

CHARLES H. HOOD FOUNDATION
95 Berkeley Street, Suite 208 Boston, MA 02116

Child Health Research Awards Program
\$150,000 awards at \$75,000 per year (inclusive of 10% indirect costs)

Application Guidelines

Award Period: July 1, 2012 – June 30, 2014

Online Application Deadline: Thursday, March 22, 2012

Up to five \$150,000 two-year grants (\$75,000 per year, inclusive of 10% overhead) will be made to researchers who are within five years of their first faculty appointment on July 1, 2012 (inclusive of previous positions). Applicants must be working in nonprofit academic, medical or research institutions in the six New England states (Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, and Connecticut).

PLEASE NOTE: Hospital divisions may select no more than two Applicants to submit proposals. There are no limitations on departmental or institutional submissions.

Statement of Purpose

The Charles H. Hood Foundation was incorporated in 1942 to improve the health and quality of life for children through grant support of New England-based pediatric researchers. The Foundation is proud to have launched the careers of promising junior faculty whose research findings have contributed to significant improvements in child health. To-date, the Program has supported close to 550 investigators.

Research Focus

Clinical, basic science, public health, health services research and epidemiology projects must be hypothesis-driven with **relevance to child health.**

Eligibility Requirements

United States citizenship or residency is not required.

The Applicant must hold a doctoral degree with a demonstrated **level of independence** confirmed by the Department or Division Chair. Applicants may contact the Program Officer, Gay Lockwood (GLockwood@hria.org) with questions regarding investigator-stage appropriateness. The Applicant's **potential for a lifetime career as an investigator in pediatric research** is also critical in the review process. The Department or Division Chair's letter of recommendation must include an assessment of the Applicant's potential to succeed in a clinical, health services or basic science research career. In

addition, the Chair must complete a form that confirms the Applicant's independence as well as the Institution's level of commitment to the Applicant.

A publication record substantiating the Applicant's abilities should accompany the grant submission. Although this may not be available for new areas of inquiry, a demonstrated ability to plan, execute and report research data is an important consideration in evaluating potential for future success.

Applicants may submit only once to the Hood Foundation regardless of project focus unless specifically invited back by the Scientific Review Committee. The Foundation will not consider an uninvited resubmission or an application on a different topic from someone who previously applied. Therefore, Applicants who are just beginning their faculty positions may wish to defer applying until they have a stronger application.

▪ **Applicants holding the Ph.D.**

By July 1, 2012, Applicants must be employed at least four days each week (0.8 full-time equivalent) at a nonprofit academic, medical or research institution in New England and be within five years of their first faculty appointment. This five-year window, between July 1, 2007 and July 1, 2012, begins on the date of the first faculty appointment, regardless of job title or place of employment. For example, if a faculty appointment was given during a portion of the fellowship training, these years must be included as part of the five-year window of eligibility. Examples of faculty appointments include the titles of Instructor, Assistant Professor, Associate Research Scientist and other equivalent positions.

Appointments are also cumulative so if an Applicant held a faculty appointment at one institution but then changed focus and/or entered a training situation prior to accepting a second faculty appointment, the first appointment must be included as part of the five-year period of eligibility. A current Fellow must provide evidence of a salaried faculty appointment commencing on or before July 1, 2012.

In rare situations, a faculty appointment may have started prior to July 1, 2007 because of a leave of absence. Leave time is not considered part of the five-year faculty appointment period; however, the Department or Division Chair's letter must confirm both the duration of the leave of absence and Applicant eligibility.

▪ **Applicants / Physician-Scientists holding the M.D.**

At some institutions, physicians are given a faculty title such as "Instructor" during their fellowship training years solely for the purpose of patient care oversight. The Hood Foundation views this period as training and, therefore, these years are not included in the five-year window of eligibility. The first paragraph of the Department or Division Chair's letter must document the start date of the fellowship, the date when fellowship training was completed and the total number of years the Applicant served as faculty following completion of fellowship training.

By July 1, 2012, Applicants must be employed at least four days each week (0.8 full-time equivalent) at a nonprofit academic, medical or research institution in New England and be within five years of their first faculty appointment, exclusive of any fellowship years with a faculty title.

Appointments are also cumulative and leaves of absence (as noted above in “Applicants holding the Ph.D.”) are not considered part of the five-year faculty appointment period.

Concurrent, Pending and Post Award Funding

Child Health Research Awards are for the purpose of jump-starting an investigator’s career and are not intended for the support of an established investigator.

Concurrent Federal and Non-Federal Support

Applicants are ineligible if they have combined federal and non-federal funding totaling \$500,000 in direct costs over the two years of the Award. This figure refers to external funding only and not an Applicant’s start-up package, other intramural support or the Hood Award.

Applicants are ineligible if they are currently or have previously been designated as Principal Investigator or Co-P.I. on an R01, P01, Pioneer Award or New Innovator Award.

Pending Multi-Year Support

Applicants who have pending R01s or other large applications to the NIH and other agencies are encouraged to submit proposals to the Charles H. Hood Foundation. If **notified on or prior to April 24, 2012** that they have been successful in securing R01 or comparable multi-year grant support, the application to the Child Health Research Awards Program will be disqualified.

Pending Federal and Non-Federal Support

When Applicants are **notified on or prior to April 24, 2012** that they have been successful in securing federal or non-federal grant support with a combined total of \$500,000 in direct costs over the two-year duration of the Hood Award, applications to the Child Health Research Awards Program will be ineligible for review.

It is the responsibility of Applicants to contact the Program Officer at GLockwood@hria.org as soon as they are notified of any new funding.

Post Hood Award Support

Notification of funding **after** April 24, 2012 will not impact eligibility for a Hood Award. Selection as a Howard Hughes Investigator or receipt of other funding that approaches the dollar amount of an HHMI appointment may result in cancellation of the Child Health Research Award.

Award Selection Criteria

As previously noted, Applicants must show potential for a future career as an independent investigator in research relevant to child health. In the past, approximately 12 – 16% of submissions were funded. The following criteria are also used to evaluate applications:

1. a clearly stated hypothesis, based on sound precedents and supported by relevant literature;
2. objectives that are technically feasible;
3. personnel who are qualified to carry out the proposed research; and
4. adequate project and institutional support.

Notification to Applicants

The online grant submission system will notify applicants once the upload is received. Final notification to Award Recipients will occur in early June by telephone followed by an emailed Award

Agreement. Unsuccessful applicants will receive email notification. Critiques of the grant applications are not provided to successful or unsuccessful candidates. **Please Note:** if the Applicant is unable to accept the Award, the Award will not be transferred to another investigator involved in the research project.

Publications

Publications or presentations resulting from research supported by this Award must acknowledge support from the **Charles H. Hood Foundation, Inc., Boston, MA.**

Terms of the Award

Please download “Terms of the Award” from www.tmfgrants.org/Hood for information regarding use of the Award funds, indirect costs, payment schedule, reporting schedule, and other Awardee and Institutional requirements. *Frequently Asked Questions* may also be found at this site.

Application Instructions

DEADLINES

March 22, 2012 (12:00 Noon, U.S. Eastern Time)

Applicant’s Online Submission

March 26, 2012 (5:00 p.m., U.S. Eastern Time)

Applicant’s Hard Copies to be received by the Hood Foundation

Online Submission

The complete application process requires an online submission as well as three hard copies of the uploaded PDF with original signatures on one of the Application Face Sheets. The online version is due on **Thursday, March 22, 2012 at 12:00 Noon, U.S. Eastern Time.** Before beginning the online submission, download and save the “Application Forms” which can be found at <http://www.tmfgrants.org/Hood>.

Use one of the following links to begin or continue the application process:

Start a new application:

https://www.grantrequest.com/SID_738/?SA=SNA&FID=35037

Return to a saved application:

https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

1. **Eligibility Quiz**
2. **Application Data:** Institution’s tax status and legal name, primary institution where proposed research will be conducted, applicant’s contact information and educational background
3. **Research Project Information:** Project title, key words, scientific and non-technical project summaries
4. **Certification:** Applicant’s initials to confirm accuracy of submitted information

5. **Attachments (Document Upload):** The documents and forms listed in items *i – xiii* must be combined and converted into ONE PDF file in the order below for upload. Name this document “LastName, FirstName.pdf” (e.g., Smith, Jane.pdf). **Before converting to PDF, make sure all pages are numbered sequentially with the Face Sheet as page #1.**

i. **Application Face Sheet:** Signatures are required at the time of the upload. The Face Sheet is the first page of the application and all information must be typed.

The Application Face Sheet must be completed and signed by the Applicant as well as the Authorized Institutional Representative administratively responsible for research oversight. The contact information for the Institutional Officer to Receive Funds must also be included (make sure to add emails).

ii. **Table of Contents:** Follow the Table of Contents and **number ALL pages** beginning with the Application Face Sheet as Page #1.

iii. **Research Project Summary and Performance Sites:** Complete this form according to the instructions at the top of that page. This summary will be posted on our website if the project is funded (*maximum of 300 words*).

iv. **Non-Technical Project Summary:** Prepare a lay-language description of the proposed research that can be understood by the general public (*maximum of 200 words*).

v. **Applicant Independence / Institutional Commitment Form:** The Department or Division Chair must complete this form and forward it to the Applicant for upload with the Letter of Recommendation.

vi. **Items included in Recommendation Letter from Department or Division Chair** (*whose name is noted on the Application Face Sheet*):

1. applicant’s qualifications to conduct the proposed research
2. potential to succeed in a health services, basic science or clinical research career
3. confirmation of Applicant’s faculty appointment (*inclusive of previous positions*) for no more than five years by July 1, 2012
4. confirmation of any leaves of absence
5. additional comments, if applicable, regarding faculty/fellowship years

vii. **Additional Recommendation Letter:** This letter should also include a section that addresses the Applicant’s potential to succeed in a health services, basic science or clinical research career. **Only one recommendation letter**, in addition to the Chair, will be accepted.

viii. **Letters of Collaboration / Confirmation of Outside Resources:** Applicants are required to submit letters confirming the availability of resources outside their institutions; and a letter confirming any significant collaborative relationship, either

within or outside the Applicant's institution. These are **not** recommendation letters and may not include CVs.

- ix.* **Applicant Biosketch** (*not to exceed 4 pages*): The R01 PHS 398/2590 (Rev. 06/09) Biographical Sketch form may be used. Include name, position title, education / training, personal statement, positions / honors, and selected publications in chronological order. List publications in the following categories: a) peer-reviewed articles, b) non peer-reviewed articles such as reviews and book chapters, and c) abstracts within the last two years. Citations should include all authors, year, title, journal, volume and inclusive pagination. The **Applicant's name** should be in caps or bolded in the list of authors.

Within the "**personal statement**" please comment on the percent effort devoted to the proposed project and clarify how this project fits within your personal goals and priorities.

- x.* **Current and Pending Support:** Complete this form by listing ongoing and pending projects along with their overall goals and responsibilities of the Applicant. **Clearly describe any scientific or budgetary overlap.**
- xi.* **Budget Forms A1 – C:** Complete these forms for both years of the project. For projects whose total costs exceed \$75,000 per year, list the other sources of support on Form B. Indirect costs (institutional overhead) may not exceed 10% of direct costs or \$6,818 per year. Total support from the Hood Foundation, including overhead, is \$75,000 per year. Please refer to "Terms of the Award" for budget guidelines.
- xii.* **Research Proposal (maximum of 6 pages, excluding the bibliography of references):** Proposal sections include Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods, Potential Limitations and/or Pitfalls, Relevance to Child Health, and Literature Cited. Include all figures, graphs, tables, and images in the six pages.

Use Ariel as the font style and a size no smaller than 11 as the size shrinks when converted to PDF. Use single or double spacing within paragraphs and double spacing between paragraphs; margins must be at least one inch on all four sides. Figures, legends, tables, and the bibliography may use a smaller but readable font. Include the Applicant's full name at the top of each page.

- xiii.* **Optional Links to Publications:** You may provide the links to two publications (in press or published) relevant to this application) at the end of the Research Proposal section following "Literature Cited" in *Section xii*.

Submission of Printed Copies

On or before **Monday, March 26, 2012 at 5:00 p.m., U.S. Eastern Time** (please note different date from online submission deadline), the Hood Foundation must receive three securely stapled copies of the document that was uploaded. One copy must contain original signatures on the Application Face Sheet. The recommendation letters may have scanned signatures.

Direct any Questions and Submit Copies to:

Gay Lockwood, Senior Program Officer
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