



## 2024 Innovative Tinnitus Research Grants Program

---

American Tinnitus Association (ATA), the nation's leading non-profit exclusively dedicated to serving the needs of the tinnitus community, is pleased to support innovative tinnitus research proposals. ATA Grants support one- or two-year investigations aimed at contributing substantively to the scientific understanding of tinnitus and improving the patient care and quality-of-life for those affected by tinnitus.

**Grant Application Opens:** February 1, 2024

**Grant Application Closes:** April 26, 2024

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 tinnitus research.
- (3) Advancing the careers of early investigators in the field of tinnitus.

The project period will be July 1, 2024 through June 30, 2025, pending completion of required documentation by required deadlines.

### How to Submit an Application

ATA Grant Applications should be submitted through [ProposalCentral](#) following the instructions outlined in this document. Guidelines on creating an application through ProposalCentral [can be found here](#).

### Eligibility

---

Applications are open to all researchers, regardless of career stage or international status. Applicants should submit their proposal under the appropriate funding levels, which can be found on the next page.

Applications must comply with the instructions outlined in this document to be eligible for review.

Projects involving a member of the ATA Scientific Advisory Committee or Board of Directors and his/her laboratory are eligible for ATA research grants, however, applicants are not able to participate in the review process for that particular type of grant application.

Questions regarding eligibility should be sent to [bryce.onozuka@ata.org](mailto:bryce.onozuka@ata.org).

## General Guidelines for Applicants

---

ATA Grant applications should be submitted through [ProposalCentral](#) following the instructions outlined in this document. A Letter of Interest (LOI) should be sent to [grants@ata.org](mailto:grants@ata.org) to ensure the research proposal aligns with the ATA mission.

**Letter of Interest (LOI):** Applicants should email [grants@ata.org](mailto:grants@ata.org) with the following information:

- Name of principal investigator(s) and research institution
- Brief description of the project that needs financing (1-2 pages)
- Amount of funding

## Award Information

---

The ATA funds seed grants to advance scientific understanding of tinnitus research, and to attract and maintain top research talent in the field. ATA Grants are for one- or two-year investigations. Multi-year investigations require the submission of a satisfactory midterm progress and financial report to receive continued funding. Funding of multi-year projects are reviewed and appropriated on a year-to-year basis. The ATA does not guarantee funding for projects continuing beyond the first annual grant cycle.

**Note:** *For all grants, priority is given to researchers pursuing projects that could open new lines of inquiry/understanding of tinnitus.*

### **ATA Innovative Research Grant for Established Investigators**

Max. US \$60,000 /year, up to two years allowed

This grant is open to senior/mid- and early-career researchers investigating novel ideas, including fundamental and clinical research, to advance understanding of tinnitus, its treatment, and possible cure/s. The primary purpose of this grant is to enable the Principal Investigator (PI) to obtain quality data that can be used for seeking further funding from larger institutions, such as the NIH and DoD.

### **ATA Innovative Research Grant for Early Investigators**

Max. US \$25,000 /year, up to two years allowed

This grant is aimed at enabling tinnitus researchers in the early stages of their careers to conduct novel investigations, yielding relevant data that can be used for pursuing more substantial grant funding from larger funding institutions, such as the DoD and NIH. *Applicants for early career research grants should have completed their most recent and relevant degree no more than seven years prior to the application deadline.*

## Review Process

---

The ATA review process is modeled after the National Institutes of Health (NIH), ensuring the selection of high-impact projects. All grant applications undergo a rigorous review by the ATA's Scientific Advisory Committee, and final approval is granted by the ATA Board of Directors. The ATA Scientific Advisory Committee is an international team of researchers, many of whom are also clinicians, that advise ATA staff and board members on all scientific matters.

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

- **Significance.**
  - The proposed work advances the field of tinnitus research and clinical care
  - Relevance of the proposed work to the mission of the ATA grants program
- **Impact.**
  - Potential or direct clinical applications from the outcome of the proposed research
  - Probability that the proposed research will lead to a cure or treatment for tinnitus
- **Approach.**
  - Specific goals are appropriate for the funding period
  - Appropriate methodology to complete the study
  - Description of data collection
  - Explanation and/or justification of goals
- **Resources.**
  - Facilities and environment to complete the proposed work.
  - Team of researchers

## Detailed Application Instructions

---

ATA Grant Applications should be submitted through [ProposalCentral](#). Guidelines for creating an application can be found here: <https://docs.proposalcentral.com/CreateApp.pdf>

The following describes the sections that comprise the ATA Grant Application. The instructions below must be followed for applications to be eligible for review. Required sections are marked with an asterisk\*.

### 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\*:
  - New Proposal – a proposal that has not been funded by the ATA
  - Continuation – a previously funded proposal applying for continued funding
    - If you select “Continuation”, please provide your current ATA award number
- Resubmission\*:
  - Is this proposal a resubmission? – yes or no
  - Prior Proposal – for resubmissions, select the appropriate proposal from the dropdown menu. First-time applicants should select ‘Prior Proposal Not in ProposalCentral’
- Requested amount of funding\*:
  - Funding Mechanism – select the appropriate funding mechanism for your proposal. Award levels can be found on the second page of this document.
  - What is the total budget requested?

### Section 2: Download Templates and Instructions

*Access instructions and templates that may be needed for your application.*

- Application Instructions
- Legal Policy\* — *All applicants must sign and agree to the ATA legal policy. If state laws prohibit you from signing the ATA legal policy as written, please submit your signed application with revised legal language that is acceptable to your institution.*
- 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 pages 5 and 6 of the [Proposal Central guidelines](#) for exact instructions.

## Section 4: Principal Investigator

*Provide relevant background information about the Principal Investigator.*

- Principal Investigator: Select 'Edit Professional Profile' to make profile changes
  - Select appropriate Principal Investigator from dropdown
  - Select 'Edit Professional Profile' to make profile changes
- ORCID iD: ATA strongly encourages providing an ORCID iD. ORCID iD connects researchers with their professional information, ensuring recognition of their work. Please see [orcid.org](https://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 the Principal Investigator's relevant work experience. Factors may include: aspects of training; previous work in this research topic or related topics; and technical expertise. 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.
- Team Capabilities: (Do not exceed 1,500 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.

## Section 5: Institution Information & Contacts

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

- Institution and Contacts:
  - 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 (SO). A SO 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 several 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: Project Summary and Keywords

*Summarize your project and provide relevant keywords to ensure the selection of appropriate reviewers.*

- Lay Summary: (Do not exceed 1,500 characters.)
  - Provide a summary in layman's terms of your research proposal.
  - Include the project's broad long-term objectives, specific aims, and brief description of the research design.
  - **Do not include** any confidential or proprietary information – if awarded, the lay summary will become public information.
  - Write in plain language, so a non-scientist or patient member of the tinnitus community can understand the importance of the project.
  
- 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 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 enough keywords in the text box to meet the minimum of 5 total keywords.

## Section 7: Budget Period Detail

*Provide the requested budget with justification of planned expenses.*

- Allowed expenses include salaries of research personnel; purchases of essential supplies and equipment, including drugs and services; and indirect costs up to 10% of the grant. Indirect costs should go under "Other Expenses".
- Grant funds may not be used for: travel or living expenses; leisure or recreational activities; information; education; or printing and publication costs.
- The maximum funding for any project is \$120,000 over two (2) years. Award Information can be found on the last page of this document.

*Estimate the costs to be incurred over the grant period in the event the grant is awarded*

- Personnel Costs: Provide information about personnel who will contribute to this research proposal
  - 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
    - Subcategory
    - Cost

## Section 8: Assurances and Certifications

*Describe any funding that may overlap with the proposed work to ensure that ATA funds are uniquely used to support the proposed work.*

- List active and pending support for key personnel that may overlap with the proposed work.
- For each instance of overlapping funding, provide the source of funding, title of the project, project status, start and end dates, annual direct costs, abstract, and a description of the overlap with the submitted proposal.

*Provide assurances on key ethical and biological resources.*

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

## Section 9: Attachments

*Required attachments are marked with an asterisk \*.*

- 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.
- Research Proposal\*:
  - 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. Further details can be found on the next page.
- Legal Requirement\*
  - 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.
- Biosketch (optional)
  - Biosketches are optional. If you choose to include a biosketch, follow the NIH format and do not exceed 5 pages for each investigator's biosketch. Please see <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)

## **Research Proposal** – required attachment

Provide the Research Proposal 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 sub-headers 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 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. A power analysis is encouraged to ensure appropriate study design to detect meaningful effects and to meet statistical standards. 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 should not exceed one page.



## Section 10: 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 11: Data Sharing and Access Plan

*Describe how you plan on storing and sharing data collected from the proposed work.*

- Data Plan:
  - Data 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)
  - Repository: Select the appropriate data repository to which you plan to submit your data. You may choose from the list of data repositories, or you may provide justification for an alternate repository.
  
- Data Plan Opt-Out Request: If a data sharing plan is not included as part of the application, the applicant must provide an 'opt-out' request. The request should include a rationale for why it is unnecessary or inappropriate. (Do not exceed 2000 characters)
  - Exemption Grounds: *check all that apply to your data plan opt-out request*
    - Intellectual Property Grounds
    - Financial Grounds
    - Human Subjects
    - Superseding Regulations Grounds
    - Other

## Section 12: Required E-Signatures

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

## Section 13: Validate

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

## Section 14: Submit

*After validating your application is complete, submit your application*