

CHARLES H. HOOD FOUNDATION
95 Berkeley Street, Suite 208 Boston, MA 02116

Child Health Research Awards Program

\$150,000 awards at \$75,000 per year (inclusive of 10% indirect costs)

Application Guidelines

The online application deadline is **12:00 Noon, US Eastern Time** on **Friday, March 26, 2010**. Funding begins on **July 1, 2010**. 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 July 1, 2010 (inclusive of previous positions). Applicants must be working in nonprofit academic, medical or research institutions in the six New England states (Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, and Connecticut).

PLEASE NOTE: Hospital divisions may select no more than two Applicants to submit proposals. There are no limitations on departmental or institutional submissions.

Statement of Purpose

The Charles H. Hood Foundation was incorporated in 1942 to improve the health and quality of life for children through grant support of New England-based pediatric researchers. Today's research projects encompass many disciplines that accelerate pediatric discoveries while launching the careers of promising junior faculty. To-date, the Program has supported over 500 investigators.

Research Focus

Clinical, basic science, public health, health services research and epidemiology projects must be hypothesis-driven with **relevance to child health**. Research in clinical psychiatry, psychology or social work is outside the Foundation's scope of funding.

Eligibility Requirements

United States citizenship or residency is not required.

The Applicant's **level of independence** is critical. Applicants may contact committee members from their institutions (list posted at www.tmfgrants.org/hood) with questions regarding investigator-stage appropriateness. The Applicant's **potential for a lifetime career as a researcher** is also critical in the review process. The Department Chair or Division Chief'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, a form must also be completed 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 application. 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. **Applicants may submit only once to the Hood Foundation regardless of project focus unless**

specifically invited back by the Scientific Review Committee. The Foundation will not consider either a resubmission or an application on a different topic from someone who previously applied. Therefore, Applicants who are just beginning their faculty positions may wish to defer applying until they have a stronger application.

▪ **Applicants holding the Ph.D.**

By July 1, 2010, Applicants must be full-time faculty members of a nonprofit academic, medical or research institution in New England and be within five years of their first faculty appointment. This five-year window, between July 1, 2005 and July 1, 2010, begins on the date of the first faculty appointment, regardless of job title or place of employment. For example, if a faculty appointment was given during a portion of the fellowship training, these years must be included as part of the five-year window of eligibility. Examples of faculty appointments include the titles of Instructor, Assistant Professor, Associate Research Scientist and other equivalent positions.

Appointments are also cumulative so if an Applicant held a faculty appointment at one institution but then changed focus and/or entered a training situation prior to accepting a second faculty appointment, the first appointment must be included as part of the five-year period of eligibility. A current Fellow must provide evidence of a salaried faculty appointment commencing on or before July 1, 2010.

In rare situations, a faculty appointment may have started prior to July 1, 2005 but the Applicant took a leave of absence. Leave time is not considered part of the five-year faculty appointment period; however, the Department or Division Chair's letter must confirm both the duration of the leave of absence and Applicant eligibility.

▪ **Applicants / Physician-Scientists holding the M.D.**

At some institutions, physicians are given a faculty title such as "Instructor" during their fellowship training years so as to allow for patient care oversight. These fellowship years should not be counted as faculty years and, therefore, are not included in the five-year window of eligibility. The first paragraph of 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 the Applicant served as faculty following completion of fellowship training.

By July 1, 2010, Applicants must be full-time faculty members of a nonprofit academic, medical or research institution in New England and be within five years of their first faculty appointment, exclusive of any fellowship years with a faculty title. Appointments are also cumulative.

Current, 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 Support

Acceptable concomitant federal funding includes an R03, R21 and K awards as well as a K99/R00. Applicants are not eligible to apply if they are currently or have previously been designated as Principal Investigator or Co-P.I. on an R01, P01, Pioneer Award or New Innovator Award. Likewise, current or prior multi-year grant support from the National Science Foundation or other federal multi-year awards of a similar dollar size of an R01 or greater would preclude consideration for a Hood Foundation Child Health Research Award.

Combined Federal and Non-Federal Support

Non-federal grant support is acceptable as long as Applicants do not have more than a **combined** total of \$250,000 in annual direct costs each year over the two-year duration of the Hood Child Health Research Award from **both** federal and non-federal grants. This figure refers to external funding only and not an Applicant's start-up package or other intramural grants. Federal grants include the above mentioned awards plus any others on which the Applicant is an active investigator.

Pending Federal Support

Applicants who have pending grant applications to the NIH or other federal agencies are encouraged to submit proposals to the Charles H. Hood Foundation. When Applicants are **notified on or prior to May 3, 2010** that they have been successful in securing R01 or comparable multi-year grant funding, applications to the Child Health Research Awards Program will be ineligible for review.

Pending Non-Federal Support

When Applicants are **notified on or prior to May 3, 2010** that they have been successful in securing non-federal grant support that when combined with all federal support totals \$250,000 in annual direct costs each year for the two-year duration of the Hood Award, applications to the Child Health Research Awards Program will be ineligible for review. **It is the responsibility of Applicants to contact the Hood Foundation as soon as they are notified of any new funding.**

Post Hood Award Support

Notification of R01 funding, similar multi-year awards or combined federal and non-federal funding totaling \$250,000 over the two-year Hood award period **after** May 3, 2010 will not impact the Hood Award. Selection as a Howard Hughes Investigator, at any time, will result in cancellation of the Child Health Research Award.

Award Selection Criteria

Applicants must be likely to achieve a future career as an independent investigator in research relevant to child health. Approximately 15 – 20% of submissions are funded. The Scientific Review Committee uses the following criteria 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.

Notification to Applicants

The online grant submission system will notify applicants once the upload is received. Final notification to Award Recipients will occur in mid-June by telephone followed by an emailed Award Notification and Award Agreement. Critiques of the grant applications are not provided to successful or unsuccessful applicants.

Terms of the Award

Please download "Terms of the Award" from www.tmfgrants.org/hood for information regarding use of the grant funds, indirect costs, payment schedule, reporting schedule, and other Awardee and Institutional requirements. Frequently Asked Questions may also be found at this site.

Application Instructions

DEADLINES

March 26, 2010 (12:00 Noon, US Eastern Time)

Applicant's Online Submission

March 30, 2010 (5:00 p.m., US Eastern Time)

Applicant's Hard Copies to be received (not postmarked) by the Hood Foundation

Online Submission

The complete application process requires an online submission as well as three hard copies of the uploaded application document with original signatures on one of the copies. The online version is due by **March 26, 2010 at 12:00 Noon, US Eastern Time**. Before beginning the online submission, download and save the "Application Forms" which can be found at <http://www.tmfgrants.org/hood>.

Use one of the following links to begin or continue the application process:

Start a new application: https://www.grantrequest.com/SID_738/?SA=SNA&FID=35037

Return to a saved application: https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

1. **Eligibility Quiz**
2. **Application Data:** Applicant contact information and educational background
3. **Research Project Information:** Project title, key words, primary institution where proposed research will be conducted, scientific and non-technical project summaries
4. **Certification:** Applicant's initials to confirm accuracy of submitted information
5. **Attachments (Document Upload):** The documents and forms listed in items *i – xiii* must be combined and converted into ONE PDF file for upload in the order below. This document must be named LastName, FirstName.pdf (for example, Smith, Jane.pdf)
 - i.* **Application Face Sheet:** Signatures are required at the time of the upload. The Face Sheet is the first page of the application and all information must be typed.

On or before **March 30, 2010 at 5:00 p.m., US Eastern Time** (please note different date from online submission deadline), the Hood Foundation must receive three printed copies of the document that was uploaded with original signatures on one of the copies. The Face Sheet must be completed and signed by the Applicant as well as the Authorized Institutional Representative administratively responsible for the conduct of the research. 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 pages sequentially beginning with the Application Face Sheet as Page Number One.
- iii. **Research Project Summary and Performance Sites:** Complete this form according to the instructions at the top of that page.
- iv. **Non-Technical Project Summary:** Prepare a lay-language description (maximum of 200 words) of the proposed research that can be understood by the general public. The summary must describe the project's relevance to child health.
- v. **Applicant Independence / Institutional Commitment Form** The Department or Division Chair must complete this form and forward it to the Applicant for upload with the Letter of Recommendation.
- vi. **Recommendation Letter from Department or Division Chair** (*whose name is noted on the Face Sheet*) should address the Applicant's qualifications to conduct the proposed research as well as assess the Applicant's potential to succeed in a health services, basic science or clinical research career. This letter must confirm that the Applicant has or will have a faculty appointment by July 1, 2010 and has held this appointment for ***no more than five years as of July 1, 2010*** (*inclusive of previous positions*). The accompanying form must also comment on the Institution's level of support and long-term plans for the Applicant's independent, professional development. Please include additional comments, if applicable, regarding faculty/fellowship years for M.D. Applicants.
- vii. **Additional Recommendation Letter:** 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.
- viii. **Letters of Collaboration / Confirmation of Outside Resources:** 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.
- ix. **Applicant Biosketch** (*not to exceed 4 pages*): The R01 PHS 398/2590 (Rev. 06/09) Biographical Sketch form may be used. Include name, position title, education / training, positions / honors and selected publications in chronological order. List publications in the following categories: a) peer-reviewed articles, b) non peer-reviewed articles such as reviews and book chapters, and c) abstracts within the last two years. Citations should include all authors, year, title, journal, volume and inclusive pagination. The Applicant's name should be in caps or bolded in the list of authors.
- x. **Current and Pending Support:** Complete this form by listing ongoing and pending projects along with their overall goals and responsibilities of the Applicant. **Clearly describe any scientific or budgetary overlap.**

- xi.* **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 \$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.

- xii.* **Research Proposal (maximum of 9 pages, excluding the bibliography of references):** Proposal sections include Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods, Potential Limitations and/or Pitfalls, **Relevance to Child Health**, and Literature Cited. Include all figures, graphs, tables, and images in the 9 pages.

A standard typeface, such as this one, of 10 – 15 characters per inch must be used for this section. Use single or double spacing within paragraphs and double spacing between paragraphs; margins must be at least one inch on all four sides. Figures, legends and tables may use a smaller font. At the top of each page, include the Applicant’s full name and degree(s).

- xiii.* **Optional Inclusion of Publications:** Two publications relevant to this application (in press or published) may be included as the last item of the one PDF upload.

On or before **Tuesday, March 30, 2010 at 5:00 p.m., US Eastern Time**, the Hood Foundation must receive (mailed to address below or hand delivered) three securely stapled copies of the document that was uploaded. One copy must contain the original signatures on the Application Face Sheet and Letters of Recommendation.

Do not include “cover sheets” or transmittal letters.

Do not send the hard copies in boxes – use only your own large envelopes or mailers supplied by the various delivery services.

Direct any Questions and Submit Hard Copies to:

Gay Lockwood, Senior Program Officer
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