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, 2017 – December 31, 2018

Online Application Deadline: Monday, September 19, 2016 at 12:00 Noon, Eastern Daylight 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, 2017 (inclusive of previous positions in other institutions). The faculty appointment must be at a nonprofit academic, medical or research institution in the six New England states (Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, and Connecticut).

PLEASE NOTE: 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 591 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 demonstrated **research 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, 2017, 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.

Applicants holding the PhD

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 MD

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 subspecialty fellowship, if applicable, 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.

Gaps in Work History, including Family or Medical Leave

Regardless of degree, 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.

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.

Resubmission Policy

All applicants will receive written feedback from the Committee. Upon reviewing this feedback, they may choose to reapply once during the next two semi-annual grant cycles. 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. 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.

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
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.

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 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 large awards 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** October 7, 2016 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 during the first year of the Hood Award, applications to the Program will be ineligible for review. Notification of funding **after** October 7, 2016 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; and
4. adequate project and institutional support.

In the last cycle, 16% 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. Other applicants will receive email notification.

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
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

September 19, 2016 (*12:00 Noon, Eastern Daylight Time*)

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**

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

5. **Certification**: Applicant's initials to confirm accuracy of submitted information

6. **Research Classification +**

7. **Research Area +**

+ Research Classification and Research Area are used for administrative tracking purposes only and not used in the scientific review.

8. **Letters of Recommendation**: Follow the online instructions for obtaining your confidential letters of recommendation

9. **Attachment (Document Upload)**: The documents and forms listed in items *i – x* 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. *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 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. Instructions for the Chair's letter of recommendation *(to be submitted confidentially)* are included on this form.

vi. **Applicant Biosketch**: Use the current NIH Biosketch format (http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx) for the Principal Investigator and any Co-Investigator(s). 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."

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.

Note: *Funds may not be used to support a Mentor's or Department Chair's/Division Chief's salary.*

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 font size of 8. 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**) addressing the collaboration.

xi.   **Recommendation Letter from Department or Division Chair** *(submitted confidentially through the online application system)*

xii.   **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.

xiii.   **Optional Recommendation Letter** *(submitted confidentially through the online system)*

Late letters will not be accepted.

For additional instructions regarding the monitoring and upload of letters, please review the "Letters of Recommendation Upload" on the following page.

(6/2016)

Direct any Questions to:
Gay Lockwood, Senior Program Officer
Charles H. Hood Foundation
95 Berkeley Street, Suite 202
Boston, MA 02116
GLockwood@hria.org ⬧ **617-695-9439**

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.

The Department/Division Chair should refer to the "Applicant Independence / Institutional Commitment" form for specific content instructions for their 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 advisable that you contact your Recommenders early on in the application process to allow them sufficient time to prepare 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 with 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) 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.