

## Instructions Guide for Hearing Health Foundation Emerging Research Grants (ERG) Application (You can also download these instructions once you log in to the online application)

Applications Due by **January 15, 2019**.

This online application works best in Firefox and Chrome browsers and it is recommended to use one of these for submission.

This Instructions Guide contains links to several document templates for you to download, complete, and upload on Page 2 (Attachments) of the online application to complete your submission.

We **STRONGLY** recommend logging into the system prior to the day of the deadline to ensure you are familiar with how it works and what is required.

You may start your application, save it and come back later to submit. Saving does NOT equal submitting; please ensure to click 'Submit' on Page 3 of the online application once you have completed inputting your application information and uploading all application files. **Incomplete applications, or applications that do not follow the instructions outlined below, will automatically be disqualified.**

Upon application submission, HHF staff will compile all of your information into a final application PDF package which will be emailed to you the week following application submission. You will have 48 hours to review this PDF and if a page is missing or something is incorrect you can request a modification. You will not be able to modify or change any of the actual application information at this time.

- 1.) Prior to submitting an application, all applicants must complete an eligibility quiz. Only eligible applicants who pass the quiz will be able to Register and Submit an Application. If you do not pass the eligibility quiz, you will be directed to the HHF Policy on Emerging Research Grants detailing eligibility for this program. If you have questions about eligibility, contact [grants@hhf.org](mailto:grants@hhf.org).

### To start the quiz go to:

<https://hearinghealth.foundationconnect.org/grantsmanager/Pages/V3/Portal/eligibilityquiz.aspx?OrgID=00D700000001qzZ&QuizID=a0h39000009CqGU&lang=en>

- 2.) After an eligible applicant passes the quiz, they will be directed to the main homepage.

Here, click 'Register' (2) to create an account as shown below.

*Note: Applicants who submitted an application for previous funding cycles and already have a Username and Password should **NOT** register again. Log In with your Username and Password previously used. Contact [grants@hhf.org](mailto:grants@hhf.org) if you have questions regarding this.*

Thank you for completing the eligibility quiz for HHF's Emerging Research Grants program. Click continue to register and begin your Letter of Intent. If you already have a Username and Password, Log In to complete your LOI (please do not register again).

[Continue](#) [Exit](#)



**Following hints to serve you better**

If you are a first time user of our online system, please [click here](#) to register. If you are a returning user, please enter your username and password at the right. If you have previously registered, but have forgotten your password, please [click here](#) to receive a temporary password.

Username

Password

[Can't access your account?](#)

New Portal User

3.) Log In with your Username and Password.

If you forget your password at any time, you can reset it yourself from the Log In page by clicking "Can't access your account." This will send a temporary password to your email address.

Username

Password

[Can't access your account?](#)

New Portal User

Once logged in, you'll be directed to the application's main screen.

1 Details 2 Attachments 3 Review

To begin, please download the [Instructions Guide](#) (also sent via email) which includes several templates that are required to be completed for application submission.

[Cancel](#)

▼ **Instructions Guide**

[Click Here To Open Instructions In a New Window](#)

**Application Deadline**

▼ **Begin Application Information**

Research Topic Area  


- Central Auditory Processing Disorder
- General Hearing Health
- Hearing Loss in Children
- Hyperacusis

Applicant's last name - funding year - institution

Proposed Title of Research

Request Number

500 characters remaining

**Be sure to press save (even if the fields are blank)** so that you can access your application at any time. Should you log out, the application page can be accessed here: [https://www.foundationconnect.org/grantsmanager/Pages/V3/Portal/login/login.aspx?OrgID=00\\_D70000001qzZ&lang=en](https://www.foundationconnect.org/grantsmanager/Pages/V3/Portal/login/login.aspx?OrgID=00_D70000001qzZ&lang=en)

You can change your password to one of your choosing by clicking on 'Profile' in topright corner and navigating to 'Change Password.'



The screenshot shows the 'Change Password' form in the Hearing Health Foundation portal. At the top, there is the logo for the Hearing Health Foundation with the tagline 'Prevention | Research | Cure'. To the right of the logo are navigation links: 'My Submissions', 'Profile', and 'Logout'. Below the logo, there are three tabs: 'Contact Info', 'Organization', and 'Change Password', with 'Change Password' being the active tab. The form itself is titled 'Change Your Password' and contains three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Please also review and update all of your contact information stored in your Profile and make any updates or modifications as needed.



The screenshot shows the 'Contact Info' form in the Hearing Health Foundation portal. At the top, there is the logo for the Hearing Health Foundation with the tagline 'Prevention | Research | Cure'. To the right of the logo are navigation links: 'My Submissions', 'Profile', and 'Logout'. Below the logo, there are three tabs: 'Contact Info', 'Organization', and 'Change Password', with 'Contact Info' being the active tab. The form is titled 'Contact Information' and contains several input fields: 'Salutation' (a dropdown menu with 'Ms.' selected), 'First Name' (containing 'Tara'), 'Last Name' (containing 'Guastella'), 'Middle Name', 'Suffix', 'Title', 'Email' (containing 'tguastella@hearinghealthfoundation.org'), and 'Business Phone' (containing '212-257-6143'). There is a 'Save' button at the top left and a 'Cancel' link at the top right of the form.

- 4.) To begin completing your application, Click on 'My Submissions' in the upper right corner, where you will see your application listed, then click the 'Edit' button on the far right side.

[My Submissions](#) [Profile](#) [Logout](#)

To begin, click on "Edit" to complete the requested information fields and attachments. To view the requested information in order to prepare, click on "View."

Edit	View	ID Number	Project Name	Type	Record Type	Status	Last Modified Date
------	------	-----------	--------------	------	-------------	--------	--------------------

You may also choose to View all the application fields so you can prepare this information ahead of time and then come back to the web to submit (no later than the aforementioned deadline). We **STRONGLY** recommend logging into the system prior to day of the deadline to ensure you are familiar with how it works and what is required.

- 5.) Begin your application on Page 1 (Details):



[My Submissions](#) [Profile](#) [Logout](#)

1 Details    2 Attachments    3 Review

**THE INSTRUCTIONAL INFORMATION REQUESTED ON PAGE 1 CAN BE FOUND WHEN YOU HOVER OVER THE QUESTION MARK (?) ICONS NEXT TO EACH QUESTION.** The field character limits at the bottom right hand corner of each text box DO include spaces and red lines indicate required fields.

Begin Application Information

Please indicate applicant's last name, funding year, institution. ?

Proposed Title of Research ?

500 characters remaining

Research Area

- Auditory Development
- Auditory Physiology
- Central Auditory Processing Disorder
- Cochlear Implants
- Congenital Hearing Loss

Other Research Area

252 characters remaining

Request Number: 13-02331

Deadline to Apply: 8/30/2013

**The following application information fields are to be completed on Page 1 (Details):**

Research Topic Area (s)

- Please ensure applicant's last name, funding year, institution in the second field is accurate (for example: **Smith – 2019 – Hearing Health Foundation** as this is how HHF will track your application internally).
- Proposed Title of Research (500 characters max)
- Institution Information (including EIN)
  - Insert your Financial Officer Name, Title, Mailing Address, Email, Phone (255 characters max)
- Brief PI Biosketch
  - Insert 3-4 sentences that HHF can use on our website and other publications should you be awarded funding. (750 characters max)
  - Note: you will upload the full PI Biosketch (following NIH format) on Page 2 (Attachments).
  - [Click here to download an NIH Biosketch example.](#)
  - Insert how you heard about this funding program.
- Co-PI information (if applicable)
  - Note: you will upload the full Co-PI biosketch (following NIH format) on Page 2 (Attachments).
  - [Click here to download an NIH Biosketch example.](#)
- Research Plan Highlights:

Your full Research Plan will be uploaded on Page 2 (Attachments), see Step #5 below for instructions on what to include in the full Research Plan.

Research Plan highlights to be completed on Page 1 include:
- Abstract (3,000 characters max)
  - Provide an abstract in layman's terms in 500 words or less.
- Keywords (260 characters max)
  - List 3 keywords or phrases related to your research. Separate by commas.
- Long term goals (5,000 characters max)
  - Describe your long term research goals for this project. Please highlight the impact of the research to those with hearing loss.
- Clinical Application (3,000 characters max)
  - Enter in the steps of progression of the potential clinical application (s) of the research.
- Methodology/Techniques Used Keywords (500 characters max)
  - Please list Keywords ONLY for your proposed methods and techniques used for this project.
  - For example: confocal microscopy, immunofluorescence, electrophysiology, auditory brainstem responses, optogenetics, etc.
- How is this Research Emerging? (3,000 characters max)
  - Discuss how this research addresses a question or a set of questions that are new, or apply a new approach to an established question or set of questions. Discuss how this research is distinct from the mentor's (or Co-PI's) lines of research.
- Describe the Pathway to Independence (3,000 characters max)
  - Please describe how this work will directly lead the applicant on a pathway to independence.
- Relation to Hearing Health (7,500 characters max)
  - [If this project is studying the vestibular system](#), please describe how it will relate to hearing health and help better understand the auditory system.

- If you are utilizing Vertebrate Animals or Human Subjects, please indicate status of your IACUC or IRB approval on Page 1 (Details) and upload approval letters if received on Page 2 (Attachments).
    - If IRB or IACUC approval is pending, please email the approval once received to [grants@hhf.org](mailto:grants@hhf.org).
  - **Budget**
    - Insert the total amount requested for this project below. \$30,000 is the maximum that can be requested for one year of support, including indirect costs at 10% maximum. Then, [click here to download the Budget Template](#), complete it and upload as a PDF on Page 2 of the online application.
    - A justification for your budget must also be uploaded on Page 2.
    - Note PI and Co-PI can receive no salary. For information on allowable expenses, please consult our Policy (<http://hearinghealthfoundation.org/policy-on-grants>) Section II E – Support of a Research Project: Terms and Conditions – Available Funds.
    - Funds are not transferable without prior written approval. Unused funds are to be returned to HHF at the termination of the award, or funding period (whichever occurs first), for which the project was supported.
  - **Research Support**
    - Insert Total Amount of Current Research Support for PI (Direct Costs ONLY/per annum). If PI is **NOT** receiving any current research support, **enter \$0**. Do NOT include Co-PI current support in the total inserted here.
    - Then, [click here to download Current and Pending/Planned template](#), complete it with current research support and pending or planned support for PI (and Co-PI if applicable). Please upload letters confirming your support and abstracts along with the template for both PI and Co-PI.
    - See #5 below for further instructions on uploading items.
    - **EARLY CAREER INVESTIGATORS ONLY:**
      - Per our Policy, PIs receiving over \$75,000 in outside funding in direct costs per annum are ineligible for HHF support. Additionally, applications from investigators with R00, R01, R03, R 21 or equivalent funding within the past five years will not be considered. Neither apply to Co-PIs. See our Policy, **Section III, Part A** at: <http://www.hearinghealthfoundation.org/policy-on-grants>
      - Individuals who have received one or more years of HHF support within the previous 7 years.
  - Indicate years of prior HHF (or DRF) funding PI Received
  - Agree to Funding Agreement & Conflict of Interest Statement
  - Once you complete Page 1, save and continue to Page 2.
- 6.) **On Page 2 (Attachments):** Please ensure to upload PDF documents only and combine multiple documents for each field into a single PDF (5MB max file size for each field below).



[My Submissions](#) [Profile](#) [Logout](#)

1 Details    2 Attachments    3 Review

Application Files to upload include:

**(Label all attachments with name of document in first line of the body of the document)**

- Required: PI's Biosketch
- Co-PI's Biosketch
- Required: [Click here to download the Performance Sites & Facilities, Key Personnel, Major Equipment Template](#), complete it and upload on page 2 along with letter (s) permission to access performance sites/facilities/major equipment (if applicable); combine into a single PDF.
- Required: Completed Budget Template (downloaded from link above)
- Required: Budget Justification
  - Compile a justification of your proposed budget.
- Completed Current and Pending or Planned Research Support Template (downloaded from link above) as well as abstracts for both PI and Co-PI (ensure to label letters and abstracts appropriately with names for PI and Co-PI).
  - Please upload letters confirming support and abstracts for PI & Co-PI along with the template; combine into a single PDF.
- Required: Research Plan (no longer than 7 pages maximum; Font size 11, minimum margin with of 0.5 inches, max of 6 lines per vertical inch; images, tables, diagrams, etc. must be included in page maximum) to include:
  - Specific Aims:
    - List the long-term objectives and the specific aims of the project. State the hypothesis to be tested, if applicable.
  - Background & Significance
    - 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.
  - Preliminary Data
    - Present preliminary studies pertinent to the application information; establish the experience and competence of the investigator.
  - Research Design & Methods
    - Describe the research design and the procedures to be used to accomplish the specific aims of the research for the grant year.
- Compile one document which encompasses: List of all Cited References (REQUIRED), Glossary to define terms used in your application (REQUIRED), & Appendix (OPTIONAL)
  - List all cited references
  - Glossary should be no longer than 2 pages maximum.
  - Appendix can include surveys, questionnaires, and selected publications for PI, Co-PI, Key Personnel related to the proposed research project
    - Only those publications accepted following peer review or in press, yet NOT available online will be accepted here.
- IACUC or IRB Approval Letter (if applicable)
- Additional letter (s) of support for this research project (if needed).

7.) On Page 3 (Review & Submit): Review all of the information on this page.



Then when you are ready to submit your application, click 'Submit.'



If you click 'Print' from Page 3, it will only print the application information you input into Page 1 and a listing of your application file attachments (not the text of the actual attachments).

**AFTER SUBMISSION, HHF STAFF WILL COMBINE YOUR APPLICATION INTO A FINAL PDF APPLICATION DOCUMENT. THIS DOCUMENT WILL BE SENT TO YOU VIA EMAIL AFTER APPLICATION SUBMISSION AND YOU WILL HAVE 48 HOURS TO REVIEW. IF SOMETHING IS MISSING OR INCOMPLETE YOU MAY REQUEST A MODIFICATION. YOU WILL NOT BE ABLE TO CHANGE ANY OF THE APPLICATION INFORMATION AT THIS TIME.**

You will be notified of the decision on your application in Spring 2019.  
Should you have any questions prior to then, please contact [grants@hhf.org](mailto:grants@hhf.org).

Thank you for applying to Hearing Health Foundation's Emerging Research Grants program!