

Instructions for Applying for a Hearing Health Foundation Emerging Research Grant

Applications are due by 11:59PM ET on Tuesday, February 28, 2023.

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

You must submit the LOI (eligibility check) before you may begin your application. The deadline for submitting the LOI is 11:59PM ET on Thursday, Feb. 23, 2023. You will not be permitted to submit a full application if your LOI is not completed by this deadline.

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 an application must receive approval from an institutional signatory before it may be submitted. Ensure you allow sufficient time for this step.

Eligibility ("LOI")

Before you may begin an application, you must confirm your eligibility for the Emerging Research Grants program. You are encouraged to review the ERG Policy in full before beginning, available [online](#) and following these instructions. The eligibility check appears as the "LOI Section" in ProposalCentral. HHF will in most cases confirm your eligibility to continue with your application within one business day of submitting the LOI, but it may take longer. 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 Stage Investigators (ESI) who:

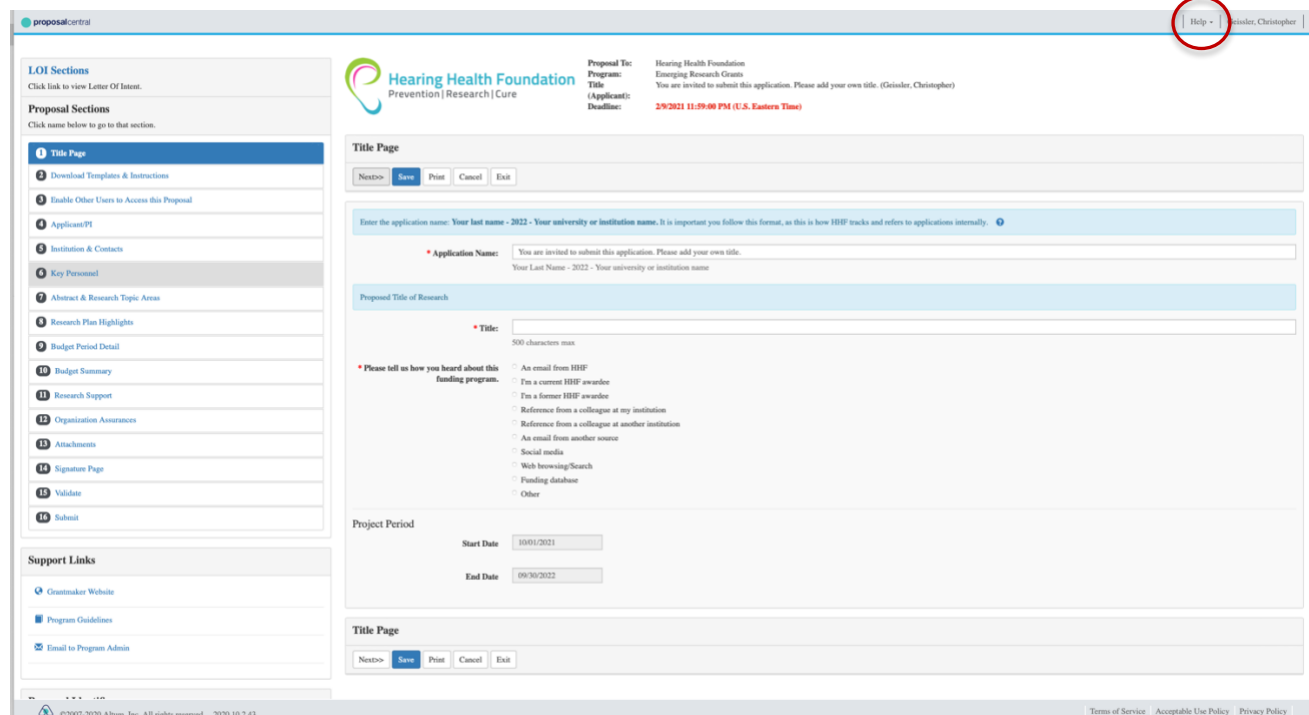
- are no more than ten (10) years from their most recent terminal degree or the end of their medical residency (as at application deadline date);
- receive no more than \$100,000 (direct costs) in **all** outside funding from any other combined sources;
- have not already been awarded a R00, R01, R03, R21, K award, VA Merit, DoD grant or similar major award with equivalent funding levels.

HHF Emerging Research Grants Application Instructions

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.



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 ET)

HHF Emerging Research Grants Application Instructions

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

- 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. You are asked to submit a research plan and budget for two years, but the initial award will be made for Year 1 only (and then renewed for Year 2 if progress is sufficient).

(2) Download Templates & Instructions

(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 to this proposal.
- Please click on the help icon to familiarize yourself with the levels of access available.

The screenshot shows the 'proposalCENTRAL' web application interface. On the left is a navigation menu with sections like 'LOI Sections', 'Proposal Sections', and 'Support Links'. The 'Proposal Sections' list includes: 1 Title Page, 2 Download Templates & Instructions, 3 Enable Other Users to Access this Proposal (highlighted), 4 Applicant PI, 5 Institution & Contacts, 6 Key Personnel, 7 Abstract & Research Topic Areas, 8 Research Plan Highlights, 9 Budget Period Detail, 10 Budget Summary, 11 Research Support, 12 Organization Assurances, 13 Attachments, 14 Signature Page, 15 Validate, and 16 Submit. The main content area is titled 'Enable Other Users to Access this Proposal' and contains an 'Access Permissions' section. A red arrow points to a help icon (a blue circle with a white question mark) in the 'Access Permissions' section. Below this is a table for 'Proposal Access Rights' with columns for 'Auto Notify', 'Role', 'Name', 'E-Mail', 'Permissions', and 'Delete'. One entry is shown for 'Principal Investigator' with name 'Geisler, Christopher' and email 'egeisler@hhf.org'. Below the table is a 'Give User Proposal Access' section with a 'User ID/E-Mail' input field and a 'Find User' button. At the bottom of the main content area, there is another 'Enable Other Users to Access this Proposal' section with navigation buttons: '<<Previous', 'Next>>', 'Cancel', and 'Exit'. The footer contains copyright information: '©2007-2020 Altam, Inc. All rights reserved. 2020.10.2.43' and links for 'Terms of Service', 'Acceptable Use Policy', and 'Privacy Policy'.

HHF Emerging Research Grants Application Instructions

(4) Applicant/PI

- HHF strongly encourages the use of an ORCID iD, but it is not required. ORCID iDs allow 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 ten years (dated back from the application deadline).
- Please provide total amounts of **all** current, pending or planned research support from outside sources separately for a) you, the PI and b) all co-investigators. You will provide details on this support on Page 11 of this application. Only include direct costs. You do not need to include internal institutional funding (e.g., start-up funds).
- Indicate if you have received any awards from Hearing Health Foundation (or Deafness Research Foundation, HHF's pre-2011 name) by listing years separated by semicolons. If none, please write "none" or "N/A".
- Attach your biosketch (the PI's) on this page. You may download the blank template 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.
!! Any 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			 

HHF Emerging Research Grants Application Instructions

(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 and summarized on page 1 of these instructions.

(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-investigators') lines of research. (5,000 characters max.)
- Describe the pathway to independence if you are an early stage investigator. If you are not an ESI, you may enter “N/A,” though you are also invited to provide details here regarding the proposed project's place in or impact on career progression and/or your research program. (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.)

HHF Emerging Research Grants Application Instructions

(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.B) for details 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. No individual with an Au.D., Ph.D., M.D., or equivalent may receive salary from ERG funds. Salaries for other individuals 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. Choose “Active” for confirmed support, even with a start date in the future and “Pending” for applications that are pending.
 - **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.

!! **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

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

The screenshot shows the 'Attachments' section of the application portal. It includes a navigation sidebar on the left, a main content area with an 'Attach Files' button circled in red, and a table of required attachments. Below the table is a section for downloading available instructions, templates, and samples.

File Name	Attachment Type	Description	Date	Delete	
No attachments currently uploaded.					
Required attachments that have not been uploaded are listed in the table below. Optional attachments that have not been uploaded are not shown.					
Allowable 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
- Specific Aims: 1 page maximum.
- Research Plan
 - Maximum length 6 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:
 - *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 and an appendix are not to be included in this Plan (see below).
- Cited References
- 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:

These attachments are not required in order to submit the application. Some may or may not be relevant to your application (e.g., co-investigator biosketches and outside funding, IRB/IACUC letters); others are not required but may be encouraged. Please review the list below.

- Co-investigator biosketch(es)
 - **Note:** Co-investigator biosketches must be uploaded on Page 6.
- 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.
- IRB or IACUC approval letter (if applicable and available at time of application)
 - Please **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.
- Co-Investigator Current, Pending or Planned Research Support Detail
 - Complete and upload this form if you are unable to add all of 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 stage investigators are especially 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. It is your responsibility to ensure that they sign the application.

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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 program 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.

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 early August.
For any questions, please contact grants@hhf.org.**



Hearing Health Foundation Policy on Emerging Research Grants

I. GENERAL POLICIES AND OBJECTIVES

Hearing Health Foundation (“HHF”) awards grants once a year for the project period of October 1 – September 30. A grant represents a mutual joining of interests on the part of HHF, the Grantee, and the Grantee Institution in the pursuit of a common objective: furthering hearing and balance science. HHF Emerging Research Grants are intended primarily for promising researchers who are in the early stages of their careers and focusing on hearing loss, hearing restoration and hearing and balance related conditions. Senior investigators are also eligible for grants in specific hearing and balance topics.

The primary purpose of this Award is to enable the Principal Investigator (“PI”) to become established and/or produce quality research that will allow the PI to successfully compete for NIH grants or grants from other sources.

Applications will be considered for research on specified research topic areas of the auditory and vestibular systems to be listed in the Request for Applications. Both fundamental and clinical research proposals are welcome. HHF grants up to **\$50,000 per year** for each research project for an initial period of one (1) year. Grantees may apply for a second (2nd) year of funding after demonstrating sufficient progress or for a one (1) year extension without additional funds granted. (The Grantee may then apply for a second year of funding following the one-year extension.)

Priority is given to new investigators in the field of hearing and balance and to projects that are likely to open new lines of inquiry. New and innovative projects developed by established scientists will also be considered.

The Council of Scientific Trustees (“CST”) of HHF, in conjunction with the Scientific Review Committee (“SRC”), will consider the subject of the research, the quality of its design, including the data collection and evaluation components, its potential to significantly advance basic knowledge or clinical application, the available facilities and personnel at the institution in which the research will be carried out, and the qualifications of the Principal Investigator (and any co-investigators as appropriate). In accepting a research grant, the Grantee Institution and the Grantee are responsible for using grant funds only for those purposes set forth in the application and approved in the HHF award letter.

II. DEFINITIONS, TERMS & CONDITIONS

A. Definitions

1. *Approved Project*: An “Approved Project” is the identified activity or program approved by HHF for support for a specified period of time.
2. *Award*: The term “Award” shall mean the funds granted by HHF to support the Approved Project. The maximum possible Award for each Project Year is Fifty Thousand Dollars

(\$50,000). The exact amount is determined in HHF's discretion. An Award will only be funded in the research topic areas specified in the Request for Applications.

3. *Grant*: The "Grant" is the financial Award and the accompanying terms and conditions set forth herein.
4. *Grantee*: The "Grantee" is the recipient of the Grant. The Grantee is responsible for following the terms and conditions of the Award, including all reporting and fiscal requirements. The Grantee is sometimes referred to as the "Principal Investigator" or "PI" herein.
5. *Grantee Institution*: The "Grantee Institution" is the university or research institution that employs the Grantee and accepts the Grant on behalf of the Grantee. The Grantee Institution is legally responsible for following the terms and conditions of the Grant, including all reporting and fiscal requirements.
6. *Principal Investigator ("PI")*: The "PI" is the primary individual responsible for the preparation, conduct, and administration of a research grant. The PI is identified as such in the grant application and remains the PI until the HHF CEO approves any Change of Investigator request by the Grantee Institution (as discussed in Section IV(C)).
7. *Project Period*: The "Project Period" is the estimated length of time that it will take to complete the research project. All research projects are estimated to take one (1) year or two (2) years, depending on the proposal submitted. If requested before the end of the initial Project Year by the Grantee and Grantee Institution and approved by HHF, the project year may be extended by up to one (1) year without additional funding (as discussed in Section IV(D)). The entire Project Period may not exceed four (4) years.
8. *Project Year*: The "Project Year" is the one-year period for which funding has been awarded. Any extension of the initial Project Year will commence a new Project Year.¹
9. *Early Stage Investigator*: A researcher who received their most recent terminal degree (Au.D., M.D., Ph.D. or equivalent) and/or who completed their medical residency no more than 10 years prior to the date of ERG application.

B. Use of Funds:

Grant funds may only be used for the direct costs of carrying out approved projects, such as:

- salaries of technical and supporting personnel;
- limited alteration and renovation of existing facilities;
- purchase of equipment that costs at least \$5,000, provided that capital equipment necessary to the proposed experiment(s) that costs less than \$5,000 may be purchased with grant funds with HHF's approval;
- supplies including drugs and services; and
- other specifically authorized expenses as may be essential to carrying out the project.

¹ If requested before the end of the initial project year by the Grantee and Grantee Institution and approved by HHF, the project year may be extended by up to one year without additional funding (no-cost extension). The PI may also apply for one (1) additional year of funding through the standard application process, to follow directly after the initial project year or to follow a no-cost extension of 12 months duration.

- Additionally, reasonable conference travel and open access publication costs may be included in the budget **for Early Stage Investigators only**. Costs for either category may not exceed \$2,500 maximum (each) and approval of these costs and the final amounts are entirely at the discretion of the Council of Scientific Trustees, and you may be asked to revise or remove them from your submitted proposed budget.

If a Grantee Institution requires an allocation for indirect costs, this amount may not exceed the lesser of (i) \$5,000 and (ii) 10% of the total Award. Regardless of the amount allocated to indirect costs, the HHF Award for any one year will not exceed \$50,000.

Grant funds may not be used for the following:

- salary of Principal Investigator, co-investigator, or any individual with a doctoral degree;
- equipment under \$5,000 (i.e., office equipment such as laptops, printers, etc. If a computer workstation is required for the proposed work, this must be explained in the budget justification and a letter from the institution must be attached explaining why the computer costs are not covered by the institution's allocation of equipment);
- living expenses;
- reprints;
- overhead costs exceeding 10% of project costs; or
- public information, education programs or training costs (including tuition).

The CST and the SRC will in their sole discretion evaluate and approve the proposed itemized project budget.

C. Budget Deviation: HHF expects that the Grantee Institution, in authorizing expenditures for the research project, will adhere to the approved budget that was included in the application. The Grantee may revise its budget, in adherence with the guidelines set forth above, with specific approval from the Grantee Institution. HHF must be notified in writing within thirty (30) days of the Grantee Institution's approval and such notification should include (i) a revised budget, (ii) a letter from the Grantee explaining the changes to the initial budget and (iii) proof of approval of the revised budget from the Grantee Institution. HHF CEO may approve the revised budget in his or her sole discretion. Pending HHF's approval, remittance of payment cannot be provided.

The scope or topic of an Approved Project may not be changed unless the Grantee receives written approval from the HHF CEO. All Awards must be expended within the Project Period, unless otherwise approved by HHF in its sole discretion, and any remaining funds must be returned to HHF upon expiration of the Project Year.

D. Publications & Publicity

- Grantees are expected to make the results of their HHF-funded research available to the scientific public in a timely manner. Acknowledgment of HHF support must be made when findings are reported to scientific audiences, published in scientific journals or on pre-print servers, or when publicity is given to a project, such as by the Grantee Institution or in the mainstream press.
- Publications resulting from work supported in whole or in part by HHF must mention "Hearing Health Foundation" in the acknowledgements section. A full PDF copy should be submitted to HHF at grants@hhf.org as soon as possible.
- When an Approved Project receives a Grant, HHF has the right to publish the Grantee's name, the Grantee Institution's name (but not its logo), the project title and a summary of the Approved Project's abstract on its website, in Hearing Health magazine, through social

media channels, in its Annual Report, and through other public information vehicles. The Grantee Institution has the right to publicize the Grant using Hearing Health Foundation's name (but not its logo).

E. Reporting

- End-of-Year Report: All HHF Grantees must submit an ERG End-of-Year Report and Expenditure Report, which will be provided by HHF to the Grantee, due three (3) months after the termination of the Project Year in accordance with the instructions accompanying the reports. Unless otherwise authorized by HHF, unexpended funds must be returned to HHF with these reports.

III. ELIGIBILITY, APPLICATIONS, NOTIFICATION & PAYMENT

A. Eligibility:

For all applicants:

- Applicants should demonstrate experience and strong research training as well as sufficient institutional support (facilities and time as well as mentorship, if applicable) to carry out the proposed work.
- Applicants must hold an M.D., Ph.D., Au.D. or equivalent degree.
- The applicant must hold an appointment at a non-profit educational, governmental or research institution within the United States. Appointments for this purpose may include faculty, postdoctoral fellow, or clinical/research fellow. Otolaryngology residents are eligible to apply. Other medical residents and graduate students are not eligible to apply.
- The proposed research must address one of the hearing and balance topics advertised in the ERG Request for Applications. In the application, the applicant must provide justification for the relevance of the proposed research to the designated ERG topic area.
- PIs in early stages of independent research careers are especially encouraged to apply.

Eligibility for "General Hearing Health" applicants (Limited to Early Stage Investigators):

- PIs should be in the early stages of independent research careers (within 10 years of completing a terminal degree).
- If the applicant is a postdoctoral fellow, it is expected that the applicant will be at the senior level (e.g., 3 or more years of postdoctoral training).
- Further, the applicant must demonstrate a pathway to professional independence in the application. Specifically, the applicant should indicate how the Grant will help with the applicant's transition toward independence from the mentor, including how the proposed research is distinct from the mentor's research program.
- Applicants cannot be a current or prior PI on a major independent research award (e.g., R00, R03, R21, R01, K Award, VA Merit, DoD, or equivalent) at the time of initial application. Prior appointment on fellowship or training grants, or prior service as a PI on a mentored career development award, is allowable.
- Applicants may not concurrently receive support for the proposed project of more than One Hundred Thousand Dollars (\$100,000) per annum in direct costs from any other combined source(s) during the Project Period.

The Grantee must inform HHF of any change in eligibility after the Award has been made and during the Project Period.

B. *Ineligibility*: Individuals employed or otherwise conducting research at institutions outside of the United States are not eligible to apply. Applications for research continuation or bridge funding should not be submitted. Early Stage Investigators concurrently receiving research support in excess of \$100,000 per annum in direct costs of research sponsorship from any other (combined) source(s) are not eligible for General Hearing Health awards. Applications from Early Stage Investigators with R00, R01, R03, R21 or equivalent funding at the time of initial application will not be considered for General Hearing Health awards. Early Stage Investigators with outside funding in excess of \$100,000 or current or past major funding awards are eligible for topic-specific grant opportunities outside of General Hearing Health. Refer to the Call for Applications for details of grant opportunity availability.

C. *Other Funding*: An application to HHF for grant support of a research project shall state whether the same project is receiving support from other sources and whether an application has been submitted to another source for such funding.

D. *Notification*: HHF will notify each applicant whether or not the project has received a Grant for the upcoming project year, and if so, the amount of the Award.

E. *Payments*: Grants will be paid in two equal payments, disbursed in October and April.

F. *Conflict of Interest*: The Grantee Institution should maintain and enforce a Conflict of Interest policy.

IV. PROJECT CHANGES

A. *Transfer of Institution*: No research grant can be transferred from one Grantee Institution to another without the written approval of the HHF CEO. To provide this approval, HHF must receive from the Grantee:

- a request in writing for the HHF CEO's approval of the transfer;
- written approval for this transfer from the fiscal officer at the present Grantee Institution;
- an expenditure report covering the Project Period at the initial Grantee Institution, up to the proposed time of the transfer, to be approved by the HHF CEO, and a statement of the provisions made for the return to HHF of all unexpended funds received by the initial Grantee Institution;
- the name and address of the fiscal officer of the proposed Grantee Institution;
- a confirmation from the appropriate departmental chair at the proposed Grantee Institution of the Grantee's appointment and confirmation that the duties, the available facilities and personnel will permit the prompt continuation of the Approved Project;
- a progress report on the work done at the initial Grantee Institution since the beginning of the Project Period; and
- if the Grantee is an Early Stage Investigator (as defined above), a letter of support from a mentor at the new institution.

B. *Change of Objective*: Prior approval of the HHF CEO is required if the Grantee wishes to make changes that can alter the approved objectives for which the original Grant was made. Failure to obtain approval or the HHF CEO's declination may result in termination of the Grant and forfeiture of future payments.

C. *Change of Investigator*: If the Grantee relinquishes or expects to relinquish active direction of the project, HHF must be notified immediately. The Grantee Institution may:

- request that the Grant be terminated, in which case an End-of-Year Report and an Expenditure Report must be submitted, and unexpended funds must be returned to HHF; or
- with the approval of the HHF CEO, continue the project under the direction of another investigator. The new investigator's CV, an interim progress report, and any other pertinent information requested by HHF should accompany the request for such continuation. Any proposed new investigator for an award made under General Hearing Health must meet the eligibility requirements for that grant opportunity.

D. *No-Cost Extension*: The Grantee may request a no-cost extension on the Grantee Institution's letterhead no later than thirty (30) days before the end of the initial Project Period. The letter must include the reason for a no-cost extension, an expenditure report up to the point the request is filed and the requested duration of the extension. If the request is approved by the HHF CEO, the Project Period may be extended up to twelve (12) months without additional funding.

A Grantee applying for a no-cost extension to the initial Project Period may not apply for a second year of funding until the start of the next regular application period, regardless of the length of the no-cost extension. A Grantee who has applied for and been awarded a second year of funding for an Approved Project may, at the end of the second Project Year, apply for a no-cost extension of up to a maximum of twelve (12) months.

V. LIMITATIONS

A. *Geographical*: Grants are limited to institutions within the United States of America.

B. *Time*: Grants are approved for a period of one year.

C. *Amount*: A grant cannot exceed \$50,000 for one Project Year or \$100,000 for one Project Period.

D. *Non-tax-exempt organizations*: Domestic non-profit, tax-exempt institutions must be recognized by the Treasury Department as a tax-exempt organization under Internal Revenue Code section 501(c)(3) or as eligible for tax deductible contributions under Internal Revenue Code section 170(c)(1) or section 170(c)(2). Grants are made solely to tax-exempt organizations to support research directed at those institutions by investigators who are on their staff or are otherwise formally attached to them.

E. *Institution Awards*: HHF will fund no more than a total of five (5) ERG Awards annually to any one institution. The funding will be limited to the five (5) proposals of the highest priority as determined by HHF.

F. *Funding*: HHF grants are meant to support research endeavors carried out by investigators who are beginning to work in the field of hearing and balance generally or in a new sub-field thereof.

VI. CONDITIONS

In the event that the Grantee breaches any of the provisions of the policy described above, HHF reserves the right to withhold further payments of the Award and to require the Grantee to repay to HHF any funds expended in contravention of such provisions.

VII. GOVERNING LAW

The internal laws of the State of New York (without reference to its conflict of laws rules) apply to this agreement and all rights and obligations of each party.

VIII. VENUE

Disputes relating to this agreement will be resolved by a court of competent jurisdiction in the exclusive jurisdiction of the State of New York and each party agrees to submit to this jurisdiction and waive any objection to this venue or its convenience as a forum.

IX. SEVERABILITY

If a court or other tribunal decides a provision of this agreement cannot be enforced, that decision will not affect the remaining provisions.

Acknowledgement of Policy on Emerging Research Grants

I acknowledge that I have read Hearing Health Foundation's Policy on Emerging Research Grants and will act in accordance with these policies for the term of my Award.

PI Signature

PI Print Name

Date

Institutional Representative Signature

Inst. Rep. Print Name

Date