



**THE NORTHWESTERN MEMORIAL FOUNDATION**

**FISCAL YEAR 2007  
GEORGIA BIRTMAN GRANT INITIATIVE  
OTOLOGY/NEUROTOLOGY FELLOWSHIP**

**SUPPORTED BY:  
AMERICAN HEARING RESEARCH FOUNDATION**

**REQUESTS FOR PROPOSALS**

Applications are to be submitted via e-mail to:  
**Heather Kabnick ([hkabnick@nmh.org](mailto:hkabnick@nmh.org))**

Hard copies are to be sent to:  
**Northwestern Memorial Foundation  
676 N. St. Clair, Suite 2050  
Chicago, IL 60611**

**SUBMISSION DEADLINE**

*September 15, 2006*

For additional information call (312) 926-9170

## GENERAL INFORMATION

### Introduction

The Northwestern Memorial Foundation (NMF) announces the availability of a grant to support the advancement of research and education within the areas of Otolaryngology and Neurotology. This grant is supported by a generous contribution made by the American Hearing Research Foundation (AHRF). AHRF was founded in 1956 and serves to provide significant funding for research in hearing and balance disorders and to help educate the public. These awards are intended to enhance the mission and strategic plan of Northwestern Memorial Hospital (NMH) and AHRF. Additionally, these grants will assist the Foundation to achieve the following specific goals:

- Distinguish NMH clinical, research, educational, and community service programs through the strategic allocation and use of NMF resources
- Provide exemplar stewardship of donor funds and all funds granted through NMF
- Generate extraordinary philanthropic support by matching the generous intent of NM supporters with NM needs
- Assure NM institutional values throughout the culture and organization of NMF

### The NMF Mission

Through the generous support of NMH friends, the Northwestern Memorial Foundation provides funding for education, research, community service, and capital projects to differentiate Northwestern Memorial Hospital as one of the leading Academic Medical Centers in the United States.

### The Georgia Birtman Grants Initiative

The Northwestern Memorial Foundation exists to support the hospital's leadership in patient care, education, research, and community service. As part of this Grant Program, The Georgia Birtman Grants Initiative is seeking proposals for research projects which have the potential to generate clinical care innovations, facilitate translational clinical research studies, and develop creative educational programs within the areas of Otolaryngology and Neurotology. Priority will be given to proposals that advance the Hospital's *Best Patient Experience* and *Best People* strategic goals and the research and education goals of AHRF.

### Award Specifics

Awards will be given for 1 year in support of a research fellowship in Otolaryngology or Neurotology with budgets not to exceed \$75,000.

### **Proposal Criterion and Format:**

The ideal proposals will clearly demonstrate the following elements in the submission:

- The proposal is innovative and addresses a significant problem relevant to otology or neurotology.
- The investigator has the resources available to conduct the project.
- The principal investigator has an appropriate background, including publications, to mentor a research fellow.
- The proposal provides a clear definition of specific aims, background, preliminary data, and methods.
- The description should include a clear statement of how the project will advance the field of otology/neurotology.

### Title Page

1. Title of project
2. Principal Investigator(s)
3. Mailing address of the individual or institution that is applying for funding

### Description

1. Brief description of the project
2. Performance site
3. Key personnel

### Table of Contents

1. Include all first level headings with page numbers

### Detailed Budget

1. Provide a 1 year project budget (up to \$75,000)
2. Include salary support for all support staff (students, post-doctorates fellows, etc.), equipment and supplies
3. Do not include overhead expenses; indirect costs are not support by this grant

### Biosketch

1. One biosketch per principal investigator
2. List current funding, pending funding and requested funding
3. Indicate what you will do if you receive overlapping funding
4. Include letters of support from your collaborators, if appropriate

### Main Body

1. The main body of the proposal should be no longer than 10 pages (12-point type with standard margins)
2. Specific aims of the project
3. Background and significance
4. Methods

5. Subject types (human or animal), if applicable. Indicate if IRB is already available or pending.

#### Final report

1. A final report is due 6 months after the end of the grant period, but may be submitted earlier in order to obtain release of funds (see following).
2. The final report is the property of the AHRF and may be posted to their website
3. All publications arising from this grant must acknowledge the support of this grant

#### Return of funds

1. Should the work proposed be impossible, as for example, if a suitable research fellow cannot be recruited, funds revert to NMF-AHRF.

**Deadline:** The application is to be e-mailed to Heather Kabnick at [hkabnick@nmh.org](mailto:hkabnick@nmh.org) and a hard copy sent to Northwestern Memorial Foundation by **September 15, 2006**.

**Review:** A selection committee comprised of the American Hearing Research Foundation (AHRF) will review all proposals and make recommendations. The recommended proposals will be reviewed by the Research and Education Committee of the NMF Board and forwarded to the NMF Board of Directors for final approval.

**Grant Award:** An award letter will be issued to the project leader following the decision of the NMF Board of Directors. The letter will indicate if additional documentation or steps are required prior to the initiation of the project.

These steps include: Following receipt of notification, grant awardees will be asked to demonstrate Institutional Review Board (IRB) and/ or Animal Care and Use Committee (ACUC) approval if appropriate. Contracts will be executed between the Principal Investigator, Northwestern Memorial Foundation and Northwestern University upon receipt of all documentation. Once a fully executed contract is received, 80% of funding will be sent to Northwestern University and the remaining 20% is granted upon receipt of a final progress report.

#### **Program Administration**

The grant program will be administered by Northwestern Memorial Foundation with proposal review and recommendations from members of the AHRF Grants Committee.

**Reports:** The final report is to be submitted to NMF in a timely manner. These reports are to include the outcome of the proposal along with budget versus expenditure information. Such stewardship accountability reports will be shared with The NMF Research and Education Committee and the NMF donor community.

**Publications:** Publications resulting from this work are to acknowledge the support of The Northwestern Memorial Foundation and the AHRF. A copy of any publications should be sent to NMF.