



## Child Health Research Awards Program

\$200,000 over Two Years (\$100,000 per year, inclusive of 10% indirect costs)

### Application Guidelines

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**Award Period:** July 1, 2024 – June 30, 2026

**Online Application Deadline:** Monday, April 1, 2024 at 12:00 Noon, Eastern Time

**NOTE: Significant recent changes for applications:**

1. **Award amount has increased** to \$200,000 over two years, inclusive of 10% indirect costs.
2. **Eligibility for physician-scientists** has been increased to up to *seven* years since completion of clinical training.
3. **Eligibility windows may be extended** for applicants who welcomed new children into their family during the applicable timeframe. *(see details on page 3)*

**The Hood Foundation allows one resubmission. See pages 4 and 6 for related requirements.**

**PLEASE NOTE:** There are no limitations on the number of departmental or institutional submissions per grant cycle.

#### Overview

The Charles H. Hood Foundation was established in 1942 to improve the health and quality of life for children through grant support of New England-based child health researchers. The Foundation is proud to have launched the careers of over 600 promising junior faculty whose research findings have contributed to significant improvements in child health.

#### Research Focus

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

Applicants must complete an **impact statement** describing the implications of their work. Basic science projects will describe project's relevance to child health or disease. For translational research, applicants will be asked to describe the next steps in moving the research along the translational research spectrum towards clinical application. For T4 or public health research, they will be asked to describe the implications for healthcare or public policy.

In addition, applicants must clearly convey their **commitment to advancing child health research.** This should be addressed in the Personal Statement section of the Applicant Biosketch. Reviewers and Trustees consider both the relevancy of proposed research and the career commitment of each applicant to child health very carefully, so it is important to describe both.

*Please note that research projects that focus on pregnant women and their fetuses will not be considered responsive to this RFA. As a matter*

*of clarification, this restriction also applies to animal studies of pregnancy or prenatal development. Please inquire if further clarification is needed.*

### Eligibility Requirements

United States citizenship or residency is not required. All applicants must have completed their training at the time of application and be within five years (for PhD scientists) and seven years (for physician-scientists) of employment following conclusion of training. Applications from physician-scientists are encouraged.

All applicants must have a doctoral degree, lead independent research programs, hold a faculty appointment at a nonprofit academic, medical or research institution in the six New England states (Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, and Connecticut) and be working in that institution by the application deadline.

The Applicant must have demonstrated **research independence** confirmed by the Department or Division Chair. **Please note, Chair Letters not directly addressing the research independence of the Applicant will be considered non-responsive to this requirement.** Applicants may contact Charlene Mancusi at [Charlene.Mancusi@CharlesHoodFoundation.org](mailto:Charlene.Mancusi@CharlesHoodFoundation.org) with questions regarding investigator-stage appropriateness.

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.

By the application deadline of 4.1.2024, 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.

### Applicants Holding a PhD or Equivalent

The five-year window begins on the first day of employment following completion of fellowship training, regardless of job title or place of employment. All previous faculty positions as well as any independent research position in a for-profit company, non-profit research institution or similar professional setting are included within the five-year window of eligibility.

The first paragraph of the Department or Division Chair's letter must document the dates of the final post-doc appointment. *Preference will be given to applicants who have established independent research environments.*

### Applicants Holding an MD or Equivalent

The seven-year window begins at the completion of an ACGME-certified subspecialty training program, or the equivalent for generalist fellowships. For physician-scientists who have not had fellowship training, the seven-year window begins at the completion of residency.

The difference in the eligibility window for MDs and MD/PhDs recognizes the need for mentored research training following the completion of clinical training.

The first paragraph of the Department or Division Chair's letter must document the start date of the subspecialty fellowship, if applicable, the date when fellowship training was completed, and the total number of years

the Applicant was employed following completion of training as described above.

### Gaps in Work History, including Family or Medical Leave

If an Applicant has been on medical or family leave, or if research was interrupted for other reasons, this period of absence does not count towards eligibility.

The eligibility window will be extended by six months for each child born or adopted by the applicant, provided that the applicant is the primary caretaker for the child.

**Please address any gaps in work history** in the Personal Statement section of the Applicant Biosketch. The Department or Division Chair's letter must also confirm both the duration of the leave of absence and Applicant eligibility.

### Minimum Percent Effort

All applicants are required to devote at least 20% effort to the proposed Hood research project. Percent effort may exceed the percent of total salary support requested from the Hood Foundation.

### Concurrent, Pending and Post Award Funding

Child Health Research Awards are for the purpose of launching an investigator's career and are not intended for the support of an established investigator.

#### Current Federal and Non-Federal Support

Applicants may hold a K Award or be in the R00 phase of a K99/R00 as long as those Award amounts, combined with other funding, do not exceed the limits noted below.

Also please note, **Child Health Research Awards require research independence**, so applicants with any current mentored award (including K Awards) must:

- Provide the scheduled end date of the K or other Award; and
- Clarify their current level of independence, which should also be addressed within the

Applicant Independence / Institutional Commitment Form.

Applicants are ineligible if, at the time of application, they have **combined federal and non-federal funding** totaling \$500,000 or more in direct costs during the first year of the Hood Award. This figure refers to external funding only and not an Applicant's start-up package, other intramural support, or the Hood Award.

Applicants also are ineligible if they are currently or have previously been designated as Principal Investigator or Co-P.I. on an R01, P01, Pioneer Award, New Innovator Award, or Early Independence Award. They are also ineligible if they are currently or have previously received similar large multi-year awards (total award amount over \$700,000 in direct costs) from other federal agencies or national foundations.

#### Pending Federal and Non-Federal Support

Applicants who have pending R01s or other large applications to the NIH and other agencies are encouraged to submit proposals to the Hood Foundation.

If **notified on or prior to April 1, 2024** that they have been successful in securing federal or non-federal grant support that, combined with other support, totals \$500,000 or more in direct costs during the first year of the Hood Award, applications to the Child Health Research Awards Program will be ineligible for review.

Notification of funding **after April 1, 2024** will not impact eligibility for a Hood Award. **It is the responsibility of applicants to contact [Charlene.Mancusi@CharlesHoodFoundation.org](mailto:Charlene.Mancusi@CharlesHoodFoundation.org) as soon as they are notified of any new funding.**

### Resubmission Policy

Every effort will be made to provide written feedback from the Committee to applicants, who will have the opportunity to reapply **one time** following an initial application and **only during one of the next two semi-annual grant cycles immediately following the original submission**. Please note that the resubmission will be considered alongside all other submissions received during that grant cycle; no special preference will be given to resubmissions. Returning applicants must meet the Eligibility Requirements at the time of resubmission.

The resubmission may be on the same or a different topic as the original grant submission and **must include a one-page summary of changes in the resubmission that address the specific items noted in the original reviewer comments**. This page does not count in the page limit for the research proposal. See application instructions for further details.

### Award Selection Criteria

The following criteria are used to evaluate the Applicant's career development:

1. Established an independent research career;
2. Potential for a future career in research relevant to child health;
3. How this proposal fits into the Applicant's career trajectory and how it may advance their career development related to child health specifically; and
4. Institutional support and commitment to the Applicant's research career.

The following criteria are used to evaluate the research proposal:

1. A clearly stated hypothesis, based on sound precedents and supported by relevant literature;
2. Clear and compelling indication of the direct relevance of the research study to child health;
3. Objectives that are technically feasible;
4. Personnel who are qualified to carry out the proposed research; and
5. Adequate project and institutional support.

### Notification to Applicants

The online application system will notify applicants once the upload is received. Final notification will occur in December.

**Please Note:** If the Applicant is unable to accept the Award, the Award may not be transferred to another investigator involved in the research project.

### Publications

For any publications or presentations resulting from research funded by this Award, please acknowledge support from the **Charles H. Hood Foundation, Inc., Boston, MA**.

### Terms of the Award

Please download "Terms of the Award" from [www.hria.org/tmf/Hood](http://www.hria.org/tmf/Hood) for information regarding use of the Award funds, indirect costs, payment schedule, reporting schedule, and other Awardee and Institutional requirements.

## Application Instructions

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### ONLINE APPLICATION DEADLINE

April 1, 2024 (12:00 Noon, Eastern Time)

Before beginning the online submission, download and save the “Application Forms” which can be found at [www.hria.org/tmf/Hood](http://www.hria.org/tmf/Hood).

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

**Start a new application:** [www.GrantRequest.com/SID\\_738/?SA=SNA&FID=35037](http://www.GrantRequest.com/SID_738/?SA=SNA&FID=35037)

**Return to a saved application:** [www.GrantRequest.com/SID\\_738?SA=AM](http://www.GrantRequest.com/SID_738?SA=AM)

The following sections must be completed for the online submission:

1. **Institution’s Tax ID Number**
2. **Eligibility Quiz**
3. **Application Data:** Institution where proposed research will be conducted, Applicant’s contact information and educational background.
4. **Research Project Information:** Project title, key words, scientific and non-technical project summaries, and impact statement.
5. **Certification:** Applicant’s initials to confirm accuracy of submitted information.
6. **Letters of Recommendation:** Follow the online instructions for obtaining your confidential letters of recommendation. Additional instructions for the letters of recommendation are on the last page of this document.
7. **Attachment (Document Upload):** The documents and forms listed in items *i – x* below must be combined and converted into ONE PDF file in the following order for upload. Name this document “LastName, FirstName.pdf” (e.g., Doe, Jane.pdf). Items *xi – xiii* are submitted confidentially.
  - i.* **Application Face Sheet:** The Application Face Sheet must be completed (type all information) 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.
  - ii.* **Table of Contents:** Follow the Table of Contents and number all pages.

- 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 350 words*).
- v. **Impact Statement:** Please describe the impact that the successful conclusion of this project would have on child health. For basic science projects, please describe the relevance to child health or disease. For translational research, please describe the next steps in moving the research along the translational research spectrum towards clinical application. For T4 or public health research, please describe the implications for healthcare or public policy (*maximum of 200 words*).
- vi. **Applicant Independence / Institutional Commitment Form:** The Department or Division Chair must complete this form and forward it to the Applicant for upload. Instructions for the Chair's letter of recommendation (*to be submitted confidentially*) are included on this form.
- vii. **Applicant Biosketch:** Use the current NIH Biosketch format for the Principal Investigator. We recommend using SciENcv software to generate the biosketch, (<http://www.ncbi.nlm.nih.gov/sciencv/>). Make sure that all active and pending support matches the support listed on the "Current and Pending Support" Form that is included with the "Application Forms."
- viii. **Current and Pending Support:** Use a separate form for each active or pending grant. If the grant is pending, include the date of notification. **If the Hood Applicant**

**is the PI on any current or pending grant, the Total Grant Amount (*direct costs only*) must be included when calculating "Total Active Grants" and "Total Pending Grants." If the Hood Applicant is not the PI, include only those direct costs allocated to the Applicant's research.**

Clearly describe any scientific or budgetary overlap with the proposed Hood project and outline a plan to avoid duplication of funding.

- ix. **Budget Forms A1 – C:** Complete these forms for both years of the project. For projects whose total costs exceed \$100,000 per year, list the other sources of support on Form B. Indirect costs (institutional overhead) may not exceed 10% of direct costs or up to \$9,091 per year. Total support from the Hood Foundation, including overhead, is \$100,000 per year. Please refer to "Terms of the Award" for budget guidelines.
- x. **Research Proposal (*maximum of 6 pages, excluding the bibliography of references*):**

#### **RESUBMISSIONS:**

- *If the resubmission is on the same topic, provide a response to reviewer critiques and summary of changes from the original application.*
- *If the resubmission is on a new topic, explain why changed and how it relates to your career trajectory. Also respond to any reviewer critiques from the original application which remain relevant to the new proposal.*
- *Place this information (*maximum of one page*) as the first item in the Research Proposal section prior to the Specific Aims. This page is not counted in the 6-page proposal limit.*

**Proposal sections include:**

Specific Aims; Background and Significance; Preliminary Data (*if available*); Research Design, Experimental Methods and Analytical Plan; Potential Limitations and Contingencies; Expected Outcomes and Future Directions; Relevance to Child Health; Project Timeline; and Bibliography. Any figures, graphs, tables, and images referenced must be included within the six pages. If needed, Applicants may attach separate copies of all visuals included in the six pages to assist with legibility.

For all projects, if human or animal subjects are involved, justification of the sample size and a power calculation must be included.

Format the Research Proposal with **Arial 11** as the typeface and size. Use single or double line spacing within paragraphs, double line spacing between paragraphs, and one inch or larger margins on all four sides. Figures, legends and tables may use a font size of 8. Include the Applicant's name at the top of each page.

- xi.* **Letter(s) of Collaboration / Confirmation of Outside Resources:** Collaboration letters must be forwarded to the Applicant for inclusion in the document upload.

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 brief letters (**up to one page**) addressing the collaboration.

- xii.* **Recommendation Letter from Department or Division Chair** (*submitted confidentially through the online application system*) As noted previously, Chair Letters not directly addressing the Research Independence of the Applicant will be considered non-responsive to this requirement.
- xiii.* **Letter from Postdoctoral Mentor or Residency Director** (*submitted confidentially through the online application system*): 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.
- xiv.* **Optional Recommendation Letter** (*submitted confidentially through the online system*) ***For additional instructions regarding the monitoring and upload of letters, please review the "Letters of Recommendation Upload" on the following page. Please be advised, late letters will not be accepted.***

**Direct any Questions to:**

**Charlene Mancusi, Director**  
**Charles H. Hood Foundation**  
**2 Boylston Street, 4<sup>th</sup> Floor**  
**Boston, MA 02116**  
[Charlene.Mancusi@CharlesHoodFoundation.org](mailto:Charlene.Mancusi@CharlesHoodFoundation.org)  
**617-279-2230**

(1/2024)

## Letters of Recommendation Upload

**TWO confidential** letters are required with an optional third, all of which must be submitted through the online system. They must be from 1) your Department or Division Chair and 2) your Postdoctoral Mentor, Residency Director or equivalent. The third letter is optional from a person of your choosing.

**The Department/Division Chair should refer to the “Applicant Independence / Institutional Commitment” form for specific content of this Letter.**

The Applicant must send an email request via the online application system and the Recommenders must use the website link provided in the email to upload the letters of recommendation. It is critical that you contact your Recommenders early on in the application process to allow them sufficient time to prepare and upload their letters.

### **Instructions for Sending an Email Request to each Recommender:**

- On the “Recommenders” page, input the names and emails of the two or three Recommenders.
- Check the “Send Email” box for the specific individual you are contacting. (**Note:** the form default is to have all of the “Send Email” boxes checked so make sure you uncheck the others until you are ready to draft that person’s message).
- Click on the “Send” button.
- This will bring you to the “Notify Selected Recommenders” page. Here, you will customize the subject line and email message for each individual contact.
- Draft your email.
- Click on the “Send” button again. This will send the email to your selected Recommender. Included in the sent email is an automatically generated link that will allow him/her to upload their confidential letter.
- After sending your email, you will be redirected back to the “Recommenders” page.

**IMPORTANT:** It is the Applicant’s responsibility to monitor the status of the online recommendations prior to the application deadline. Applicants will not be able to complete the application process if the letters are not submitted. Late submissions will be rejected.

### **Additional Instructions:**

- Notify your Recommenders to expect the email request from you. If they do not receive the email(s) within the same day as the request, they should check their Junk Mail folders.
- The Recommenders must use the link provided in the email request and log-in from the email address that your request was sent to.
- The letter of support must be in PDF format on institutional letterhead. Letters must not be password-protected.
- When the Recommenders submit their letters, they will become part of your application. You may log into your My Account page ([https://www.grantrequest.com/SID\\_738/?SA=AM](https://www.grantrequest.com/SID_738/?SA=AM)) to view the status of these letters. The files will appear on this page but you will not be able to open or read them.
- If any Recommender is unable to find the email with the link or if you want to change the Recommender, use the My Account page to access your application, remove that request and restart the process.
- Paper copies of the letters of recommendation will not be accepted.