



## Child Health Research Awards Program

### Frequently Asked Questions

#### Eligibility

**I applied for a Hood award two years ago and would like to submit an entirely different project for this cycle. Am I eligible?**

If you applied earlier than the July 2018 funding cycle, you are not eligible to resubmit. Applicants receive reviewer critiques and, based on that feedback, they may resubmit once during the next two semi-annual grant cycles. Applicants must meet the eligibility requirements at the time of resubmission.

**My appointment is Staff Clinician at a hospital. Does this count as a “faculty” appointment?**

If you have completed your training and are within the five- or seven-year window, you are eligible. Please refer to the Application Guidelines for additional guidance on eligibility requirements for both physician scientists and PhD scientists.

**My faculty appointment is at an out-of-state institution, but I am currently in a temporary position in a New England institution. May I apply for this grant?**

No. The applicant’s primary faculty appointment must be at a New England institution.

**Are leaves of absence counted towards the five- or seven- year eligibility ceiling?**

No. If you were not working during a specific period, you would not include that time when determining your eligibility. The Department or Division Chair’s letter, must confirm both the duration of the leave of absence and applicant eligibility.

**Regarding the extended eligibility window (six months for each child newly born or adopted, provided that the applicant is the primary caretaker for the child), is this counted separately from any related leave of absence?**

Yes, the six-month extension is independent of the length of an applicant’s leave of absence. For example, for a Ph.D. applicant who gave birth to a baby two years into a job and took three months of family leave, the usual five-year window will be extended by a total of 9 months (combining the 3 months of employer leave plus 6 months additional allowance by the Hood Foundation).

**If I hold an R21, may I still apply to the Hood Foundation?**

Yes, as long as the direct costs from all federal and non-federal grants do not total \$500,000 or more during the first year of the Hood grant.

**I have two private sector awards at \$75,000 each. Would this preclude me from applying?**

If the direct costs for these two awards, added to your other federal and non-federal support, do not total \$500,000 or more during the first year of the Hood Award, you are eligible.

**Is the \$500,000 limit on direct costs inclusive of a Hood Award and my start-up package?**

No. This figure does not include the Hood Award, the start-up package or any other intramural support.

**If my direct costs from all external funding total \$500,000 in Year 1 of the Hood Award and I have no funding for Year 2, would I be eligible to apply?**

No. The applicant is ineligible if there is a total of \$500,000 or more in combined direct costs during the first year of the Hood Award.

**If I have taken over as PI on an R01 from the original PI, would I be eligible?**

No. If you are the PI on an R01 award, you are not eligible to apply for a Hood Child Health Award.

**If I have completed the R00 portion of a K99/R00 and am still within the five- or seven- year time frame, would I be eligible for a Hood Award?**

Yes, you would be eligible as long as any remaining funds from this Award, combined with other funding, do not total \$500,000 or more in direct costs during the first year of the Hood Award.

**As a non-pediatrician, am I eligible for a Hood grant?**

Yes. The Foundation supports projects that have direct relevance to child health; the investigators do not need to be pediatricians.

**If a junior faculty investigator applies for the Award, can a senior faculty person serve as a mentor and be significantly involved in the project?**

No. Since the grant requires the Applicant to be an independent investigator, the junior faculty Applicant must propose and carry out an independent research project.

**Does employment outside of the United States count towards the five- or seven-year maximum?**

Yes. All previous jobs since completion of fellowship or residency training are included.

**What other employment counts towards eligibility?**

In addition to all previous academic positions, any independent research position in a for-profit company or similar professional setting must be included in the five- or seven-year timeframe.

<b>General</b>
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**I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.**

There is a separate log-in for “returning users.” Instead of the link for “Start a new application,” click the link that states “Return to a saved application.” After logging in, you will see the name of the application that you started. Click on that link and then continue the submission process.

**May I list collaborators or a Co-PI on this submission?**

Collaborators and Co-Investigators may be included on your application but the Child Health Awards Program does not recognize a Co-PI.

**Are projects with an international focus or those conducted outside the United States eligible?**

Yes. As long as the Applicant has a faculty appointment at a New England institution which will administer the grant funds and the research is relevant to pediatrics, the research may be focused and/or conducted outside New England or outside the United States.

**If I am offered the Award but cannot accept it, may it be transferred to a Co-Investigator or other individual significantly involved in the project?**

No. The Hood grant can only be awarded to the Applicant who originally submitted the application.

**Are letters of cooperation / collaboration acceptable and, if so, where should they be placed?**

Letters confirming the availability of resources outside the Applicant's institution are required; letters confirming any significant collaborative relationship either within or outside the applicant's institution are also required. The Applicant must ask the Collaborator(s) to forward their letter(s) to him/her so that they can be included in the Upload. These letters are placed after the Research Proposal (*see Table of Contents*). Please Note: these are brief letters, up to one page, addressing the collaboration or availability of resources.

**Shall I include the C.V. of a collaborator?**

No, additional C.V.s are not required. However, if this is a significant collaboration, that person's letter should describe the particular expertise that s/he is bringing to the project.

**Is there a Biosketch format that I should use?**

Applicants are asked to use the latest NIH biosketch format.

**I am an Instructor but still collaborating with my former fellowship mentor. Can that person provide a letter of recommendation?**

Yes, one of the two required letters of recommendation must be from the Postdoctoral Mentor or Residency Director. The other must come from the Department or Division Chair. Because research independence is required, the Mentor must clarify how your research project is your own scientific inquiry and unique from the Mentor's research.

**Do the budget pages reflect the actual cost of the project or only what is requested from the Hood Foundation?**

Forms A-1 and A-2 are the yearly costs requested from the Hood Foundation. Form B is a summary of these expenses plus any additional support from other sources.

**Are subcontracts allowable costs and where do we note these expenses on the budget page?**

The PI is allowed to pay subcontractors and these subcontracts can be listed as a line item under "Other Expenses." The Hood Foundation does not separately pay other personnel on someone's grant.

**Is graduate student tuition an allowable budget expense?**

If the graduate student has a significant role on the proposed project, tuition may be charged as a personnel expense.

**Does the text on Form C need to fit onto that one page?**

If necessary, you may use an additional page.

**What is the difference between the “Authorized Institutional Representative” and the “Institutional Officer to Receive Funds?”**

The Authorized Institutional Representative is often in the Office of Sponsored Programs and signs off on the application to ensure that you and the Institution have met the eligibility requirements. This person is also responsible for research oversight. The Institutional Officer to Receive Funds is typically the Fiscal Officer and receives award payments, prepares fiscal reports and oversees other financial requirements of your grant.

**To whom should the recommendation letters be addressed?**

They may be addressed to the “Hood Foundation Scientific Review Committee.” These letters are submitted confidentially through the online application portal.

**Can any letter be mailed separately?**

No. **The two or three letters of recommendation must be uploaded by the application deadline; otherwise, the system will not allow the Applicant’s materials to be submitted.**

Please review Page 7 of the Application Guidelines for instructions on how to request these letters through the online system. Any collaboration letters, however, must be forwarded directly to the Applicant for inclusion in the document upload.

**Award Statistics**

**What are my chances of receiving a Child Health Research Award?**

Over the past four grant cycles, an average of 20% of proposals were funded.

**Who were the successful applicants from previous grant cycles?**

A listing of current **Award Recipients** and their research summaries may be found at <http://charleshoodfoundation.org/who-we-fund>.

**Additional Questions**

For answers to any issues not covered in the program guidelines or the FAQs, please contact Charlene Mancusi, Program Officer at 617-279-2230 or [Charlene.Mancusi@CharlesHoodFoundation.org](mailto:Charlene.Mancusi@CharlesHoodFoundation.org).