

## **DEAFNESS RESEARCH FOUNDATION**

641 Lexington Avenue Fl 15

New York, NY 10022

Voice:212.328.9483

Fax:212.328-9484

Email: [grants@drf.org](mailto:grants@drf.org)

(Revised 11/12/08)

### **GRANT APPLICATION INSTRUCTIONS**

The Deafness Research Foundation (DRF) awards research grants once a year for investigations of the auditory and vestibular systems. All proposals related to research, both basic and applied clinical, in hearing and balance will be considered. DRF wishes to stimulate research that leads to a continuing and independently fundable line of research.

DRF provides up to \$25,000 per year for each research project. Continuation of funding from year to year requires reapplication and depends on significant progress as demonstrated in yearly progress reports. Third year applications will not be honored except in extraordinary circumstances (e.g., the recruitment of human subjects). Priority is given to new investigators in the field of hearing and balance and to projects that are likely to open new lines of inquiry. New and innovative projects developed by established scientists will also be considered; however, established investigators may only apply for one year of support.

Applicants should demonstrate experience and strong research training as well as sufficient institutional support (facilities, time, and mentorship) to carry out the proposed work. Applicants should hold the M.D., Ph.D., or equivalent degrees as well as a faculty or post-doctoral appointment. Graduate students are not eligible for DRF grants. Applications for research continuation or bridge funding should not be submitted.

The DRF funds may only be used for the proposed research; rebudgeting requires prior approval as defined in our "Policy on Grants for Research Projects." The proposed research must not be funded from other sources. It is understood that DRF funded projects may subsequently be funded through other sources. In those cases, the DRF grant will be terminated.

Applications must be received by December 1 for a project year beginning July 1 of the following year. Different starting dates may be considered on an individual basis.

### **GENERAL INSTRUCTIONS**

The application must be clear and legible, with a minimum font size of 11 points. Figures, charts, tables, legends, and footnotes may be smaller in size but must be legible.

Application/progress report must be submitted in electronic format that requires a PDF file and uploaded through the DRF website. Prospective applicants and current recipients must have an account set up to download and submit application and reports. One hardcopy of the application must be forwarded to: Trisha Donaldson, Grants and Program Coordinator, Deafness Research Foundation, 641 Lexington Avenue, 15th Floor, NY, NY 10022.

**Note:** Applicants who do not submit a hardcopy of their 2009-2010 grant application will not be penalized because this is a recent requirement.

The application must be clear and legible, with a minimum font size of 11 points. Figures, charts, tables, legends, and footnotes may be smaller in size but must be legible. To submit supplemental documentation with your application, email [grants@drf.org](mailto:grants@drf.org) listing your name, the name of your grant application, institution, and indication of first or second year applicant.

**APPLICATIONS MUST BE RECEIVED AT DRF BY 5pm EST ON DECEMBER 1, 2008. INCOMPLETE APPLICATIONS OR APPLICATIONS EXCEEDING SPACE AND PAGE LIMITATIONS WILL NOT BE CONSIDERED.**

Please be sure to indicate a correct e-mail address for the principal investigator as well as for the grants officer of the institution since all subsequent correspondence will be done electronically.

**PLEASE CAREFULLY FOLLOW THE GRANT GUIDELINES OUTLINED ON THIS INSTRUCTION SHEET.  
FAILURE TO DO SO CAN RESULT IN YOUR APPLICATION BEING DISQUALIFIED.**

**THE GRANT APPLICATION HAS TWO PARTS:**

**PART I            APPLICATION FORM**

**PART 11        RESEARCH PLAN**

**PART I**      **APPLICATION FORM**

**Cover page: Application Summary (Page 1 and Page 11)**

- Indicate the name, title, and department of the PI (and Co-PI).
- Indicate their role(s) on the project: what tasks the PI (and co-PI) are responsible for.
- Indicate the title of the research as well the research area(s) and methodology(ies).

Examples:

<u>Anatomical Area/System</u>	<u>Research Methodologies</u>
Cochlea	Genetics
Middle Ear	Immunology
Vestibular	Electrophysiology
Speech perception, etc	Psychoacoustics, etc

- Indicate the research subject (be specific): e.g., Tinnitus, CNS plasticity, mechanotransduction, etc.
- Indicate whether this is a new application or an application for continuation of funding.
- Indicate whether the PI has ever received funding from DRF, for any project, and if so, indicate which year the funding was received.
- Indicate the amount of requested funding for the project year: this cannot exceed \$25,000.
- Indicate research funds, other than DRF, granted to the PI and Co-PI for the project year.
- Indicate any applications by the PI or Co-PI for research funds which are still pending decision.
- Indicate if your research would need Human Subject and/or Vertebrate Animal approval. Please attach your approval letter to your application or indicate when it will be received at the DRF office.

**Page 2: Title of Research, Personnel, and Transmittal information**

- Complete all pertinent information. Make sure to provide an e-mail address for the PI as well as the grants officer of the institution. Make sure to include the Tax ID No of the institution.

**Page 3/4: Abstract/ Progress Report, Performance Site(s) and Key Personnel**

- **Abstract/ Progress Report and Clinical Applications:** the abstract/ project report and clinical applications are critical sections of your proposal and could influence funding. Please make sure that 1) your abstract/ progress report describes your entire project in understandable lay-terms, 2) the clinical application section is filled in and conveys significance to individuals with no research background.
- **Performance Site:** indicate where the research will be conducted. If there is more than one location, list all sites. One of the sites listed must be the applicant organization. If not the case, the performance site should be identified as off-site and should be in accordance with the conditions of the applicant organization. State if one or more collaborating organizations, and thus a consortium or contractual arrangement, are involved for a portion of the work described in the Research Plan.
- **Key Personnel:** key personnel are all individuals who contribute in a substantive way to the scientific development or execution of the project, whether or not salaries are requested. Key personnel should include, but are not limited to, the principal investigator, co-investigator, research/technical assistant(s) and consultant(s).

**Page 5: Detailed Budget (for the proposed project period)**

- The budget should not exceed \$25,000 per year- including institutional overhead (maximum of 10%). For information on allowable expenses, please consult our “Policy on Grants for Research Projects, Section IIE-Support of a Research Project: Terms and Conditions – Available Funds and Budget.” (See DRF website at [www.drf.org](http://www.drf.org).)
- If the proposed project period exceeds one year, provide a second budget page for the second year as well. (Re-application for continuation of funding is necessary and competitive each year however.)

**Page 6/7/8: Biographical Sketch (PI, Co-PI, and Key Personnel)**

- Provide information for the principal investigator, co-PI and all key personnel listed on page 3. Include research projects ongoing or completed during the last three years, including projects funded by DRF.
- Do not exceed two pages per person.
- Applicants not holding a full time faculty position, please describe training/employment plans for the proposed time period of this grant application, and provide a letter of support from the Head of Department.

**Page 9: Other Research Support**

- Indicate any other research support for the proposed period of funding.
- **Enclose ABSTRACTS of all funded and pending applications.**

**Page 10: Resources**

- Indicate the resources available for the conduct of the proposed research.

**Page 12: Conflict of Interest**

- Include your institution's guidelines relating to conflict of interest. **Please send one original or copy only**
- If your institution has no written guidelines, an authorized official of the institution and the principal investigator must sign the attached conflict of interest statement.

**Page 13: Agreement**

- Sign the agreement regarding the use of the information contained in the abstract/ progress report. This agreement is related to the use of the information contained in the abstract/ progress report section only.

**PART II RESEARCH PLAN**

**Page 4: Applications not complying with following guidelines will not be reviewed.** The number of pages includes all tables, graphs, figures, diagrams, and charts. Glossy photographs may be included in the Appendix; however, a photocopy of each must be also included within the page limitations of the Research Plan, to be presented in this order:

**A) Specific Aims limit 1 page**

List the long-term objectives and the specific aims of the project. State the hypothesis to be tested, if applicable.

**B) Background and Significance limit 2 pages**

Present the background leading to the present application including supporting data, previous work, and results obtained on this subject. Identify the gaps which the project is intended to fill. Link the specific aims to the long-term objectives.

**C) Preliminary/Pilot Studies limit 2 pages**

Present preliminary studies pertinent to the application information; establish the experience and competence of the investigator.

**D) Research Design and Methods limit 5 pages**

- Describe the research design and the procedures to be used to accomplish the specific aims of the research for the current year of funding. Provide a short description of the research to be conducted, if necessary, in the second year.
- Present how the data will be collected, analyzed, and interpreted.
- Describe any new methodology and its advantage over existing ones.
- Discuss potential difficulties and limitations of the proposed procedures as well as alternative approaches to achieving the aims.
- Provide a timetable for the project.

**E) Literature Cited:** List all cited references.

**F) Glossary of terms used in application**

**G) Appendix**

**Appendix may include: (Please number pages)**

- Up to 4 publications, manuscripts, abstracts, or other printed material directly relevant to the project.
- Surveys, questionnaires, data collection instruments, and clinical protocols.
- Original glossy photographs or color images of gels, micrographs, etc, provided that a copy (must be legible if reduced in size) is also included within the page limit of the Research Plan.