

V. POLICIES RELATED TO THE MEDICAL STUDENT/UNDERGRADUATE STUDENT STIPEND AWARD

A. ELIGIBILITY

Candidates for this award must be matriculated as either an undergraduate or medical student at an institution in the United States. They must identify an appropriate mentor for either a part-time project (summer or fractional time during the calendar year) or fulltime support, similarly at an institution in the United States (the mentor does not need to be from the student's home institution). Students from underrepresented groups are encouraged to apply, and special consideration for those students that meet the following definitions will be given during the review process (as defined: <https://diversity.nih.gov/about-us/population-underrepresented>)

B. QUALIFICATION AND CRITERIA FOR REVIEW

A research proposal will qualify for review when it involves studies that pertain to the function or dysfunction of the ear, specifically the auditory and/or vestibular system. A statement is to be included under the Research Plan explaining how the proposed research will benefit our understanding, diagnosis or treatment of otological disorders. Preliminary data may be provided but is not required under this mechanism.

The applicant is responsible for selecting a research mentor at the academic institution to which the award will be made, and for making arrangements to work with that person. The designated mentor must be the faculty member who will directly supervise the proposed research training and evaluate the awardee's progress. An applicant may have a co-mentor if his or her research interests cross areas of expertise. **Selection of a mentor is a key step in the application process and will constitute an important review criterion.** In general, the applicant should seek a successful researcher who has recent publications in the area of research, experience in the research techniques to be applied, and, optimally, external grant support from NIH or other major agencies. Location in a department that will provide a stimulating and supportive research environment is an additional factor to consider.

The applicant's mentor should be an active investigator in the area of the proposed research who will directly supervise the candidate's research. The mentor must document the availability of staff, research support, and the curriculum and facilities for high-quality research career development in otology/neurotology.

C. AWARD LIMITATIONS

1. *Award amount:* Students may apply for either \$5K as a part-time (0.25FTE) or \$20K as a full-time (1.0 FTE) stipend of support for one year. No indirect costs are allowable under this stipend mechanism.

2. *Period:* The applicant may apply for either a part-time award (up to 3 months or 0.25FTE) or a full-time award (12 months or 1.0FTE). This award is non-renewable.

3. *Funding:* \$40,000 is allocated annually to this grant program.

4. *Use of Funds:* A detailed budget and budget justification constitute part of the application and will be evaluated for appropriateness as part of the review process. The parent institution may supplement the stipend, provided that such supplementation is in accordance with its usual policies and does not impose a service obligation in conflict with the protected research time requirements.

Up to \$20,000 for a full-time or \$5,000 for a part-time stipend may be designated for research

supplies, equipment, and other costs each year, and should be identified in the budget as such. Equipment and supplies purchased with this Award become the property of the parent institution and may not be removed from the institution without its specific release.

D. CONDITIONS OF SUPPORT

The candidate must devote either 3 continuous months or the equivalent for the part time award (10 hours per week for one year) (25% percent effort (0.25FTE) or 12 months for a full time effort (1.0FTE) to the proposed research and research training activities during the period of the award. Applications must be accompanied by letters of support from the applicant’s mentor.

At the completion of the research, the Principal Investigator must provide the following documentation.

- 1) A short progress report on the research project (max two pages).
- 2) A list of papers and presentations submitted.
- 3) A statement from the Principal Investigator as to the impact of their research experience on their career trajectory (200 words or less).
- 4) A letter from the mentor describing the trajectory of the trainee’s career development and his/her productivity, with bullet point lists highlighting the strengths and weaknesses.

Table 6. Medical student/undergraduate student grant application format.	
Maximum number of pages permitted	Contents
1	Title page to include: <ol style="list-style-type: none"> 1. Title of the project 2. Dates of proposed research (must be 7/1 – 6/30) 3. Name, address, email, and phone for the Principal Investigator 4. Demographics of the Principal Investigator including gender, ethnicity with an optional statement “Do you qualify as an underrepresented minority? Please describe.” (50 words or less). The applicant may elect not to disclose this information. (See criteria under eligibility) 5. Name, address, email, and phone for the Signing Official at the applicant institution 6. IRB/IACUC approval number or a statement indicating that it will be provided prior to the initiation of funding 7. Signatures of the Principal Investigator and the Signing Official 8. Page 2 - Lay Summary-150 words max
1	Budget Page to include: <ol style="list-style-type: none"> 1. Budget and justification 2. A statement regarding the percent effort that the Principal Investigator will allocate to this project 3. A list of key personnel, their institutions, and their roles in the project 4. Duration of commitment to the project in calendar months and a budget that reflects this commitment: Maximum funding \$20,000 for a 12 month fulltime commitment, \$5,000 for a 3 month commitment.
1	Applicant’s background and goals for training
1	Specific Aims

3	Research Strategy to include these sections: 1) Background and Significance (potential for clinical impact). 2) Innovation. 3) Approach to include: a. Detailed methods. b. Rigor, reproducibility and sex and a biological factor. c. Pitfalls, alternative approaches and benchmarks for success (address feasibility). d. Timeline.
No limit	Bibliography
3	Sponsor (mentor) statement to include: 5) Research support available 6) History and outcomes of previous trainees 7) Training plan 8) Applicant's qualifications and potential for a research career
Per NIH guidelines	Biosketches for each key personnel using the latest NIH format, including the student applicant and all mentors
No limit	Letters of support (from key personnel other than the mentor)
AOS Sponsor	A brief written letter from an AOS member indicating sponsorship. The AOS member does not have to function as the mentor for the proposed research.

DEADLINES SPECIFIC FOR MEDICAL STUDENT APPLICANTS:

October 1: Letter of Intent due

November 1: Notification for request for a full application

December 15: Full application due

March week 1: Notification of awards

H. Submission

Letters of Intent and complete Grant Applications are to be submitted via email simultaneously to both the Executive Secretary of the AOS Research Fund and the Administrator of the American Otological Society via the email addresses below.

Executive Secretary: Andrea Vambutas, MD
avambuta@northwell.edu

Administrator: Kristen Bordignon
administrator@americanotologicalsociety.org