scope of the project requires such.

**Application Procedures**

Guidelines and application forms may be obtained from the American Academy of Audiology (<http://www.audiology.org>). **One original copy** of the application and all supporting materials should be submitted. **The deadline for receipt of the application and all supporting materials for funding in 2013 is October 1, 2012.** Funding will begin on or before July 1, 2013.

The body of the proposal should adhere to the following requirements: Font should be a minimum of size 12 or no smaller than 6 characters per inch. Applications should be single-spaced with no more than 6 lines per vertical inch. Margins should be a minimum of 1 inch for all borders. If mailing one original copy, do not use staples in the application packet.

Applications can be submitted by email to [research@audiology.org](mailto:research@audiology.org) or by mail to: American Academy of Audiology, Attn: Research Grants, 11730 Plaza America Drive, Suite 300, Reston, VA 20190. When sending your application by email, please merge all separate documents into one PDF file.

Grant recipients are invited to attend the American Academy of Audiology's AudiologyNOW!® 2013 convention and exposition and are recognized at the Honors & Awards Banquet. Attendance is encouraged although it is not required. (Note: Research Grant funds may *not* be used for travel expenses as specified in Budget Restrictions below).

**American Academy of Audiology  
American Academy of Audiology Foundation**

***Research Grants in Hearing & Balance Program***

**Application Instructions for  
New Investigator Research Grants**

**Outline for Application**

1. Summary Application Sheet (use enclosed form, pp. 11 & 12)
2. Abstract (use enclosed form, p. 13)  
If funded, this information will be published by the American Academy of Audiology in a report of the Research Grants in Hearing & Balance Program
  - a. Principal investigator and institution
  - b. Mentor or co-investigator(s) and institution (if applicable)
  - c. Title of project
  - d. Purpose of project (maximum of one to two sentences)
  - e. Abstract of research (maximum of 200 words)
  - f. Clinical application (maximum of 100 words)
3. Body of proposal (maximum of ten pages, excluding references)
  - a. Specific aims
  - b. Background (including results obtained by others)
  - c. Significance/potential of the research
  - d. Supporting data
  - e. Methods (research plan)
  - f. Timeline and statement of anticipated progress in one year
  - g. Description of arrangement for mentoring (if applicable)
  - h. Facilities available
4. Detailed budget for research proposal and budget justifications (use enclosed form, p. 14)
5. Other Research Support (use enclosed form, p. 15)  
Please state: (1) whether the same project is receiving support from another source; and, (2) whether an application has been submitted to another source for such funding. If, after application to the Academy, this same project receives support from another granting agency, the principal investigator and the grant recipient's institution shall promptly notify the Academy Research Committee of such funding.
  - a. List funding sources already received by applicant (and mentor, if applicable) for the proposed research project. List source and grant number (if NIH, indicate which institute), title of project, principal investigator, percent of time, amount of funding (per year and total), and period of funding (dates).

- b. List pending sources of funding for the proposed research project. List source (if NIH, indicate which institute), title of project, principal investigator, percent of time, amount of funding requested (per year and total), and requested period of funding (dates).
    - c. Enclose abstracts of all funded applications with an indication of how these projects differ from the one submitted to the Academy.
6. Curriculum vitae for investigator (and mentor/co-investigator(s), if applicable) (use enclosed forms, pp. 16 & 17; not to exceed two pages each)
  - a. Name
  - b. Current position
  - c. Education
  - d. Previous positions
  - e. Honors and awards
  - f. Publications, particularly those related to the topic of the proposal
7. Letter of support from mentor (if applicable)
8. Human and animal subjects use statement and documentation. *IRB approval can be pending at the time of application but must be submitted once notification of approval has been received.*
  - a. Human subjects approval by IRB (if human subjects included in study).
  - b. Copy of human subjects consent form (if applicable).
  - c. Animal experimental use approval by IACUC (if animal subjects included in study).
9. Conflict of Interest Statement (see p. 18)

An applicant for a grant from the American Academy of Audiology/American Academy of Audiology Foundation must submit, with the application, a conflict of interest statement signed by the Principal Investigator and an authorized individual from the institution.

**American Academy of Audiology  
American Academy of Audiology Foundation**

***Research Grants in Hearing & Balance Program***

**Application Instructions for  
New Investigator Research Grants**

**Budget Requirements and Restrictions**

Grant funds may be budgeted and used for the following direct costs of carrying out approved projects:

- a. Salary of the principal investigator
- b. Salaries of technical and supporting personnel
- c. Purchase of small equipment items
- d. Supplies necessary to carry out the project
- e. Subject or animal care fees
- f. Other specifically authorized expenses as may be essential to carrying out the project.

Grant funds may *not* be used for the following:

- a. Salary of the mentor or co-investigator(s)
- b. Travel
- c. Living expenses
- d. Printing costs
- e. Public information and education programs

***The Research Grants in Hearing & Balance Program does not provide payment of any institutional indirect costs.***

The Grants in Hearing & Balance Program Review Committee will evaluate the reasonableness of the inclusion and amount of each item in a prepared budget. The investigator should follow the allocation of expenses to specific categories.

**Investigator Obligations and Reporting Requirements**

In accepting a research grant, the institution, the principal investigator, and the mentor (if applicable) are responsible for using grant funds only for those purposes set forth in the application.

The approval period for a project is one year. The project period may be extended by up to six months, without additional funding, if requested before the end of the project year by the principal investigator, with endorsement of the extension by the mentor (if applicable) and approval by the Academy Research Committee.

Obligations of grant funds must be incurred within the project year. A report of expenditures must be submitted within three months of the end of funding. Unless otherwise authorized by

the American Academy of Audiology, unexpended funds must be returned to the American Academy of Audiology Foundation with the expenditure report.

Each grant recipient will be required to submit a full report detailing his or her research methods and findings within three months of the completion of the funding period. The mentor (if applicable) will be asked to provide an evaluation of the grant recipient's performance and his or her impressions of the impact of the grant program on the recipient's career.

Each investigator will be expected to make the results of his or her research promptly available to the scientific public. Whenever appropriate, results should be presented at an Academy convention and/or submitted for possible publication in an Academy journal.

Acknowledgment of Academy support should be made when findings are reported to scientific audiences or in scientific journals, or when publicity is given to a project. Publications resulting from work supported in whole or in part by the Academy should contain a credit line stating support from the American Academy of Audiology/American Academy of Audiology Foundation Research Grants in Hearing & Balance Program. Two copies of the published paper should be sent to the attention of the Chair of the Research Committee, American Academy of Audiology, 11730 Plaza America Drive, Suite 300, Reston, VA 20190-4798.

### **Evaluation of Applications**

The Academy Research Committee will evaluate applications on the following attributes:

1. The merit and feasibility of the proposed research project, including the subject of the research, the quality of its design, and its potential for significant advance in basic knowledge or clinical application.
2. The available facilities and resources at the institution in which the research will be carried out.
3. The qualifications of the investigator to undertake and complete the research project, including information about the applicant's background, ability and promise as demonstrated by academic performance, statement of purpose, and letter of reference.
4. The qualifications of the designated mentor (if applicable) and his or her endorsement of the research project and assurance of active supervision.
5. Appropriateness of the proposed budget to the stated aims of the research.

# **American Academy of Audiology Foundation**

## **Policy for Receipt of Information from Research Grant Recipients**

The information described below is requested as a condition of receipt of a research grant from the American Academy of Audiology, sponsored by the American Academy of Audiology Foundation. The information will be published as noted in the individual sections that follow. The purpose of requiring and using this information is to demonstrate the quality and value of the research mission of the AAA Foundation that will benefit fundraising efforts. Information will not be published that would compromise an investigator's ability to publish their results in a peer-reviewed scientific journal.

### **A. Upon receipt of the Grant**

Submission of the items described below to the AAA Foundation will be required within three months of receiving notification of receipt of an American Academy of Audiology research grant.

#### **(1) Identifying information**

- Type of grant
- Title of project
- Investigator
- Dates of grant
- Site of research

#### **(2) Description of the research**

In 150-200 words, describe the research project in layperson's terms. This information will be posted on the AAA Foundation Web site and should be written in a manner to make it of interest to the general public as well as members of the American Academy of Audiology. It may be of interest to include a comment about the clinical relevance of this research. This information may also be made available through articles in *Audiology Today* and in AAA Foundation exhibits describing research support by the Foundation.

#### **(3) Brief article on the research project**

An article of approximately 500 words should provide a summary of the research. This should be scientifically oriented and appropriate for the readership of *Audiology Today*. Information can most likely be taken from the proposal and should include an overview of the research project, pertinent background information, the methods that will be followed in completing the project, why this research is important, and how the results of this research will be of value to the fields of audiology and/or hearing science.

#### **(4) Photograph(s) related to the research project**

Provide a high-quality photograph(s) of the grant recipient and written caption for the photo. An "action shot" related to the topic of the research, with the PI in the photo, is preferred.

**B. At the conclusion of the grant period**

Within three months of the conclusion of the grant period, the following information should be submitted.

**(1) Summary of results**

In 150-200 words, describe the results of the research project in layperson's terms. This information will be posted on the AAA Foundation Web site and should be written in a manner to make it of interest to the general public as well as members of the American Academy of Audiology. This paragraph will be a companion follow-up to the layperson's paragraph described in A(2).

**(2) Final report**

The Research Committee will forward a copy of the final report submitted by the Grant recipient to the AAA Foundation office. The purpose of this is not for publication, but for oversight on research grant fund usage.



**American Academy of Audiology**  
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11730 Plaza America Drive, Suite 300  
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**APPLICATION FOR NEW INVESTIGATOR RESEARCH GRANT**

Application is made to the American Academy of Audiology/American Academy of Audiology Foundation for a grant in the amount and for the period stated, for the purpose of conducting auditory research.

**AGREEMENT:** I, the undersigned, understand and agree that any funds received as a result of this application shall be expended for the stated purposes.

Authorized Signature for Institution: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature of Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

PLEASE NOTE: Submit the original application and all supporting documents to Chair, Research Committee at the above address.

**ABSTRACT**

**PRINCIPAL INVESTIGATOR:**

**INSTITUTION:**

**TITLE OF PROJECT:**

**PURPOSE:**

**ABSTRACT:** (Do not exceed 200 words)

**CLINICAL APPLICATION:** (Do not exceed 100 words)

**DETAILED BUDGET**

<b>PERSONNEL</b>	Percent of Time	Amount Requested
Principal Investigator		
Mentor or Co-investigator (salary may not be requested)		-0-
Assistant(s)		
<b>PERMANENT EQUIPMENT</b>		
<b>CONSUMABLE SUPPLIES</b>		
<b>OTHER RELATED EXPENSES</b>		
<b>TOTAL</b>		

**JUSTIFICATION OF BUDGET:** (Items in all categories above must be justified.)

Note: Funds are not transferable without prior written approval.

EXCEPT WHEN SPECIFIC PERMISSION IS REQUESTED AND GRANTED, UNUSED FUNDS ARE TO BE RETURNED TO THE ACADEMY AT THE TERMINATION OF THE PERIOD FOR WHICH THE PROJECT WAS SUPPORTED.

**OTHER RESEARCH SUPPORT**

(Please note: research support only)

(If NIH support, state which institute)

<u>Source &amp; Grant #</u>	<u>Title of Project &amp; Principal Investigator</u>	<u>% Effort</u>	<u>Amount</u>	<u>Period (dates)</u>
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APPLICATIONS PENDING OR PLANNED (Give details)

Pending:

Planned:

Please send ABSTRACTS of funded applications and indicate how projects differ from the one submitted to the Academy.

If a similar or overlapping project is funded by NIH or other sources, it is incumbent upon the principal investigator and the grant recipient's institution to notify the Academy Research Committee promptly.

**CURRICULUM VITAE (Principal Investigator)**

**PRINCIPAL INVESTIGATOR**

Name and Current Position:

**EDUCATION:**

**PREVIOUS POSITIONS:**

**HONORS AND AWARDS:**

**PUBLICATIONS:**

**CURRICULUM VITAE (Mentor or Co-Investigator)**

**MENTOR OR CO-INVESTIGATOR (Please designate which)**

Name and Current Position:

**EDUCATION:**

**POSITIONS HELD:**

**HONORS AND AWARDS:**

**SELECTED PUBLICATIONS** (limit to ten publications; include work related to topic which will be mentored, if any):

## CONFLICT OF INTEREST

Faculty and staff shall not use their positions to secure any item or benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their salaried employment by the Institution. Staff engaged in consulting or other outside employment must avoid the use of information or procedures that may involve a conflict of interest with Institution responsibilities. This policy applies to sponsored research programs with contractual restrictions such as patents and copyrights, and to any outside employment which interferes with satisfactory job performance in an Institution position.

\_\_\_\_\_  
Principal Investigator

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature for the Institution

Title \_\_\_\_\_

Date \_\_\_\_\_