



**AMERICAN ACADEMY
OF AUDIOLOGY**

**AMERICAN ACADEMY OF
AUDIOLOGY FOUNDATION**

Research Grants in Hearing & Balance Program

NEW INVESTIGATOR GUIDELINES

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**American Academy of Audiology
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Research Grants in Hearing & Balance Program

New Investigator Application Guidelines

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.

The American Academy of Audiology Foundation and the American Academy of Audiology will make grants for research projects with duration of one year. **Grants of up to \$10,000 will be made based on the merit of the research project and application.** Grants may be made for basic research or clinical/applied research.

Eligibility

- Individuals (no co-investigators) must have been granted a doctoral degree in audiology or hearing science within the past five years of this application
- must be formally attached (faculty, staff or otherwise) to a non-profit tax-exempt institution in the United States or Canada, public or private, as this is where grant funds will be issued
- must not have a significant source of research funding (e.g., federal funding from NIH or NSF)
- must have a mentor with expertise in the research area to be investigated and who will be prepared to foster the advancement in the development and prosecution of the research

Application Procedures

Grant applications will be submitted using the Academy's online grant submission system. No paper copies will be accepted. **The deadline for receipt of the application and all supporting materials for funding in 2018 is October 4, 2017 at midnight.** Funds will be dispersed by June 1st, 2018.

You will be required to upload several PDF documents. 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. The proposal should be single-spaced with no more than 6 lines per vertical inch. Margins should be a minimum of 1 inch for all borders.

Recipients are highly encouraged to submit to present a 2019 AAA convention poster or educational session once the project is complete. Grant recipients are invited to attend the 2019 AAA convention and exposition and are recognized at the Honors & Awards Banquet.

Outline for Application

1. Applicant Information

- a. Personal Details
- b. Mailing Address
- c. Contact Details
- d. Professional Information
- e. Role
- f. Curriculum Vitae/Resume (upload)

2. Abstract

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. Title of project
- b. Purpose of project (maximum of one to two sentences)
- c. Amount Requested
- d. Study Period
- 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 (see details below)

5. Other Research Support

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. List abstracts of all funded applications with an indication of how these projects differ from the one submitted to the Academy.

6. A mentor and mentoring plan is required. The mentor is required to submit a letter attesting to the project and the investigator's ability to complete the project. Additionally they must describe the following:
 - a. Commitment to mentoring
 - b. Manner in which applicant will be mentored
 - c. Previous mentoring experience
 - d. Assurance of availability of mentor and lab/clinic resources
 - e. Frequency of individual meetings
 - f. Opportunities for scientific exchange (lab/department/school journal clubs, seminars, meetings, retreats) to which applicant is invited or required to present their research
7. 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*
 - 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).
8. Conflict of Interest Statement
An applicant for a grant from the American Academy of Audiology/American Academy of Audiology Foundation must sign, with the application, a conflict of interest statement signed by the Principal Investigator and an authorized individual from the institution.
9. Application Agreement

Budget Requirements and Restrictions

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

- a. Salaries for PI (up to 20%)
- 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. Travel
- b. Living expenses
- c. Printing costs
- d. Public information and education programs

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

The Research 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 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, and approved by the Academy Research Committee. To request an extension email molek@audiology.org the following: reason for request, length of time requested, and mentor endorsement of the extension.

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

***Grant Recipients & AAA Convention (formerly AudiologyNOW!)**

- Grant recipients are highly encouraged to submit to present an AAA Convention poster once the project is complete.
- Grant recipients will be honored at the AAA Honors & Awards Banquet the same year their poster is presented.

*(example of timing: selected 2015 grant recipients (who submitted an application for a grant in October 2014) would attend AAA to present a poster and be honored at the banquet at AAA 2016)

Limited travel support to attend AAA may be available through the AAA Foundation for those researchers with financial need. Contact the Foundation office by January 15 of the convention year attending for more information.

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 (see details below).
- The mentor will 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.

This information must be received through the online submission system. Paper copies will not be accepted.

Whenever appropriate, results should be presented at an Academy conference and/or submitted for possible publication in an Academy journal.

Acknowledgment of Academy and Foundations 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. A PDF copy of the published paper should be sent to molek@audiology.org.

Evaluation of Applications

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

1. Rationale/Purpose

Submissions should have a strong rationale for the study/presentation which is supported by the

literature. The statement of the purpose should be clear and if appropriate hypotheses should be included.

2. **Methods**

The study should be appropriate for the specific experimental questions. The methodology and statistical analyses should be clearly described.

3. **Overall Clarity**

The submission should be well written and organized in a coherent manner.

4. **Importance of Work**

Submissions which address an important issue or problem will be given special consideration. The potential impact of the research on clinical practice, education of students, the profession or, future research will be considered.

5. **Innovation**

Innovated submissions will be given special consideration. These include projects which developed or employed novel concepts, approaches, methodologies, tools or technologies.

6. **Budget**

The study budget should be appropriate for the specific experimental design. The budget should be clearly described.

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 Academy website and should be written in a manner to make it of interest to the general public as well as members of the Academy. This follow-up summary will be a companion piece to the layperson's paragraph indicated above in the Description of the Research.

(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.