

## 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?**

Applicants may only apply once regardless of project focus and, therefore, we would not accept your submission.

**I received my first faculty appointment nine years ago and have no funding. May I apply to the Hood Foundation?**

No. The five-year window since one's first faculty appointment is not flexible.

**Do faculty positions outside of the United States count towards the five year maximum?**

Yes, all previous faculty appointments count towards eligibility requirements.

**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 faculty appointment must be at a New England institution.

**I am a Ph.D., was appointed as Instructor (a faculty position) following my fellowship training and just recently was promoted to Assistant Professor. If I use Instructor as my first faculty appointment, then I have exceeded the five-year eligibility window. May I use the Assistant Professor appointment instead?**

No, your appointment as Instructor is counted as the first faculty appointment.

**I am an M.D. and was appointed Instructor during the last two years of my fellowship in order to bill for patient care. I have been an Assistant Professor for four years. Am I too senior for a Hood grant?**

If the faculty appointment was given during your fellowship to allow for patient care oversight, these fellowship years do not count towards the five-year eligibility window. 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 you have served as faculty following fellowship training.

**After completing my residency and fellowship, I began working as a faculty member but then re-entered a training program. Am I eligible if there was an interruption in my faculty status?**

All faculty time counts towards eligibility requirements regardless of any interruptions. If the cumulative faculty experience is less than or equal to five years by the funding start date, then you would be eligible.

**Are leaves of absence counted towards the five year 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.

**I am currently an Associate Professor. May I apply for this grant?**

No. This award is targeted towards recently appointed Instructors, Assistant Professors or equivalent positions. Since Associate Professor is not a first faculty position, you are considered too senior for a Hood grant.

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

Yes, as long as the combined direct costs of federal and non-federal grants do not exceed \$500,000 during the two-year duration 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 is \$500,000 or less over the two years of the Hood Award, you are eligible to apply.

**Is the \$500,000 limit on direct costs inclusive of a Hood Award?**

No, this figure does not include the Hood Award.

**If concurrent funding is \$400,000 in one year of the Hood Award, would funding of \$50,000 in the other year preclude eligibility?**

The applicant is ineligible only if there is a total of \$500,000 or more in combined direct costs during the two-year period of the Hood Award as of April 24, 2012. Therefore, even if there is \$500,000 in one year but nothing in the next year, the person is still eligible.

**I held an R01 while I was a post-doc and it is expiring next month. I am now faculty without funding and would like to apply for a Hood grant. Am I eligible?**

If you are now or were the P.I. or Co-P.I. on an R01, regardless of your faculty status, you are not eligible for a Hood grant.

**If I have taken over an R01 from the original P.I., would I be eligible?**

If the R01 was not originally awarded to you, you are eligible.

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

Yes. The Foundation has supported non-pediatricians in the past. However, the guidelines are very specific that all projects must be relevant to child health. As long as you can document this, you would be eligible.

**If a junior faculty applies for the Award, can a senior faculty person be significantly involved in the project?**

Since the grant is a career development award, the junior faculty applicant should have the major role on the project.

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

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 conducted outside New England or 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 grant can only be awarded to the Applicant who originally submitted the grant.

<b>Application Instructions</b>
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**What is meant by “hospital divisions may select no more than two applications to submit proposals?”**

If the Department of Pediatrics has, for example ten divisions (i.e., Division of Hematology/Oncology, Division of Nephrology, Division of Rheumatology, etc.), no more than two applications may come from any one of those divisions. Therefore, the Division of Nephrology may submit two applications but not three or more, the Division of Rheumatology may submit two applications but not three or more, etc. There are no limitations on departmental or institutional submissions.

**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; a letter confirming any significant collaborative relationship either within or outside the applicant’s institution is also required. These should be placed after the additional letter of recommendation and prior to the applicant’s Biosketch (*see Table of Contents*).

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

No, additional C.V.s are not acceptable. However, if this is a significant collaboration, that person should append a brief letter which describes the particular expertise that s/he is bringing to the project.

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

Yes, that person may provide the additional letter of recommendation. The other must come from the Department or Division Chair.

**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.

**Must we commit a certain percentage of time to this project?**

Although Hood applicants must be working at least four days each week (0.8 FTE), the Program does not require that a specific percentage of time be allocated to the project. Although salaries must be in proportion to the percent effort on the research project, percent effort may exceed the percent of salary support requested. The “personal statement” within the Applicant’s Biosketch must indicate the percent effort committed to the Hood project.

**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 but do not go overboard!

**In preparing the proposal section, may I use the NIH continuation pages?**

Yes, this is acceptable.

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

They may be addressed to the “Hood Foundation Scientific Review Committee.”

**My Department Chair will not be able to submit his letter to me in time for the deadline. Can this letter be mailed later on?**

No. All materials must be submitted by the online application deadline. The Chair may fax or email his letter to you so that you can include it in the uploaded PDF file.

**Can any letter be sent separately?**

No. All letters of recommendation, collaboration, etc. must be included in the one PDF upload and submitted by the online application deadline. You may need to ask someone else to write a recommendation letter if the principal person cannot meet the deadline.

**Are the standard sections mentioned in the Research Proposal section required or may other section names be included?**

These sections are required but additional ones may be added if you wish.

## Online Submissions

### **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 using 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.

### **How do I combine and convert the multiple documents into one PDF file?**

Please refer to the last page of this document for step-by-step instructions.

## Award Statistics

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

In the past, approximately 12 – 16% of submissions were funded.

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

Please see the listing of “Award Recipients” at [www.tmfgrants.org/Hood](http://www.tmfgrants.org/Hood).

## Additional Questions

For answers to any issues not covered in the program guidelines or the FAQs, please contact Gay Lockwood, Senior Program Officer at 617-695-9439 or [GLockwood@hria.org](mailto:GLockwood@hria.org).

**Directions for combining and converting all requested materials into ONE PDF document for upload:** Please name this file: LastName, FirstName.pdf. For example, Jane Smith's file would be named, **Smith, Jane.pdf**.

The following instructions apply to Adobe Acrobat Version 8. For instructions on combining files in Adobe Acrobat versions 5, 6, or 7, visit the following website:

<http://etd.byu.edu/creation/PDFs/Adobe%20Acrobat%20PDFs/UsingAdobeAcrobat.pdf>

### **Instructions for Combining Multiple PDF Documents Adobe Acrobat Version 8**

This editing cannot be done with Adobe Reader or Distiller. To combine multiple PDF documents into one document:

1. If you have Word documents to include, you must first convert all Word documents to PDF documents before beginning the combination process.
2. Open Adobe Acrobat.
3. Click on **Combine Files** from the **File** drop-down menu.
4. In the Combine Files dialog box:
  - Click **Add Files** to locate the first file to be converted. Select the file and click "Add File."
  - Repeat the above step to attach as many documents as you would like to combine
  - Select "Next" at the bottom right-hand corner.
  - Keep the option at the top as "Merge files into a single PDF."
5. Files are converted and consolidated in the order shown in the list. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. To remove a file from the file list, select the filename and click **Remove**.
6. When you have added all the files to be converted and have the files in the desired sequence, click **Create** (bottom right) to convert and consolidate the files into one PDF file. When the conversion is complete, you can name and save the consolidated PDF file by clicking "Save" in the bottom right-hand corner.