

CHARLES H. HOOD FOUNDATION
95 Berkeley Street, Suite 202 **Boston, MA 02116**

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

Application Guidelines

Award Period: January 1, 2016 – December 31, 2017

Online Application Deadline: Friday, October 2, 2015 at 12:00 Noon, U.S. Eastern Time

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 January 1, 2016 (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 established 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 581 Child Health Research Awards.

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. **All applicants must have completed their Fellowship training at the time of application.**

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 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.

By January 1, 2016, 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.

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

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.

The five-year window begins on the date of the first faculty appointment, regardless of job title or place of employment and includes all previous academic faculty positions as well as any independent research positions in a for-profit company, non-profit research institution or similar professional setting. The five-year window is deemed to begin at the conclusion of post-doctoral fellowship training.

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 moved out of their postdoctoral fellowship setting and have established independent research environments.

Applicants holding the M.D.

The period of subspecialty training is not included in the five-year eligibility window regardless of academic appointment. For subspecialists, the five-year window begins at the completion of an ACGME–certified subspecialty training program, or the equivalent for generalist fellowships.

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.

Occasionally, MDs or MD/PhDs may undertake formal postdoctoral fellowship training. Those individuals should briefly describe the nature of the postdoctoral fellowship, and may apply using the criteria for PhD applicants.

Minimum Percent Effort

All Applicants are required to devote at least 20% effort to the proposed Hood research project. Scientific overlap with already funded projects is permissible if there is justification that existing funding does not adequately cover the full cost of the proposed Hood 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 jump-starting an investigator's career and are not intended for the support of an established investigator.

Current Federal and Non-Federal Support

Applications are encouraged from those who currently hold a K Award or are in the R00 phase of a K99/R00 as long as the Award amount, combined with other funding, does not exceed the limits noted below.

Applicants are ineligible if, at the time of application, they have **combined federal and non-federal funding** totaling \$450,000 or more in direct costs at any time 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 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 similar awards from other federal agencies such as the National Science Foundation (NSF) or Department of Defense (DOD).

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 October 16, 2015** that they have been successful in securing federal or non-federal grant support that, combined with other support, totals \$450,000 or more in direct costs at any time during the first year of the Hood Award, applications to the Program will be ineligible for review. Notification of funding **after** October 16, 2015 will not impact eligibility for a Hood Award. **It is the responsibility of applicants to contact**

GLockwood@hria.org as soon as they are notified of any new funding.

Award Selection Criteria

As previously noted, Applicants must be independent and show potential for a future career in research relevant to child health.

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;
4. applicant's level of independence; and
5. adequate project and institutional support.

In the last cycle, 20% of submissions were funded.

Notification to Applicants

The online application system will notify applicants once the upload is received. Final notification to Award Recipients will occur in December by telephone followed by an emailed Award Agreement. Unsuccessful applicants will receive email notification.

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 funded 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.

A listing of prior **Award Recipients** and their research summaries as well as **Frequently Asked Questions** may also be found at this site.

Application Instructions

DEADLINES

October 2, 2015 (12:00 Noon, U.S. Eastern Time) Applicant’s Online Submission

October 7, 2015 (3:00 p.m., U.S. Eastern Time) Printed Copies to be received by the Hood Foundation

Online Submission

The complete application process requires an online submission as well as two printed copies of the uploaded PDF. Before beginning the online submission, download and save the “Application Forms” which can be found at www.tmfgrants.org/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

Return to a saved application: www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

- | | |
|---|--|
| 1. Institution’s Tax ID Number | 5. Certification: Applicant’s initials to confirm accuracy of submitted information |
| 2. Eligibility Quiz | |
| 3. Application Data: Institution where proposed research will be conducted, Applicant’s contact information and educational background | 6. Research Classification + |
| 4. Research Project Information: Project title, key words, scientific and non-technical project summaries | 7. Research Area + |
- + Research Classification and Research Area are used for administrative tracking purposes only and not used in the scientific review.*

8. **Attachment (Document Upload):** The documents and forms listed in items *i – xii* must be combined and converted into ONE PDF file in the order below for upload. Name this document “LastName, FirstName.pdf” (e.g., Doe, Jane.pdf). Make sure all pages are numbered sequentially starting with the Face Sheet as Page #1.
- 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 (make sure to include emails). The Face Sheet is Page #1 of the Upload.
- ii.* **Table of Contents:** Follow the Table of Contents and **number ALL pages consecutively**. The Table of Contents is page #2.
- 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.* **Applicant Independence / Institutional Commitment Form:** The Department or Division Chair must complete this form and forward it to the Applicant for upload.
- vi.* **Applicant Biosketch (*not to exceed 5 pages*):** Use the current NIH Biographical Sketch form. Include up to 15 Selected Publications in chronological order. List publications in the following categories: a) peer-reviewed articles, b) non peer-reviewed articles, 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. Make sure that all active and pending support is included and matches the support listed on the “Current and Pending Support” Form.
- Include an active link to PubMed or, at a minimum, the PMID. Manuscripts in submission may also be listed.
- 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. Address any gaps in work history in this Statement.
- vii.* **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.
- viii.* **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 up to \$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.

- ix. **Research Proposal (maximum of 6 pages, excluding the bibliography of references):** 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 must be included within the six pages.

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

Format this section 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 smaller font size. Include the Applicant's name at the top of each page.

- x. **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**) which may only address the collaboration.

- xi. **Recommendation Letter from Department or Division Chair** (*submitted confidentially through the online application system*). **Please ask this Recommender to address the following:**

1. Confirmation of Applicant's faculty appointment and conclusion of postdoctoral training (*note any leaves of absence*)
2. Applicant's qualifications to conduct the proposed research
3. Applicant's potential to succeed in a health services, basic science or clinical research career
4. Additional comments, if applicable, regarding faculty / fellowship years
5. Percent of protected time for research

- xii. **Additional Recommendation Letter** (*submitted confidentially through the online 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. **Only one recommendation letter**, in addition to the Chair's letter, will be accepted.

(7/2015)

Submission of Printed Copies

- On or before **October 7, 2015 at 3:00 p.m., U.S. Eastern Time** (please note different date from online submission deadline), the Hood Foundation must receive two securely stapled, two-sided copies of the document that was uploaded.
- Any delivery service may be used or the documents may be delivered in person. Do not require a signature confirmation for any packages sent via the US Postal Service.

Direct any Questions and Submit Printed Copies of Uploaded Document to:

Gay Lockwood, Senior Program Officer
 Charles H. Hood Foundation
 95 Berkeley Street, Suite 202 ♦ Boston, MA 02116
GLockwood@hria.org ♦ 617-695-9439