

Instructions for Applying for a Hearing Health Foundation Emerging Research Grant

Applications are due by 11:59PM EST on Friday, February 26, 2021.

Late applications will not be accepted. Applications that are incomplete or that have not been completed in accordance with the instructions outlined below will not be considered.

You are **STRONGLY** encouraged to log into ProposalCentral well before the deadline to ensure that you are familiar with the application process and the required documentation. (These instructions are available on HHF's website and in ProposalCentral.)

!! Please note that – as of this year – an application must receive approval from an institutional signatory before it may be submitted. Ensure you allow sufficient time for this step.

Eligibility

Before you may begin your application, you must confirm your eligibility for the Emerging Research Grants program. You are encouraged to review the [ERG Policy](#) in full before beginning. The eligibility “quiz” appears as the “LOI Section” in ProposalCentral. This is a set of 6 yes/no questions and is not a standard LOI. HHF will in most cases confirm your eligibility to continue with your application within one business day of submitting the LOI/eligibility “quiz,” but it may take up to several days. Once approved to continue your application, you have until the full application submission deadline at the top of this page to complete and submit the full application. You are encouraged to complete the LOI Section early in case there is a delay in confirming your eligibility.

If you have questions about eligibility, please contact Christopher Geissler, Ph.D., director of program and research support, at grants@hhf.org.

You must answer all of the eligibility questions in the LOI section.

!! Please note that applications for the “General Hearing Health” grant opportunity are open only to Early Career Researchers (ECR) who:

- are no more than seven (7) years removed from their most recent terminal degree or the end of their medical residency (as at application deadline date);
- receive no more than \$75,000 (direct costs) of outside funding from any other combined sources;
- have not already been awarded a R00, R01, R03, R21, VA Merit, DoD grant or similar major award with equivalent funding levels.

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If you experience difficulties:

For questions about HHF/ERG policies or specific questions about application elements, you may consult the ERG Policy or email HHF via the sidebar on the lower left-hand side of the ProposalCentral window.

For technical issues or difficulties with the ProposalCentral website, please contact ProposalCentral directly via the “Help” menu in the upper right-hand corner of the window.

The screenshot shows the ProposalCentral application form for HHF Emerging Research Grants. The form is titled "Title Page" and includes sections for "LOI Sections", "Proposal Sections", and "Support Links". A red arrow points to the "Help" menu in the top right corner of the browser window. The form includes fields for "Application Name", "Proposed Title of Research", "Project Period", and "Please tell us how you heard about this funding program".

LOI Sections
Click link to view Letter Of Intent.

Proposal Sections
Click name below to go to that section.

- 1 Title Page
- 2 Download Templates & Instructions
- 3 Enable Other Users to Access this Proposal
- 4 Applicant/PI
- 5 Institution & Contacts
- 6 Key Personnel
- 7 Abstract & Research Topic Areas
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Support Links

- Q Grantmaker Website
- Program Guidelines
- Email to Program Admin

Proposal Information

Proposal To: Hearing Health Foundation
Program: Emerging Research Grants
Title: You are invited to submit this application. Please add your own title. (Geissler, Christopher)
(Applicant):
Deadline: 2/9/2021 11:59:00 PM (U.S. Eastern Time)

Title Page

Next>> Save Print Cancel Exit

Enter the application name: Your last name - 2022 - Your university or institution name. It is important you follow this format, as this is how HHF tracks and refers to applications internally.

* Application Name: You are invited to submit this application. Please add your own title.
Your Last Name - 2022 - Your university or institution name

Proposed Title of Research

* Title: 500 characters max

* Please tell us how you heard about this funding program.

- An email from HHF
- I'm a current HHF awardee
- I'm a former HHF awardee
- Reference from a colleague at my institution
- Reference from a colleague at another institution
- An email from another source
- Social media
- Web browsing/Search
- Funding database
- Other

Project Period

Start Date: 10/01/2021
End Date: 09/30/2022

Title Page

Next>> Save Print Cancel Exit

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You may also:

- View the full ERG Policy statement online [here](#)
- Email HHF at grants@hhf.org
- Reach Christopher Geissler, Ph.D., director of program and research support at (212) 257-6145 (M-F, 9am to 5pm EST)

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HHF ERG Application by Page

Please note that character count limits for text fields include spaces. You are not able to format text in text boxes or use footnotes.

(1) Title Page

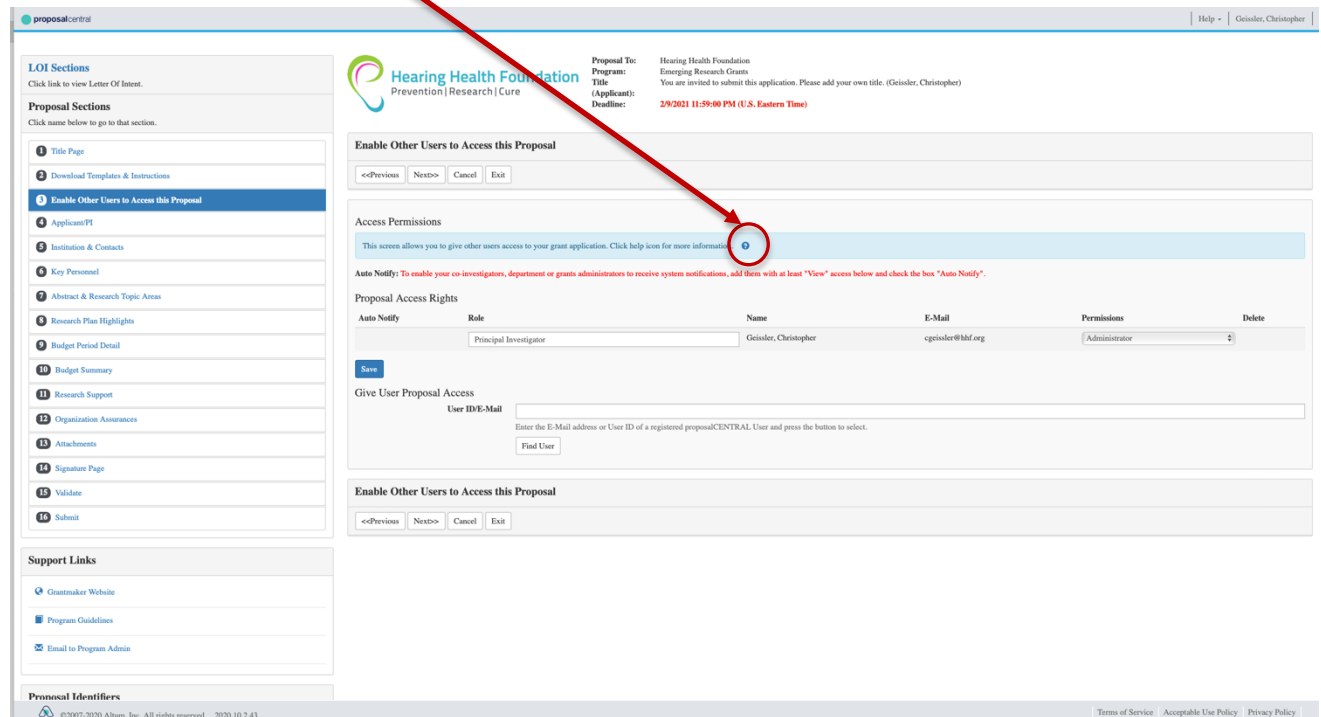
- Please ensure that you use the provided format in naming your application: (Your last name)-2022-(Your university/institution name), e.g. Geissler-2022-Hearing Health Foundation
- Provide the proposed title of your research project (500 characters max.) and indicate how you heard about HHF and the ERG program.
- !! The Project Period cannot be changed. ERG grant years run Oct. 1 to Sept. 30 of the following calendar year. This proposal is for a single year—Year 1 of your research project—even if you intend to renew for a second year. All information (e.g., budget) should reflect Year 1 plans only.

(2) Download Templates & Instructions

- N.B.: HHF uses the older format for the NIH biosketch, available for download on this page.

(3) Enable Other Users to Access this Proposal

- You must add your institution’s Signing Official here with permission to “Edit”.
- You may add co-investigators here if you would like them to have access to the application. Co-investigators must be listed on Page 6 (Key Personnel), but only need to be added here if they require access.
- Please click on the help icon to familiarize yourself with the levels of access available.



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(4) Applicant/PI

- You are not required to have or provide an ORCID iD, but HHF encourages it, as it allows funders (and fellow researchers) to find and identify your outputs and awards more easily. For more information, see orcid.org.
- Please indicate whether you received your most recent terminal degree or completed your medical residency within the last seven years (dated back from the application deadline).
- Please provide total amounts of current, pending or planned research support separately for a) you, the PI and b) all co-investigators. Only include direct costs. You will provide details on this support on Page 11 of this application.
- Indicate if you have received any awards from Hearing Health Foundation (or Deafness Research Foundation, HHF's name prior to 2011). Please list years separated by semicolons. If none, please write "none" or "N/A".
- Attach your biosketch (the PI's) on this page. You are asked to use the old NIH format, the template for which you can download on page 2 or page 13 of this application. You may also attach the biosketch on Page 13 along with other attachments.

(5) Institution & Contacts

- Your institution information is drawn automatically from your Profile.
- Provide email addresses for the Signing Official and Financial Official.
 - The Signing Official will be required to approve this application before you may submit it. **Ensure you provide sufficient time for the Signing Official to approve the application before the deadline for submission.**
 - The Financial Official will be contacted if you are awarded an Emerging Research Grant.

!! The Signing Official must be added here **AND** given permission to "Edit" on Page 3 (Enable Other Users to Access this Proposal) in order to sign and approve the application before submission.

(6) Key Personnel

- Please add co-investigators here, if applicable.
- !!** Co-investigators' biosketches must be added on this page. You may upload the biosketch at the bottom of the "Contact Screen" pop-up when you add the co-investigator or later by clicking the edit button to the right of their name, as illustrated here:

Principal Investigator	Geissler, Christopher	Director of Program and Research Support	Hearing Health Foundation	cgeissler@hhf.org	212-257-6145		
Role	Name	Title	Institution	Email	Phone	Effort	Actions
Co-Investigator	McGrath, Lauren	Director of Communications	Hearing Health Foundation	lmcgrath@hhf.org			 

(7) Abstract & Research Topic Areas

Please provide:

- Abstract of the proposed research project (3,000 characters max.)
- Keywords: please list three keywords or phrases related to the project & separate with commas (260 characters max.)
- Methodology and analytic techniques used – keywords (500 characters max.): Please list keywords ONLY for the proposed methods and/or analytic techniques that will be used in this project. For example: confocal microscopy, immunofluorescence, electrophysiology, auditory brainstem responses, optogenetics, etc.
- Research Topic Area(s) – you may choose more than one if applicable. Remember: you may only choose “General Hearing Health” if you met the eligibility requirements outlined in the ERG Policy, summarized on page 1 of these instructions.
- Lay abstract – a non-confidential abstract for a non-scientific audience. This lay abstract will be used on HHF’s website should you be awarded an Emerging Research Grant alongside your name and the title of your project.

(8) Research Plan Highlights

Please provide:

- A summary of how this research is emerging, i.e. how it addresses a question/set of questions that are new or applies a new approach to an established question/set of questions. Discuss how this research is distinct from the mentor's (or co-investigator's) lines of research. (5,000 characters max.)
- Describe the pathway to independence if you are an early career researcher. If you are not an ECR, please type N/A. (3,000 characters max.)
- Clinical application(s) including an outline of the steps of progression. (3,000 characters max.)
- Long-term goals related to this project. Please also highlight the project's impact on people with hearing loss. (5,000 characters max.)
- If this project focuses on the vestibular system, please describe how it will relate to hearing health and help improve our understanding the auditory system. If your project does not focus on the vestibular system, you may type N/A, though you are also welcome to use this space to further elaborate on how your project will help us to better understand the auditory system. (7,500 characters max.)

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(9) Budget Period Detail

- HHF grants up to a maximum of \$50,000 per year, including indirect costs, which must not exceed 10% of the total.
- **!!** Refer to the ERG Policy, Section II(H) - Available Funds and Budget, for information on allowable and unallowable costs.
- Itemize within the broader categories provided, as reasonable. You may add lines as necessary.
- Please note: The PI and co-investigator(s) can receive no salary. Other salaries include benefits, as applicable.
- You are asked to upload a Budget Justification on Page 13 (Attachments). You may format and organize this as makes sense for your project and its budget.
- Funds are not transferable without prior written approval. Unused funds are to be returned to HHF at the termination of the award or funding period (whichever occurs first).

(10) Budget Summary

- Please confirm the total amounts

(11) Research Support

- Please provide details of all current, pending and planned support here on Page 11. These details correspond to the total amounts (direct costs only) entered on Page 4.
- If you (and any co-investigators) receive no outside support, check “No Other Support to report.”
- Click the + button to add support. Ensure you have chosen the appropriate individual.
 - ProposalCentral may be able to automatically populate information about support you or co-investigators receive based on information already in the system. If not, click “Create New Other Support” in the lower right-hand corner of the window and enter the appropriate details.
 - **NOTE:** You can only add support from any co-investigator’s Profile if you have permission to “View” their profile, and you can only add new support for a co-investigator if you have permission to “Edit” their Profile. Instead, use the provided form (download on Page 2) to provide details of any current, pending or planned support for co-investigators. Complete this form, save as a PDF, and upload it on Page 13 (Attachments). Use this form **only** for co-investigators. PI support details must be entered online.
- You must submit letters confirming support received by the PI or any co-investigators. Please combine all letters into one PDF document and upload this on Page 13 (Attachments): “Supporting Documentation for Current/Pending/Planned Research Support.” Include any letters and abstracts for co-investigator support included on the downloaded form.

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(12) Organization Assurances

- Please answer the questions regarding the use of vertebrate animals or human subjects and indicate the status of your IACUC or IRB approval, if relevant
- If you have received IACUC or IRB approval, you must upload the letters confirming approval on Page 13 (Attachments). If IACUC or IRB approval is pending, please submit the application and email the letters as soon as they are received to grants@hhf.org. Include your application title in the email subject (i.e. Name-2022-Institution Name).

!! Do not upload full animal protocols to your application.

(13) Attachments

- Upload attachments here
 - Reminder: Co-investigator biosketches must be uploaded on Page 6. If you upload these here (if you have co-investigators), you will not be able to submit the application.

✓ Attachments you have already uploaded appear here

! Required attachments (without which you will not be able to submit your proposal) appear here

i Downloads— instructions, blank biosketch, and the **required** Performance Sites template—appear here

The screenshot shows the 'Attachments' section of a proposal submission page. The page title is 'proposal-central' and the user is 'Geisler, Christopher'. The proposal is for the 'Hearing Health Foundation Prevention | Research | Cure' program, with a deadline of 2/9/2021 11:59:00 PM (U.S. Eastern Time). The 'Attachments' section includes a table of 'Allowed File Types' and a table of 'Required attachments that have not been uploaded'. The 'Attach Files' button is circled in red. Below the tables, there are download links for 'Application Instructions', 'Biosketch Template', and 'Performance Sites, Facilities, Equipment, & Key Personnel'.

File Name	Attachment Type	Description	Date	Delete
No attachments currently uploaded.				

Allowed File Types	Attachment Type	Max File Size (in KB)	Max Page Limit	Upload Limit
PDF	Budget Justification	10000	N/A	1
PDF	Cited References	10000	N/A	1
PDF	Glossary	10000	2	1
PDF	Performance Sites, Facilities, Equipment, & Key Personnel	10000	N/A	1
PDF	PI Biosketch	10000	N/A	1
PDF	Research Plan	10000	7	1
PDF	Supporting Documentation for Current/Pending/Planned Research Support	10000	N/A	N/A

Download	Template Type	Description	File Type	File Size (in KB)
	Application Instructions	Application Instructions	PDF	583.96
	Biosketch Template	Biosketch Template	DOCX	9.87
	Performance Sites, Facilities, Equipment, & Key Personnel	Performance Sites, Facilities, Equipment, & Key Personnel Template	DOCX	19.88

Click "Attach Files" (circled in red above) to upload an attachment.

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Attachment types—REQUIRED:

- PI Biosketch
- Research Plan
 - Maximum length 7 pages. Formatting requirements: Font size 11, minimum margin with of 0.5 inches, maximum of 6 lines per vertical inch; images, tables, diagrams, etc., must be included in page maximum.
 - The research plan should include:
 - *Specific Aims*: List the project's long-term objectives and specific aims. State the hypothesis to be tested, if applicable.
 - *Background & Significance*: Detail the project's background, including supporting data, previous work, and results obtained on this subject. Identify the gaps which the project is intended to fill. Link the specific aims to the long-term objectives.
 - *Preliminary Data*: Present preliminary studies pertinent to the application information; establish the experience and competence of the investigator.
 - *Research Design & Methods*: Describe the research design and the procedures to be used to accomplish the specific aims of the research during the project period.
 - References & Glossary are required (see following two bullet points). An appendix including components such as surveys, questionnaires, and selected publications for PI, co-investigator and other key personnel may be attached as an optional attachment (see below).
- Cited References (from the Research Plan)
- Glossary
 - Maximum 2 pages
 - Please define terms used in your application
- Performance Sites, Facilities, Equipment and Key Personnel
 - Download the form from the bottom of this page and completed according to the provided instructions. It must be saved as a single PDF along with a letter (or letters) detailing permission to access performance sites/facilities/major equipment (if applicable).
- Budget Justification
 - Please explain your budget in the amount of detail and format that makes most sense given your budget (entered on Page 9).
- Supporting Documentation for Current/Pending/Planned Research Support
 - Combine letters confirming support for the PI and any co-investigators into a single PDF for upload. Details about each source of outside support is entered online on Page 11. Please ensure that it is evident in each letter for whom the support has been awarded; please group all letters for the PI together, followed by letters for any co-investigators.

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Attachment types—OPTIONAL:

- Co-investigator biosketch(es)
 - **Note:** Co-investigator biosketches are available as an option for upload on Page 13, but these must be uploaded on Page 6 or you will not be able to submit the application.
- Appendix to the Research Plan
 - The appendix may include surveys, questionnaires, and/or selected publications for PI, co-investigator and other key personnel. Please note: Only those publications accepted following peer review or in press but NOT available online will be accepted here.
 - All appendix components must be combined into a single PDF before uploading.
- IACUC approval letter (if applicable and available at time of application)
 - Please note: **Do not** upload a full animal protocol.
 - If the approval letter is not available at time of application, you must email this letter to grants@hhf.org as soon as it is available.
- IRB approval letter (if applicable and available at time of application)
 - If the approval letter is not available at time of application, you must email this letter to grants@hhf.org as soon as it is available.
- Co-Investigator Current, Pending or Planned Research Support Detail
 - Complete and upload this form if you are unable to add your co-investigators' research support on Page 11 (Research Support).
- Additional letters of support
 - Please combine all such letters into a single PDF before uploading.
 - Early career researchers are encouraged to submit a letter of support from the mentor.

(14) Signature Page

- You may print the signature page alone or with all attachments, if you wish.
 - You do not have to submit anything in hard copy to HHF.
- You must electronically “sign” the agreement on this page in order to submit the application.
- The Signing Official at your institution must also sign the agreement on this page in order for you to submit the application. They will be notified automatically by email once you have signed.

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(15) Validate

Click “Validate” at the bottom of the screen (circled in the image below) to confirm that all required sections have been completed and attachments uploaded and/or to identify which components are missing.

The screenshot shows the ProposalCentral application interface. On the left, there is a sidebar with 'LOI Sections' and 'Proposal Sections'. The 'Validate' section is highlighted in blue. The main content area displays the Hearing Health Foundation logo and application details: Proposal To: Hearing Health Foundation, Program: Emerging Research Grants, Title (Applicant): You are invited to submit this application. Please add your own title. (Geissler, Christopher), and Deadline: 2/9/2021 11:59:00 PM (U.S. Eastern Time). Below this is a banner for 'Professional review by: enago'. The 'Validate' section contains a navigation bar with '<<Previous', 'Next>>', 'Cancel', and 'Exit' buttons. A red circle highlights the 'Validate' button. Below the button, a message reads: 'Click the "Validate" button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.'

(16) Submit

Click “Submit” to submit your completed application.

Once submitted, you may not add to or alter your application **except** to provide HHF with IACUC or IRB approval letters that were not available at the time of submission.

If your application is complete, you will receive a confirmation message on screen and a confirmation of submission via email. If you do not receive an email, check your “Spam” folder and/or add pcsupport@altum.com to your address book. If you still have problems receiving the confirmation email, contact ProposalCentral (Altum) directly at pcsupport@altum.com or via the telephone numbers available under “Contact Us” in the “Help” menu at the top right-hand corner of your screen.

If your application is incomplete, you will receive a message on screen informing you of such. Please complete the missing sections and/or upload the missing attachments before you attempt to submit again.

**Thank you for applying to Hearing Health Foundation’s
Emerging Research Grants program!**

**You will be notified of the result of your application by the first week of August.
For any questions, please contact grants@hhf.org.**