



## 2017 William N. Hanafee, M.D. Research Grant Overview

### Purpose:

To enable investigators (MDs or MD-PhDs) to conduct research related to imaging of the head and neck. Strong consideration will be given to applicants who are young investigators and for projects that have potential for subsequent grant applications to the NIH and other governmental agencies, as well as foundations and corporations.

### Targeted Projects:

- Any research related to the radiology of head and neck diseases including, but not limited to:
  - Morphologic and functional imaging that addresses biologic or clinical questions
  - Applications of advanced technologies and sciences
  - Development of new imaging technology
  - Outcomes analyses and comparative effectiveness
  - Educational mechanisms
- Emphasis will be placed on research deemed to have the most potential for future funding.

### Eligibility:

- Applicant must be an ASHNR Member at the time of application. If the applicant is an ASHNR *In-Training* Member (non-dues paying member) the scientific advisor or co-investigator must be a dues-paying member.
- Applicant or the sponsoring member must hold a position in a department of radiology or nuclear medicine within an educational institution in the United States or Canada.
- Applicant/co-principal investigator(s) must not be agents of any for-profit, commercial company in the radiologic sciences.
- Acceptance of an award from another source for the same project or component of the project in the same year is prohibited unless the source provides only salary support.
- Applicant or the sponsoring member must have completed advanced training and be certified by the American Board of Radiology (ABR) or equivalent. International applicants must be certified by the radiology board in their country (where applicable).

### Grant Amount:

Up to \$25,000 USD for a 1-year project to support the preliminary pilot phase of scientific projects. The seed grant cannot be supplemental to major funding already secured.

Following is a sample of expense items that are covered by the Grant Amount:

- Computer equipment and software
- Illustrations
- Imaging or laboratory equipment
- Laboratory tests
- Reader time (not co-investigators or co-authors on study)
- Research scan time
- Research coordinator's time
- Statisticians

### Please note:

- Travel expenses for scientific meetings may not be paid for by this grant. The recipient will receive complimentary meeting registration plus post-meeting reimbursement for up to \$1,500 for travel expenses to attend the ASHNR 52<sup>nd</sup> Annual Meeting in 2018.

- Unexpended funds must be returned to the ASHNR c/o the Core Curriculum Fund.
- Research Grants may run October 1-September 30. Funds will be paid to the department in two installments.

### Application Schedule:

A. The deadline for receipt of letters of intent is **March 31, 2017**. These should be one-page abstracts of the research proposal, submitted electronically (in .pdf or .doc format) to [kcammarata@asnr.org](mailto:kcammarata@asnr.org). On the subject line of e-mail submissions, indicate the following: "ASHNR Hanafee Award Letter of Intent Submission"

B. Applicants who are selected from the letter of intent stage will be notified that they are invited to submit a full proposal, and an application will be provided. The deadline for receipt of full proposal submissions is **August 1, 2017**. Incomplete applications, applications that do not comply with the instructions, and/or those that do not have the appropriate executed signatures will not be reviewed. Full proposals should be submitted in electronic form (.pdf or .doc) to [kcammarata@asnr.org](mailto:kcammarata@asnr.org). On the subject line of the e-mail submission, indicate the following: "2017 ASHNR Hanafee Award Application Submission"

C. Selection of award recipients will be in August, with subsequent notification of the recipient and institution by September. All those with interests in the award, or employees of an institution that may be involved in the award, shall recuse themselves from voting on such applications.

D. Announcement of the Hanafee Awards will be made at the ASHNR 51<sup>st</sup> Annual Meeting, September 16-20, 2017 and posted on the website.

### Selection Criteria/Review Process:

The members of the ASHNR Research Committee will review and score the grant applications. The decision of the ASHNR research committee will be subject to approval by the ASHNR Executive committee.

The proposed research project will be evaluated regarding its suitability for the applicant to obtain preliminary data with the anticipation of a future submission for additional funding from governmental agencies, corporations, or foundations. The evaluation will assess the following criteria:

- Significance, relevance and innovation of the proposed project to clinical care or the advancement of knowledge in the evaluation of head and neck imaging or disease processes.
- There must be a defined plan for the protection of human subjects. Investigators must address issues related to inclusion based on gender, minorities and children.
- The hypothesis should be clear and well developed, and the experiments designed to appropriately test the hypothesis.
- The proposed statistical analysis of the data must be defined.
- The project should stand a good chance of being completed within the time frame of the grant with a realistic budget.
- Evaluate the suitability of the applicant related to the proposed research. Does the applicant have the appropriate experienced advisor(s) that can advise and guide them throughout the proposed project?
- Evaluate the facilities and commitment of the institution, the department and individual research labs where applicable to provide adequate support for the applicant.

### Rules and Conditions

#### 1. Progress Reports

Recipients must submit an interim report six months (180 days) after the start of the project, and a final report within 3 months (90 days) after completion of the project. Reports will be distributed to the ASHNR Executive Committee to determine the success of the program. Failure to comply with the final report requirement may negatively affect the home institution's eligibility to receive future funds. Reports are to be submitted electronically (MS-Word or PDF). Complete reports must address each of the following:

### **Interim report should include the following:**

- a) A summary statement.
- b) The specific aims/goals of the research and the results of the work toward each aim/goal.
- c) Disclose any deviations from the original research plan and justify them.
- d) Outline expenditures that have been made thus far.
- e) Indicate any problems or delays that you have encountered.

### **Final report should include the following:**

1. Address points a) through e) under Interim Report (see above) and:
2. Indicate if the results from the research are being prepared for publication.
3. Indicate if the results from the research will be used as preliminary data to obtain additional funding.
4. Address the role the ASHNR grant had on your career.

## **2. Publications**

Scientific and educational manuscripts resulting from the ASHNR funding must first be submitted for consideration for presentation at the ASHNR Annual Meeting, and/or the American Society of Neuroradiology (ASNR) Annual Meeting, and for publication to the *American Journal of Neuroradiology (AJNR)* or *Neurographics*. Manuscripts that are not accepted for publication in the *AJNR* may then be submitted to journals of the author's choosing. One reprint of each publication produced as a result of the ASHNR funded work should be sent to the ASHNR for distribution to the ASHNR Executive Committee.

## **3. Acknowledgement**

All posters, publications, and oral presentations of ASHNR-funded projects must contain appropriate acknowledgment of the Society's support.

## **4. Extension**

Extension of the terms of the grant may be requested to extend the final budget period up to 12 months beyond the original ending date. Approval of an extension does not include the awarding of additional funds. A request for an extension must be made in writing to the Chair of the ASHNR Research Committee. The request must state the reason(s) for the extension, length of extension requested, and review the progress in the original grant period. Requests must be co-signed by the department chair and research advisor and submitted to the chair of the Research Committee two months (60 days) prior to the original ending date. Interim reports must be submitted every six months during the extension period.

## **5. Termination of Support**

The ASHNR Executive Committee reserves the right to modify or terminate the amount of any funds granted under the terms of the Research Grant program. If such a modification is deemed necessary, the grant recipient will be notified in writing within 90 days prior to termination. The investigator will have the option to modify the research plan or terminate the grant.



## **William N. Hanafee M.D. Research Grant *Application Instructions and Guidelines***

The application should be formatted in 12-point Arial font. Email completed applications no later than **August 1, 2017** to: **kcammarata@asnr.org**.

### **Section I: Title and Summary of Research Proposal**

Provide a succinct description of the proposed project (< 1 page). The abstract should state the long-term goals of the research, potential clinical significance of the research, and the methods to be used to conduct the research.

### **Section II: Investigator(s)**

#### **A. Applicant (Principal Investigator)**

- Contact information: address, email, cell phone
- Institution
- Department
- Citizenship
- Current year of training, or faculty position/rank- (If currently in a training program, include letter from Program Director confirming status and ensuring individual will be provided appropriate time to complete the project)
- Curriculum Vitae

#### **B. Priority Statement:**

Describe your area of professional/scientific interest(s) and long-term career goals. Briefly (< 1 page) describe the relevance of the proposed research to the priorities of your departmental research programs.

#### **C. Scientific Advisor: to be completed by advisor**

- Name, degree(s), title/faculty rank
- Provide description of your role as mentor for the applicant and CV
- Describe the extent to which the applicant was responsible for developing and writing the research proposal
- List other investigators or advisors who will participate in the project and their role in the project

### **Section III: Proposal**

#### **A. Research Plan:** Not to exceed 5 pages (not including timeline and bibliography).

##### **Specific Aims**

List the objectives and goals of the specific research proposed. State the hypothesis, the specific problem to be solved, the development of new technology, etc.

##### **Background and Significance**

Provide the background information leading to the proposed project. Review and analyze existing knowledge, and identify the gaps that the project is intended to fill. How do the specific aims translate to achieving the long-term objectives? How will knowledge or clinical practice be impacted by the results of the research?

### Preliminary Studies

Provide PI's preliminary studies pertinent to this application. If there is no preliminary data, then provide existing evidence from the literature.

### Research Design and Methods

Describe the research design, conceptual or clinical framework, procedures, new methodologies, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe the applicant's specific roles in the project. Discuss potential limitations of the proposed project and alternative approaches to address the aims.

### Timeline of Events

Provide a sequence and timetable for the project.

### Bibliography (insert here)

#### **B. Research Assurances**

Will the project involve any of the following?

- Human subjects (Yes/No)
- Vertebrate animals (Yes/No)
- Ionizing radiation/radioactive isotopes (Yes/No)

Funded applicants will be required to submit to IRB before grant funds are released.

#### **C. Resources and Environment**

Describe major equipment, laboratory, clinical, animal, office/computer, support services, educational resources, and other facilities that will be available for this project.

### **Section IV – Budget**

#### **A. Budget**

Provide a complete budget including information on equipment that will be purchased or rented, materials, and salary support if a laboratory assistant or other assistant will be paid by this grant. Explain how costs not covered by this grant will be paid (departmental funds, etc). The ASHNR does not pay institutional overhead or indirect costs. Travel expenses for the ASHNR Annual Meeting may not be paid from this grant.

#### **B. Payment Information**

If the grant is awarded, please supply the payee. The institution will serve as the fiscal agent.

- Grant checks payable to:
- Grant checks sent to: Include contact name, mailing address, phone number, and e-mail.

### **Section V: Signatures**

Enter the names and contact information for each individual that will sign the completed, printed application. Original signatures are required on the printed copy. Electronic reproductions will not be accepted.

- Department Chair or equivalent:
- Scientific Advisor
- Grant Administrator:
- Grant Applicant:

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800 Enterprise Drive, Suite 205  
Oak Brook, Illinois 60523-4216  
Phone: 630-574-0220, extension 226  
Fax: 630-574-0661  
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