

## 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.

**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.

**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.

**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.

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

Yes, acceptable concomitant federal funding includes an R03, R21 and K awards (including a K99/R00). However, the *combined* total of federal and non-federal grants may not exceed \$250,000 in annual direct costs each year over the two-year duration of the Hood grant.

**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 pediatric diseases, the research may be conducted outside New England or the United States.

<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 second letter of recommendation and prior to the applicant's Biosketch (*see Table of Contents*).

**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 second letter of recommendation. The first one 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.

**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.

**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, but please add the Hood Foundation name at the top of these pages.

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

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

**One of my recommenders will not be able to submit his letter to me in time for the deadline. Can this person's letter be mailed later on?**

No. All materials must be submitted by the online application deadline. You may need to ask someone else to write a recommendation letter.

**Can any letters 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.

**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?**

Approximately 15% of submissions are funded.

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

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.