![Charles H. Hood Foundation logo]

Child Health Research Awards Program

$165,000 over Two Years ($82,500 per year, inclusive of 10% indirect costs)

Application Guidelines

Award Period: July 1, 2018 – June 30, 2020

Online Application Deadline: Thursday, March 22, 2018 at 12:00 Noon, Eastern Time

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NOTE: Significant changes for 2018:

1. Award Amount has increased to $165,000 over two years ($82,500 per year, inclusive of 10% overhead).
2. Eligibility for physician-scientists has been increased to up to *seven* years since completion of clinical training.

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**.

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.

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. Applicants may contact the Grants Officer, Charlene Mancusi (CMancusi@hria.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 3.22.2018, 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 moved out of their postdoctoral fellowship setting and have established independent research environments.*

Applicants Holding an MD or Equivalent

Applications from physician-scientists are encouraged. 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

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. 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. 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. If resubmitting on the same topic, the application must include a one-page summary of changes in the resubmission that address the specific items noted in the critique. This page does not count in the page limit for the research proposal.

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 $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 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 12, 2018 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 Program will be ineligible for review.

Notification of funding **after** April 12, 2018 will not impact eligibility for a Hood Award. **It is the responsibility of applicants to contact** CMancusi@hria.org **as soon as they are notified of any new funding**.

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. 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. 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 application system will notify applicants once the upload is received. Final notification will occur in June.

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 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

ONLINE APPLICATION DEADLINE

March 22, 2018 (*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.

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. **Letters of Recommendation**: Follow the online instructions for obtaining your confidential letters of recommendation. Additional instructions 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. **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 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 $82,500 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 $7,500 per year. Total support from the Hood Foundation, including overhead, is $82,500 per year. Please refer to "Terms of the Award" for budget guidelines.

ix. **Research Proposal (maximum of 6 pages, excluding the bibliography of references)**:

RESUBMISSIONS: If resubmitting on the same topic, provide a summary of changes from the original application. 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 must be included within the six pages.

For all projects, 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. <u>Include the Applicant's name at the top of each page.</u>

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.

(1/2018)

Direct any Questions to:
Charlene Mancusi, Grants Officer
Charles H. Hood Foundation
95 Berkeley Street, Suite 202
Boston, MA 02116
CMancusi@hria.org ⬩ 617- 279-2230

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.

<u>**The Department/Division Chair should refer to the "Applicant Independence / Institutional Commitment" form for specific content of this Letter**</u>.

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. <u>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</u>.

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 <u>log-in from the email address that your request was sent to</u>.
- The letter of support must be in PDF format on institutional letterhead. Letters must <u>not</u> 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.