



CALL for RESEARCH PROPOSALS LABORATORIES

2019 POLICIES & GUIDELINES

The Fondation Pour l'Audition (FPA) offers three types of calls for proposals in Hearing Sciences for:

- French research laboratories to strengthen their research excellence
- young investigators (MDs or PhDs) to promote their training and mobility
- students to train them to research and promote scientific careers of French ENT residents, speech therapy and audiology students interested in Hearing.

The overall aim of the FPA research support is to train the French future talents to research, promote research excellence in France in Hearing Sciences and discover solutions for the hearing impaired. The aim is to support new approaches, to promote multidisciplinary research and, more broadly, to implement innovations and outcomes in order to improve hearing health in the short or long term.

ARTICLE I. OBJECTIVE OF THE CALL

Awarded to laboratories, FPA laboratory research grants aim to promote French scientific excellence and cover laboratory expenses for up to 3 years.

By stimulating new approaches and combining them with excellence, FPA wishes to promote innovations that will improve our hearing health in the future and contribute to France's influence in Hearing Sciences.

ARTICLE II. ELIGIBILITY

FPA grants are awarded to teams in academic, clinical or public research institutions.

The project must be coordinated by a French principal investigator from a French institution and involve teams in French institutions, but may include foreign collaborators.

The principal investigator and co-investigators must hold a faculty appointment (position equivalent to assistant professor or higher) in order to be eligible for a grant from FPA.

Applications must comply with FPA's mission to improve hearing health and promote translational research.

Laboratories are ineligible for funding if they hold an active FPA award by the time of the 2019 FPA grant activation, *i.e.* October 1, 2019. Research teams joining the Institut de l'Audition in Paris are ineligible for funding. Also, projects involving a member of the FPA Scientific Committee or Board of Directors and his/her laboratory are not eligible for an FPA research grant.

ARTICLE III. SCOPE OF RESEARCH

Only research projects addressing questions in the following fields of Hearing Sciences are eligible:

- Basic research
 - o Auditory pathways and networks
 - o Drug delivery
 - o Gene, cell and pharmacological therapies
 - o Pathophysiology of hearing disorders and tinnitus
- Medical and audiological research
 - o Cohorts

- Epidemiological studies
- Development of new audiological diagnostic and screening tests and assessment tools
- Psychoacoustics & psychophysics
- Applied research and technological innovation
 - Rehabilitation
 - Patient management
 - Treatment
- Psychology and sociology
 - Public health implication of hearing loss: psychological, physical and/or social aspects of hearing loss.

ARTICLE IV. PREPARING YOUR PRE-PROPOSAL

Prepare the application using the 2019 Word form available at <https://www.fondationpourlaudition.org/en/calls-proposals/call-proposals-laboratories-145>. No other form will be accepted.

Read and follow the instructions carefully.

The document must be filled out in English *ONLY* and must comply with the format specifications and page limits detailed in this document. Do not reformat the forms or exceed the space provided in the different sections of the application. **Failure to comply will result in administrative withdrawal.** Decisions of administrative withdrawal are final and not subject to appeal.

4.1 Privileged Communication

Material and information provided by the applicant in the application are considered privileged communication.

4.2 General instructions

Most of the sections in the application form are self-explanatory. The page numbering is set automatically.

Each page, except the front page, contains a heading named “Principal Investigator” where the name of the principal investigator (PI) must be entered.

The PI of a collaborative project will be the contact and overall manager of the project.

A member of the PI lab cannot apply as co-investigator. Collaborators requesting funding from the FPA grant must be listed as co-investigators. Collaborators not requesting a budget from the FPA do not qualify as co-investigators but can be mentioned in the research plan of the application.

The legal grant officer must be the head of the department of sponsored projects from the institution. Heads of laboratories or presidents of institutions cannot sign as a legal grant officer.

4.3 Specific instructions

Title of the project The title should not exceed 20 words.

Project description

- Page limitations

Do not exceed 2 pages. All tables, charts, graphs, figures, diagrams, images, photographs must be included within the 2-page limit, except references.

- Font

Use Arial font size 11 point. Greek letters are allowed. Same font size applies.

- Figures

Figures, graphs, photographs, charts, tables and figure legends may be small in size but must be clear and legible.

- Page format

Use A4 page format with margins of 1,5 x 1,5 x 1,5 x 1,5 cm and single-spaced paragraphs. Include the name of the PI in the heading.

Adherence to font and margin requirements is necessary. If terms are not universally known, spell out the term for the first time it is used and note the appropriate abbreviation in brackets. The abbreviation may be used thereafter.

- Structure of the project description

A. Specific Aims

List the broad, long-term objectives and the goal of the specific research proposed and the rationale.

B. Relevance for FPA's mission (200 words)

Explain how your project fits FPA's mission to improve hearing health and promote translational research.

C. New submission/resubmission

If you have submitted an application in the past, please describe the connection, if any, of the current submission to the prior submission. If there is no connection, please explain how they are different.

D. Background and Significance

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.

E. Preliminary Data

Provide the preliminary data pertinent to this application.

F. Research Design & Methods

Describe the research design, procedures, and analyses to be used to accomplish the specific aims of the project. Describe the expected results for each aim. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives.

E. Leadership Plan

A rationale for choosing a multiple PI approach should be described. The roles and administrative, technical, and scientific responsibilities for the project should be delineated for the PI and co-investigators.

F. Budget

Provide the budget requested to FPA with detailed expenses and project duration.

H. Literature Cited (no page limit)

List all references. Follow the following format: Authors' names, Title, *Journal*, **Year**, Volume, Pages. If a publication contains more than 10 authors, only list the first 3 authors.

Rebuttal (2 pages max) – for resubmissions only

If you resubmit a proposal, a rebuttal answering the comments from the reviewers last year is mandatory.

PI/Co-Investigator BioSketch Form (2 pages max)

Delete the pages that do not need to be filled out.

- *Education, Training, Positions and Honors*

List in chronological order your education, training, current and previous positions, beginning with your present position. Include start/end dates, position title, name of organization and department. In case of non-permanent/non-tenure or fixed term position, state the term of the current contract.

Select and list professional memberships and academic/professional honors received.

- *Peer-reviewed publications*

List your most significant peer-reviewed publications in the last five years in chronological order beginning from the most recent ones (limited to 10 per investigator). Include accepted manuscripts in press but omit manuscripts submitted or in preparation. Follow the following format: Authors' names, Title, *Journal*, **Year**, Volume, Pages and mark with an asterisk the publications obtained with FPA funds.

- *Research support*

List active, approved, completed and pending fellowships for the last three years using the following sample:

Project number:	Start date – end date:
Funding organization:	% effort:
Title of the project:	Goals of the project:
Award amount:	Overlap (justify):

For pending applications, document the expected notification date.

ARTICLE V. SUBMITTING YOUR PRE-PROPOSAL

In signing the application, the PI, co-investigators, and their legal grant officers agree to comply with the FPA policies.

5.1 Electronic submission

The application (5 MB max) must be submitted electronically as a single PDF file through the e-submission portal at <https://www.fondationpourlaudition.org/en/calls-proposals/call-proposals-laboratories-145> by **January 27, 2019 midnight** (French time). At this stage, no signatures are required.

5.2 Paper copy

The original paper application must contain the required signatures on the front page and must arrive by February 7, 2019 to: FONDATION POUR L'AUDITION - 13, rue Moreau - 75012 Paris, France.

No scanned signatures are accepted.

5.3 General considerations

No paper application will be returned.

The application must be complete and accurate at the time of submission. An application is considered complete only when accurate electronic and paper copies have both been received by their respective deadlines and complies with the FPA present policies. The electronic and paper copies must match entirely. No modifications are allowed. If changes are being made, the application will be rejected.

No supplementary material or updates are accepted after the deadline. The only exceptions are missing documentation requested by FPA.

Incomplete applications, applications not complying with the FPA policies or applications with false statements will be administratively withdrawn and not returned to the applicant.

Late applications will not be accepted.

5.4 Acknowledgment of receipt

Upon receipt of the electronic copy of the pre-proposal by FPA, the investigators and their legal grant officers will receive an acknowledgment of receipt to the e-mail addresses listed in the application.

5.5 Maximum submissions

Only one pre-proposal application is allowed per laboratory. In case several investigators from a lab would like to apply for an FPA research grant, it is mandatory for the head of the laboratory to choose the one application to submit.

Investigators applying for a lab research grant can also submit fellowship and studentship applications but if they are awarded a lab grant, they will not be granted any fellowships or studentships.

The same application cannot be resubmitted more than 2 times.

ARTICLE VI. PREPARING YOUR FULL PROPOSAL APPLICATION

Prepare the application using the 2019 Word form provided by FPA by e-mail. No other form will be accepted.

Read and follow the instructions carefully.

The document must be filled out in English *ONLY* and must comply with the format specifications and page limits detailed in this document. Do not reformat the forms or exceed the space provided in the

different sections of the grant application. **Failure to comply will result in administrative withdrawal.** Decisions of administrative withdrawal are final and not subject to appeal.

6.1 Privileged Communication

Material and information provided by the applicants in the application are considered privileged communication with the exception of the lay summary that will become public information if the proposal is funded.

6.2 General instructions

Most of the sections in the application form are self-explanatory. The page numbering is set automatically.

Each page, except the front page, contains a heading named “Principal Investigator” where the name of the Principal Investigator (PI) must be entered.

The PI of a collaborative project will be the contact and overall manager of the project.

A member of the PI lab cannot apply as co-investigator.

The legal grant officer refers to the head of the department of sponsored projects from the institution. Heads of laboratories nor presidents of institutions cannot sign as legal grant officer.

6.3 Specific instructions

Title of the project The title should not exceed 20 words.

Abstract (less than 400 words)

State the general interest of the project, the application’s objectives and specific aims. Describe concisely the research design and methods for achieving the stated goals. Describe the rationale and techniques you will use to pursue these goals. Clearly describe the expected results and **the relevance to hearing health and to FPA’s mission.** Do not exceed the space provided.

Research Plan

- Page limitations

Do not exceed 10 pages. All tables, charts, graphs, figures, diagrams, images, photographs and references must be included within the 10-page limit, except references.

- Font

Use Arial font size 11 point. Greek letters are allowed. Same font size applies.

- Figures

Figures, graphs, charts, tables and figure legends may be small in size but must be clear and legible. Photographs and images must be a part of the electronic application file and cannot be sent separately or glued to the paper version.

- Page format

Use A4 page format with margins of 1,5 x 1,5 x 1,5 x 1,5 cm and single-spaced paragraphs. Include the name of the PI in the heading.

Adherence to font and margin requirements is necessary. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type.

If terms are not universally known, spell out the term for the first time it is used and note the appropriate abbreviation in brackets. The abbreviation may be used thereafter.

- Structure of the research plan

A. Specific Aims

List the broad, long-term objectives and the goal of the specific research proposed and the rationale.

B. Background and Significance

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.

C. Preliminary Studies

Provide the preliminary studies pertinent to this application.

D. Research Design & Methods

Describe the research design, procedures, and analyses to be used to accomplish the specific aims of the project. Indicate how the data will be collected, analyzed, and interpreted. Describe any new methodology, novel concepts, approaches, tools, or technologies and their advantages over existing ones. Comment on the feasibility of the research plan of the study.

Describe the expected results for each aim and discuss the potential difficulties, pitfalls and limitations of the proposed procedures and alternative approaches to achieve the aims. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced in the field of Hearing Sciences. In case of a human/clinical study, describe the ethical aspects of the project.

E. Deliverables

Detail all the deliverables planned to be achieved during the project.

F. Leadership Plan

A rationale for choosing a multiple investigator approach should be described. The roles and administrative, technical, and scientific responsibilities for the project should be delineated for the PI and co-investigators.

G. New submission/resubmission

If you submitted an application in the past, please describe the connection, if any, of the current submission to the prior submission. If there is no connection, please explain how they are different.

H. Timeline

Provide the planned milestones per year for the entire project (Gantt chart).

I. Literature Cited (no page limit)

List all references. Follow the following format: Authors' names, Title, *Journal*, **Year**, Volume, Pages. If a publication contains more than 10 authors, only list the first 3 authors.

Rebuttal (2 pages max) – for resubmissions only

If you resubmit a proposal, a rebuttal answering the comments from the reviewers last year is mandatory.

Investigators' BioSketch Form (2 pages max)

Delete the pages that do not need to be filled out.

○ *Education, Training, Positions and Honors*

List in chronological order your education, training, current and previous positions, beginning with your present position. Include start/end dates, position title, name of organization and department. In case of non-permanent/non-tenure or fixed term position, state the term of the current contract.

Select and list professional memberships and academic/professional honors received.

○ *Peer-reviewed publications*

List your most significant peer-reviewed publications in the last five years in chronological order starting from the most recent ones (limited to 10 per investigator). Include accepted manuscripts in press but omit manuscripts submitted or in preparation. Follow the following format: Authors' names, Title, *Journal*, **Year**, Volume, Pages and mark with an asterisk the publications obtained with FPA funds.

Personnel's Biographical Sketch

A one-page personnel's biographical sketch is required for all individuals to be funded by FPA (except the PI and co-investigator(s) if applicable) listed in the page "Personnel involved in the project" of the PI and co-investigators sections. Describe education, positions and list publications of the last 3 years. If the personnel has not been identified at the time of submission, use the wording "to be recruited".

Description of the research environment (1 page max)

Provide a brief description of the environment where the work is going to be addressed. Describe the institution and outline the specific expertise available for the research at the institution and that of any associated institutions if applicable. Describe the infrastructure, logistics, facilities offered in as far as they are necessary for the good implementation of the project.

Budget pages

Delete the budget pages that do not need to be documented.

Use ONLY Euro currency in these tables.

The maximum budget requested to FPA cannot be higher than 100.000 € per year and per project.

FPA neither covers overhead/indirect costs nor salaries for principal investigators, co-investigators and scientists with permanent or tenure-track positions.

FPA-funded personnel

Salaries for Ph.D. students and postdoctoral fellows or other personnel must match the salary grid of the applicant's institution. The corresponding grid needs to be submitted by the applicant.

The annual base salary represents the salary for a period of 12 months, free of taxes.

Calculate the salary requested using the following formula: Salary requested = (annual base salary) x (% effort). Fringe benefits are supported by FPA and are required for all personnel including Ph.D. students and postdoctoral fellows. Document the amount of fringe benefits requested corresponding to the requested salary. Calculate the total as follows: TOTAL = Requested salary + Requested fringe benefits.

Non-FPA funded personnel

List the salaries of all personnel participating to the project whose salaries will be covered by other means.

Supplies, Equipment and Travel

Document the amount of supplies, equipment and travel asked to FPA. Please note only small equipment can be requested.

Global Budget Justification Form

Delete the pages that do not need to be documented.

The grant may support the entire project or may provide additional financial support to other funding. Document which case applies and provide details on why additional money is required.

List all personnel and their detailed roles on the project.

Itemize supplies by year in separate categories such as glassware, chemicals, etc. and justify their use. Each category must be accompanied with the corresponding amount of money requested.

List each item of small equipment by year, their price and justify their use.

Specify for each year the conference, destination and number of individuals that will attend the conference.

Document also the amount of money funded by other means for supplies, equipment and travel and detail what it covers.

Lay Summary (less than 400 words - in both English and French)

Describe in plain, lay language the aims of your research project, the means to be used to test your hypotheses and the relevance to hearing health. If the application is awarded, the lay summary will become public information. Therefore, **your summary must be written in simple words so that the general public can understand your research** and it shall not include proprietary/confidential information.

Research Support

Delete the pages that do not need to be documented.

List active, approved, completed and pending grant supports for the last three years using the following sample:

Project number:	Start date – end date:
Funding organization:	% effort:
Title of the project:	Goals of the project:
Award amount:	Overlap (justify):

For pending applications, document the expected notification date.

6.4 Appendix material

- *Letter of intent from the PI (one page)*

The letter should introduce the research project and its relevance in Hearing Sciences and FPA's mission which is to improve hearing health. It should also provide names and contact information (name, email address, institution) of 4 non-French independent referees judged qualified to evaluate the project. The letter can also provide up to 2 names that the applicants would prefer excluding from reviewing the proposal, if relevant.

- *Notice of approval from ethics committees*

If human or animal subjects are involved in the project, notice of approval from the relevant ethical committees must be provided. As the time to obtain the approval may be long, notice of submission are acceptable at the time of application. However, if the project is awarded, the project and its funding will not start until the day of the corresponding notice approval.

- *Salary grid of the institution*

The salary grid for Ph.D. students, postdoctoral fellows and other personnel to be funded by FPA is required (*Documents in French are allowed*).

Do not attach any documents other than those specifically requested.

ARTICLE VII. SUBMITTING YOUR FULL PROPOSAL

In signing the application, the applicants and their legal grant officers agree to comply with the FPA policies.

7.1 Assembling your application

Assemble the pages in the order specified in the form. Appendix material must be placed at the end of the application. Each page of the appendix material must be marked with the name of the PI and numbered.

7.2 Electronic submission

The application (5 MB max) must be submitted electronically as a single PDF file to research@poulaudition.org by **April 1, 2019 at 5 PM (French time)**. At this stage, no signatures are required.

7.3 Paper copy

The original paper application must contain the required signatures on the front and co-investigators' pages and must arrive by **April 15, 2019** to: FONDATION POUR L'AUDITION - 13, rue Moreau - 75012 Paris, France. **No scanned signatures are accepted.**

7.4 General considerations

No paper application will be returned.

The application must be complete and accurate at the time of submission. An application is considered complete only when accurate electronic and paper copies have both been received by their respective deadlines and complies with the FPA policies.

The electronic and paper copies must match entirely. No modifications are allowed. If changes are being made, the application will be withdrawn. If minor administrative changes are needed after submission (such as incorrect address), the applicant needs to contact FPA.

No supplementary material or updates will be accepted after the deadline. The only exceptions are missing documentation requested by FPA.

Incomplete applications, applications not complying with the FPA policies or applications with false statements will be administratively rejected and not returned to the applicant.

Late applications will not be accepted.

7.5 Acknowledgment of receipt

Upon receipt of the electronic copy of the full application by FPA, the investigators and their legal grant officers will receive an acknowledgment of receipt to the e-mail addresses listed in the application.

ARTICLE VIII. PEER REVIEW PROCESS

The FPA policies are intended to ensure that applications are evaluated on a fair and timely process, free of bias.

8.1 Admissibility

FPA verifies the admissibility of the pre-proposals and full proposals and compliance with the present FPA policies.

Compliant pre-proposals are then submitted for review to the FPA Scientific Committee, composed of international scientists chosen for their expertise related to Hearing Sciences. To view the list of the FPA Scientific Committee members, visit: <https://www.fondationpourlaudition.org/en/research/pour-la-recherche-121>

Compliant full proposals are sent for external review and discussed by the FPA Scientific Committee.

8.2 Evaluation criteria

Pre-proposal evaluation

The FPA Scientific Committee will review the pre-proposals using the following evaluation criteria:

- The relevance to FPA's mission to improve hearing health and promote translational research
- The novelty and feasibility of the research project
- The expertise of the laboratory

Based on these criteria, the FPA Scientific Committee will select the applicants invited to submit a full proposal during a meeting.

The FPA Scientific Committee is sovereign in its deliberations, which are confidential and not subject to any appeal in any way by the investigators or representatives of their corresponding institution.

If the quality of the pre-proposals does not meet the FPA requirements, the FPA Scientific Committee is free to dismiss all the applications and not award any grant in the framework of the 2019 call for tender.

Approval of the pre-proposal is mandatory in order to submit a full-proposal.

Full proposal evaluation

External reviewers, recognized as experts in the relevant research area of the proposal, will evaluate the full proposals using the following evaluation criteria:

- The relevance to FPA's mission to improve hearing health and promote translational research

- The relevance and impact of the research project
- The novelty and feasibility of the research project
- The scientific quality of the project
- The expertise of the investigators, their past experiences and achievements

Based on the external reviews, the FPA Scientific Committee will select the award recipients during a meeting. Investigators who have never received FPA grant funding will receive a special consideration. The FPA Scientific Committee is sovereign in its deliberations, which are confidential and not subject to any appeal in any way by the applicants or their institution's representatives.

If the quality of the applications does not meet the FPA requirements, the FPA Scientific Committee is free to dismiss all the applications and not award any research grant in the frame of the 2019 call for tender.

The awards recipients proposed by the FPA Scientific Committee are subjected to the approval of the FPA Board of Directors.

8.3 Review report

After the applicants are notified about the outcome of their applications, they will receive an anonymous review report related to their research project.

8.4 Breach of review

Applicants, as well as their institution's representatives, may not contact any member of the FPA Scientific Committee regarding their application during the review process.

Failure to comply with this policy will create serious breaches of confidentiality and conflicts of interest in the peer review process that will lead to the administrative rejection of the application.

Members of the FPA Scientific Committee are required to notify FPA if they are contacted by an applicant.

ARTICLE IX. AWARD CONSIDERATIONS

9.1 Award amount

The maximal award the project could receive is set to 100 000 euros per year for up to three years.

9.2 Award activation

The date for the award activation will be decided by the applicant in agreement with his/her institution but cannot be set prior to October 1, 2019.

9.3 Grant agreement

The conditions under which FPA will fund the research grant will be addressed by signing a grant agreement issued by FPA with the coordinating institution. If the grant is not signed by the parties or the ethical notice not approved by September 30, 2019 the funding will be automatically cancelled.

9.4 Award overlap

The applicant must declare if he/she applied for an overlapping grant to another funding agency. As FPA does not allow double funding, the applicant awarded different grants must choose a single award.

9.5 FPA Laureate Day and Meeting

A Laureate Day aiming to explain how the award will be managed to awardees and a Laureate Meeting gathering all FPA laureates will be organized in the second half of 2019. The presence of each laureate to both events is mandatory.

ARTICLE X. SUSPENSION, CANCELLATION OR ADJOURNMENT OF THE CALL

If circumstances require it or for reasons beyond its control, FPA reserves the right to modify the present policies or to suspend, cancel or adjourn the organization of the 2019 call for research proposals without affecting its liability.

ARTICLE XI. KEY DATES & CONTACT INFORMATION

Launch of the 2019 call for pre-proposals	December 10, 2018
Electronic application deadline for pre-proposals	January 27, 2019
Original submission deadline for pre-proposals	February 7, 2019
Launch of the 2019 call for full proposals	Early March 2019
Electronic application deadline for full proposals	April 1, 2019
Original submission deadline for full proposals	April 15, 2019
Award notification	Late July 2019
Award activation	October 1, 2019
Deadline for grant agreement signature	September 30, 2020

ARTICLE XII. SUPPORT

For assistance, contact FPA at FONDATION POUR L'AUDITION – 13, rue Moreau – 75012 Paris, France.
e-mail: research@purlaudition.org