ATA Innovative Grants Research Program

ANNOUNCEMENT OF NEW FUNDING OPPORTUNITIES

Grant Application Opens: February 18, 2022

Grant Application Closes: May 1, 2022

The American Tinnitus Association (ATA) is committed to advancing the tinnitus research field through the following goals:

(1) Attracting more researchers to the field of tinnitus.
(2) Encouraging innovative research.
(3) Advancing the careers of early investigators in the field of tinnitus.

The ATA encourages a multidisciplinary approach to solve the complex and variable experience within tinnitus research, clinical care, and patient outcomes.

The project period will be July 1, 2022 through June 30, 2023, pending completion of required documentation by required deadlines.

International applications are allowed. Student and early career applicants are encouraged to submit applications under the appropriate award mechanisms.

Refer to the *ATA Innovative Grants Research Program: Awards, Levels, and Types* document for additional award information and eligibility details.

All grant applicants must sign the legal agreement outlined in the online application. If state laws prohibit you from signing the ATA grant application as written, please submit your signed application, with revised legal language that is acceptable to your institution.

How to Submit the Application
Applications should be submitted following the guidelines provided by ProposalCentral:
https://docs.proposalcentral.com/CreateApp.pdf

General Application Instructions

Instructions must be followed exactly or the application may be removed from consideration.

The deadline for submitting the application is May 1, 2022, 11:59:59 PM ET. *(www.ata.org/research-toward-cure)*
No pre-application is required.

Policy Governing the Adherence to Research Grant Application Instructions

1. Within three business days of ATA's receipt of a grant proposal, the proposal will be reviewed by ATA's Scientific Grants Program Officer to determine whether or not the format of the proposal meets the guidelines established by the ATA's Scientific Advisory Committee (SAC) and approved by the ATA Board of Directors (Board).

2. When non-substantive changes in a proposal would bring that proposal into compliance with the guidelines, the grant applicant will be notified and will be given three business days in which to make those non-substantive changes.

3. The determination of whether a needed change is substantive or non-substantive will be made in each case by a majority decision of a committee composed of the Program Officer, the SAC Chair, and the Board Chair. This determination will be made prior to any notification being given to the grant applicant. The above protocol will apply at any time that the grant application is submitted during the application cycle up to and including the deadline date for that cycle.

4. All grant applicants must sign the legal agreement outlined in the online application. If state laws prohibit you from signing the ATA grant application as written, please submit your signed application, with revised legal language that is acceptable to your institution.

Format for the Grant Application
The application will be submitted online through the ProposalCentral portal.

The application should include the ATA application forms, your research proposal, and addendums to your research proposal, as detailed below and on the ProposalCentral portal.

Reminders for a Smooth Submission Process
- Submit your application before the application due date to avoid any potential technical difficulties.
- Ensure all components of your application are included, otherwise your application may be returned.
- DO NOT include page numbers in your document.
- For any attachments, ensure each page of your application lists the Principal Investigator's name at the top of the page.
- Applications are to be submitted in either .docx or .pdf format, with pages ordered as designated.
- Use Arial or Times New Roman typeface in 11-point font size or larger.
- No pages other than those specified in the application are allowed.
- Ensure length requirements are followed.
- Refer to instructions in ProposalCentral or on the ATA website for additional details.

Required Attachment: Research Narrative

Provide the Research Narrative as a single PDF document that is no longer than 6 pages, including two main sections as outlined below. Applicants are encouraged to use headers and subheaders as appropriate to designate sections.

Specific Aims

Provide a scientific summary of your research proposal. Include the project's broad long-term objectives and specific aims. Include a description of the research design and methods for achieving the stated goals.

Background, Preliminary Studies, and Significance

Provide a summary of the previous research performed in this area of the proposed project. Preliminary data are not required, but are encouraged if available to demonstrate feasibility of the proposed work. Describe the significance and relevance of the work to patients with tinnitus and identify the gaps in knowledge that this work will address in the field of tinnitus research.

If provided, figures and associated legends must fit within the defined page limit for the main text of the Research Proposal. Figure legends may be presented in 9-point font or larger.

Replications of published figures without the author's consent are not allowed. Should the investigator wish to reference a published figure for which they do not have permission from the author, the investigator may reference the figure in the text.

Research Design and Approach

Proposals must clearly define the research design and methodology for the proposed work, as well as an analysis plan to accomplish the aims of the proposed work. Define expected results and alternative outcomes. See NIH Guidelines for general guidance when writing research design documents. A recruitment plan must be clearly defined if using human subjects in research. Refer to the *Review Process* section to ensure the proposed research design addresses the areas to be evaluated and subsequently scored by ATA's Scientific Advisory Committee.

Literature Cited

Please include an alphabetized list of citations used throughout the application. References do not count against the total page number limit of the Research Narrative, but must not exceed one page.

Additional information about in-text citations with various accepted formats can be found online, with the Purdue Online Writing Lab being one of several excellent resources for both in-text citations and when creating the reference list.

Optional Attachments

The applicant may wish to supply additional information in attachments. Any additional information provided as an attachment will be categorized as a biosketch, glossary and/or abbreviations, IRB or IACUC documentation, or the introduction to the revised application (if applicable). If the attachment does not fit under the guidelines for one of these sections, the attachment will not be considered as part of the application.

❑ **Introduction to <u>Revised</u> Application (**required for resubmissions <u>only</u>, 1 page maximum)
If this grant is a resubmission of a proposal previously submitted to and reviewed by the ATA, a one-page description of changes may accompany the application. The applicant is encouraged to detail any improvements between the applications.

❑ **Principal Investigator Biosketch** (NIH format, 5 pages maximum)
Follow the NIH format for the biosketch. See https://grants.nih.gov/grants/forms/biosketch.htm for further guidance.

❑ **Co-Investigator Biosketch(es)** (NIH format, 5 pages maximum for each biosketch)
Follow the NIH format for the biosketch. See https://grants.nih.gov/grants/forms/biosketch.htm for further guidance.

❑ **Glossary** (optional, 1 page maximum)
For terms that are not commonly known, applicants may wish to provide a brief description of terms that are used often in the main text to assist with ease of understanding throughout the review process.

❑ **Abbreviations** (optional, 1 page maximum)
In addition to defining abbreviations in the main text of the application, applicants are encouraged to provide a list of all abbreviations contained in their application to assist with ease of understanding throughout the review process.

❑ **Statement of IRB or IACUC approval status** (no page limit)
Select the current status of approval for the proposed project. To further support your application, you may optionally provide documentation of IRB or IACUC protocols, at any stage of approval (draft, submitted, pending approval, or approved). <u>Full IRB or IACUC approval is NOT required at the time of application</u>. However, documented proof of institutional IRB or IACUC approval will be required prior to distribution of funds.

Additional Required Application Components

The ATA Grant Application must be completed following the format guidelines, adhering to all required character and word limits as designated in these instructions and on ProposalCentral.

❑ **Title of Project**

The title of the project should be descriptive of the proposed project.

❑ **Introduction to <u>Revised</u> Application (**required for resubmissions <u>only</u>, 1 page maximum)

If this grant is a resubmission of a proposal previously submitted to and reviewed by the ATA, a one-page description of changes may accompany the application. The applicant is encouraged to detail any improvements between the applications.

❑ **Lay Summary**

Provide a summary in layman's terms of your research proposal, written to be made publicly available. Include the project's broad long-term objectives, specific aims, and brief description of the research design. Write in plain language, so a non-scientist or patient member of the tinnitus community can understand the importance of the project. If awarded, the lay summary will become public information. Since this summary will be public information, do not include any proprietary or confidential information.

❑ **Keywords**

List any keywords that relate to your application to assist reviewers in associating your application to related materials and publications.

❑ **Narrative Biography**

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to.

❑ **Team Capabilities**

Provide a summary of the expected contributions from each team member involved in the project. If there are multiple Principal Investigators, provide reasoning for the approach. Provide detail regarding the roles of each team member as it relates to administrative, technical and scientific responsibilities.

❑ **Facilities**

Proposals must identify the facilities to be used and other resources that are directly applicable to the proposed work. Details should focus on the institution where the proposed research is to be conducted instead of listing all potential facilities accessible by the investigators of the proposed work.

❑ **Budget Detail**

Provide the requested budget with justification of planned expenses. Allowed expenses include salaries of principal investigator and supporting personnel; equipment purchases or supplies, including drugs and services; and indirect costs up to 10% of the grant. Grant funds may not be used for principal investigator travel or living expenses, or for information, education, or printing costs.

The ATA funds research grants in different amounts per project, per year. Multi-year projects are considered but funding is reviewed and appropriated on a year-to-year basis. The ATA does not guarantee funding for projects continuing beyond the current annual grant cycle. Multi-year research projects must re-apply for grant

consideration each year and include a progress report on the prior year's results (email grants@ata.org for specific instructions). The maximum funding for any project is $120,000 over two (2) years.

❏ **Alternative or Overlapping Funding**

List any current funding for the proposed project, or whether there are pending applications that could provide funding that would potentially overlap with the proposed project in the ATA application.

If another source (e.g. NIH, DoD, etc.) funds a similar or overlapping project, it is incumbent upon the Principal Investigator and the grantee institution to notify the ATA promptly. If the projects demonstrate substantial overlap, the applicant must choose a single award.

Indirect costs are *included* in the total costs, i.e. total costs including indirect costs must equal no more than the total of the grant per year.

Funds are not transferable without prior written approval. Unused funds are to be returned to the ATA at the completion of the award.

❏ **Data Sharing and Access Plan**
Describe how you plan to make data gained from this project publicly available in the future. If appropriate, include data sharing costs in the budget.

If a data sharing plan is not included as part of the application, the applicant must provide an 'opt-out' request that states under which grounds you seek exemption. The request will include rationale for why it is unnecessary or inappropriate. 'Opt-out' requests will be evaluated according to established guidelines.

Review Process

Areas to be scored by the Scientific Advisory Committee include the following:

- ***Significance.***
  - Describe how the proposed work advances the field of tinnitus research, clinical care, and relevance to the mission of the ATA grants program.
  - Clearly outline the relevance of the proposed work to the mission of the ATA grants program.
- ***Impact.***
  - Describe any potential or direct clinical applications from the outcome of the proposed research.
  - Describe the probability that the proposed research will lead to a cure or treatment for tinnitus.
- ***Approach.***
  - Outline specific goals that are appropriate for the funding period.
  - Define the methodology that will be used to complete the study.
  - Describe the data to be collected.
  - Provide a well-articulated explanation and/or justification of goals.
- ***Resources.***
  - Describe the facilities and environment to complete the proposed work.
  - Describe the team of researchers, referencing any publications in the area of tinnitus or in related fields.

The deadline for submitting a grant application is 11:59:59 PM ET on May 1, 2022.

Detailed Guide to ATA Grant Application Sections

The following describes the sections that comprise the ATA Grant Application, with detailed information regarding the information required to submit the document. Additional details may be found on the ProposalCentral portal.

Section 1: Title and General Information

Provide basic information about your application.
- Project Title: Provide a project title that does not exceed 200 characters, including the spaces between the words.
- Type of Proposal: Select the type of proposal.
    - New Proposal: a proposal that has not been funded by the ATA.
    - Continuation: a proposal that was previously funded and submitted for continued funding. If you select "Continuation", you will also be asked to provide your current ATA award number.
- Resubmission:
    - Is this proposal a resubmission?: Select whether this proposal is a resubmission.
    - Prior Proposal: As this is the ATA's first year using ProposalCentral, select "Prior Proposal Not in ProposalCentral".
- Requested amount of funding:
    - What is the total budget requested?: Enter the total budget requested; see program guidelines or application instructions for details.

Section 2: Download Templates and Instructions

Access instructions and templates that may be needed for your application.
- Application instructions
- IRS W8BEN Form
- IRS W9 Form

Section 3: Enable Other Users to Access this Proposal

Share your proposal with the necessary contacts for your application.
- Provide access to co-investigators, departmental officials, and/or grants administrators to receive system notifications and view or edit the proposal. Refer to the ProposalCentral guidelines for exact instructions.

Section 4: Principal Investigator

Provide relevant background information about the Principal Investigator.
- Principal Investigator: Without an ORCID iD, you may directly edit your professional profile in ProposalCentral to populate this page with the appropriate information.
- ORCID iD: ORCID iD allows you to connect your name with your research throughout your career, including publications, grants, and other biographical information. The ATA strongly encourages providing an ORCID iD. Please see orcid.org for more details.

Describe the Principal Investigator's role in the proposed research.
- Narrative Biography: (Do not exceed 1,000 characters.)
    - Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to.You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are

not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. Use of hyperlinks and URLs to cite these items is not allowed.

- Team Capabilities: (Do not exceed 1,000 characters.)
  - Provide a summary of the expected contributions from each team member involved in the project. If there are multiple Principal Investigators, provide reasoning for the approach. Provide detail regarding the roles of each team member as it relates to administrative, technical and scientific responsibilities.
- Biosketches (optional)
  - Applicants who are funded will be required to provide a biosketch for the primary Principal Investigator, but this is not required at the time of application.
  - Biosketches are optional at the time of application; however, they may be included as an attachment in the attachment section. If you choose to include a biosketch, follow the NIH format and do not exceed 5 pages for each investigator's biosketch. You may consult https://grants.nih.gov/grants/forms/biosketch.htm for further guidance.

Section 5: Institution Information & Contacts

Provide information about your institution, describing the facilities and how they will support your proposed research.

- Change Institution:
  - Using the ProposalCentral portal, select the lead institution for this proposal. The portal will automatically populate the required fields.
- Facilities: (Do not exceed 2,000 characters)
  - Identify the facilities to be used and other resources that are directly applicable to the proposed work. Details should focus on the institution where the proposed research is to be conducted instead of listing all potential facilities accessible by the investigators of the proposed work.

Provide contact information of officials at your institution to coordinate administrative details related to the grant application.

- Required Institution Contacts
  - Signing Official
    - Provide the email address of the Signing Official. A Signing Official has institutional authority to legally bind the institution in grant-administration matters by providing signature approval on grant application submissions. The SO monitors grant related activities within the extramural organization and may have a number of titles. The SO can also create additional accounts for personnel at their institution, including new signing official accounts.
  - Sponsored Programs Officer
    - Provide the email address of your Sponsored Programs Officer. A Sponsored Programs Officer is responsible for authorizing proposals for submission and for interpreting, negotiating, and accepting contracts and grants for sponsored projects funded by federal and state agencies, foundations, and other public and private sources.

Section 6: Personnel

Describe the team that will contribute to this project, including details regarding expected levels of effort and relevant contributions to the proposed work.

- Add and provide the following information about any team members or related personnel that will be included in your proposed research efforts:
  - Role
  - Effort (%)
  - Academic Rank
  - Primary Job Function
  - Academic Institution
  - Phone number
- Biosketches (optional)
  - Biosketches are optional; however, they may be included as an attachment in the attachment section. If you choose to include a biosketch, follow the NIH format. You may consult https://grants.nih.gov/grants/forms/biosketch.htm for further guidance.

Section 7: Project Summary and Keywords

Summarize your project and provide relevant keywords to help ensure the appropriate reviewers are selected to review your application.

- Lay Summary: (Do not exceed 1,500 characters.)
  - Provide a summary in layman's terms of your research proposal, written to be made publicly available.
  - Include the project's broad long-term objectives, specific aims, and brief description of the research design.
  - Write in plain language, so a non-scientist or patient member of the tinnitus community can understand the importance of the project.
  - If awarded, the lay summary will become public information so **do not include** any confidential or proprietary information.
  - Please observe the following limitations for the general audience summary:
    - Information entered in this field must be text only: scientific notations, special characters, special fonts, and other rich-text formatting (e.g., bold, italics, underline) cannot be saved or displayed.
    - Please type continuously - do NOT insert carriage returns at the end of each line.
    - After cut and paste, check the text to make sure the lines are continuous.
    - Carriage returns can be used for the start of a new paragraph.

- Keywords:
  - List any keywords that relate to your application to assist reviewers in associating your application to related materials and publications.
  - Provide at least 5 keywords that are appropriate to the proposed project. There is no limit to how many keywords you can choose. However, select keywords with care as they will be used to facilitate selection of appropriate SAC reviewers.
  - If you cannot find keywords that sufficiently represent your proposed research, you may provide additional options in the above section titled "Other Keywords". Be sure to include a sufficient number of novel keywords in the text box to meet the minimum of 5 keywords.

Section 8: Budget Period Detail

Provide the requested budget with justification of planned expenses.
- Allowed expenses include salaries of Principal Investigator and supporting personnel; equipment purchases or supplies, including drugs and services; and indirect costs up to 10% of the grant.
- Grant funds may not be used for Principal Investigator travel or living expenses, or for information, education, or printing costs.
- The ATA funds research grants in different amounts per project, per year. Multi-year projects are considered but funding is reviewed and appropriated on a year-to-year basis. The ATA does not guarantee funding for projects continuing beyond the current annual grant cycle. Multi-year research projects must reapply for grant consideration each year and include a progress report on the prior year's results (email grants@ata.org for specific instructions).
- The maximum funding for any project is $120,000 over two (2) years.

Estimate the costs to be incurred over the grant period in the event the grant is awarded.
- Personnel Costs: Provide the following information about personnel included in this proposal (as listed under **Section 6: Personnel**).
    - Name
    - Role
    - Effort
    - If receiving salary from this proposed research, include the following:
        - Base salary
        - Requested salary
        - Requested fringe rate
- Non-Personnel Costs:
    - For the applicable categories (equipment, supplies, and other expenses) provide the following information:
        - Description of the equipment
        - Subcategory of equipment
        - Cost of equipment
- Indirect costs: Provide your expected indirect costs. Note that these are not to exceed 10% of the total budget.

Section 9: Budget Summary

*Budget totals are read-only in this section. Data entered on the prior **Section 8: Budget Period Detail** page populates this page.*

Section 10: Alternative or Overlapping Funding

Describe any existing funding that may overlap with the proposed work.
- List active and pending support for the Principal Investigator.
    - Follow the instructions in ProposalCentral to select from existing entries of research associated with your ORCID account or professional profile. Alternatively, you may create a new profile to describe your funded research, which you can add to your profile for future use.
    - If you are creating a new entry to describe your funded research, you are required to provide the following information:
        - Source of Funding
        - Title of Project (or subproject)
        - Project Status
        - Start and End Dates

- ■ Annual Direct Costs
- ■ Abstract
- ■ Is there overlap with the submitted proposal? If so, describe the overlap with this application.
- ● Alternatively, check "No Other Support to report" if there is no overlapping funding to report.

Section 11: Assurances and Certifications

Provide relevant IRB and/or IACUC information.

- ● You may wish to submit a copy of the IRB approval or a copy of the IRB filing, but this is not required at time of application. In the event that your proposal is funded, relevant IRB and/or IACUC approval will be required prior to dispersal of funds.

Section 12: Publications

Reference any relevant publications that reflect direct contributions of the personnel in this project.

- ● Include and reference all publications applicable to this application that include the principal investigator or personnel as significant contributors. Follow ProposalCentral instructions to add relevant details from your previous publications.

Section 13: Attachments

A series of attachments are required to complete your application.

- ● Research Proposal (required):
  - ○ Provide a scientific summary of your research proposal. Include the project's broad long-term objectives and specific aims. Include a description of the research design and methods for achieving the stated goals.
- ● Introduction to Revised Application (if applicable):
  - ○ If this grant is a resubmission of a proposal previously submitted to and reviewed by the ATA, a one-page description of changes may accompany the application. The applicant is encouraged to detail any improvements between the applications.
- ● Biosketch (optional)
  - ○ Biosketches are optional; however, they may be included as an attachment. If you choose to include a biosketch, follow the NIH format and do not exceed 5 pages for each investigator's biosketch. You may consult https://grants.nih.gov/grants/forms/biosketch.htm for further guidance.
- ● Glossary and/or Abbreviations (optional)
  - ○ Glossary: For terms that are not commonly known, applicants may wish to provide a brief description of terms that are used often in the main text to assist with ease of understanding throughout the review process.
  - ○ Abbreviations: In addition to defining abbreviations in the main text of the application, applicants are encouraged to provide a list of all abbreviations contained in their application to assist with ease of understanding throughout the review process.
- ● IACUC Approval or Copy of Filing (optional)
- ● IRB Approval or Copy of Filing (optional)

Section 14: Demographic Information

Provide basic demographic information to contribute to improving our understanding of the populations and characteristics of applicants to the ATA Innovative Grants Research Program.

Section 15: Data Sharing and Access Plan

Describe how you plan to make data gained from this project publicly available in the future.

- If appropriate, include data sharing costs in the budget. (Do not exceed 2000 characters)
- If a data sharing plan is not included as part of the application, the applicant must provide an 'opt-out' request. The request will include rationale for why it is unnecessary or inappropriate. 'Opt-out' requests will be evaluated according to established guidelines (Do not exceed 2000 characters)
    - Provide the groups for exemption:
        - Intellectual Property Grounds
        - Financial Grounds
        - Human Subjects
        - Superseding Regulations Grounds
        - Other
- Select the appropriate data repository to which you plan to submit your data. You may choose from a list of data repositories or you may provide justification for an alternate repository.

Section 16: Required E-Signatures

Route your application to the appropriate personnel for their electronic signatures.

Section 17: Validate

Complete an automatic validation of your application to ensure all required components were submitted.

Section 18: Submit

After validating your application is complete, submit your application.