The Charles H. Hood Foundation is pleased to announce its 2023 Major Grant Initiative to Advance Child Health. This Award Program supports outstanding senior investigators conducting innovative and transformative research in Child and Adolescent Mental Health. The overall goal of the Program remains the funding of translational or clinical research that will improve child health, children’s clinical outcomes, or health care access, affordability, and quality.

The Major Grant Initiative is a component of the Hood Foundation’s research funding portfolio. Since 1942, the Foundation has supported investigators at New England research institutions to improve the health and quality of life for children. The Hood Foundation Child Health Research Awards Program has launched the careers of 645 junior faculty whose discoveries have contributed to significant improvements in child health and 49 Postdoctoral Fellows whose projects span the continuum from basic laboratory research to clinical and health services research. Since the inauguration of the Major Grant program in 2014, 15 senior investigators have received $6,450,000 in research support.
Application Procedures

Letters of Intent are being solicited from selected research institutions in New England.

The Hood Foundation expects the invited institution to conduct an internal search for one faculty member to serve as the Principal Investigator who will submit the application. It is the responsibility of each Institution to forward this document (“Letter of Intent Guidelines and Terms of the Award”) to their designated candidate. As part of the submission, the Institution must provide a description of how this process was conducted.

Letters of Intent will be reviewed in June and up to five applicants will be invited to submit Full Proposals. The Full Proposal applications are due by 12:00 Noon, Eastern Time on September 12, 2022. Applicants will be notified of their status by mid-December and funding will be issued by the end of December for an award period to begin on January 1, 2023.

Research Focus

In developing a new priority area for the Hood Foundation Major Grant program in 2021, the Trustees reviewed current research in child health that both resulted in highly cited publications and indicated a need for additional funding throughout New England. Based on this information, the priority for the Major Grant program is now **Child and Adolescent Mental Health**. This broad topic includes research into autism, attention deficit disorder, eating disorders, affective disorders including depression and anxiety, substance use disorder, and other mental illnesses that cause suffering and dysfunction for children and adolescents, up to the age of 21.

The Foundation will consider proposals across the translational research spectrum, including

- Basis science and laboratory investigations that focus on brain mechanisms involved in complex behaviors and child development;
- Clinical research directed at better understanding the trajectory of mental illness through childhood and adolescence;
- Research directed at discovering and evaluating treatments and cures for child and adolescent mental illness;
- Research directed at discovering and evaluating approaches to the prevention of child and adolescent mental illness; and/or
- Healthcare systems and public health research focused on reducing the burden of mental illness among children and adolescents.

The Foundation will **not** support research:

- Focused on adult mental illness, even if those conditions may have begun in childhood or involved conditions of childhood; or
- Involving pregnant women and the fetuses they carry, even if otherwise related to child mental health.
Innovation
The Major Grants are intended to fund innovative work that may be difficult to fund with traditional grant mechanisms. For example, relatively few child health researchers make use of advanced statistical and computational techniques, ranging from computational biology to health services research to geographic information systems. In addition to traditional project-related costs, all projects funded under this Program may include the use of funds to bring new techniques or novel collaborations into child health research.

Collaboration
The Charles H. Hood Foundation encourages collaboration between investigators and institutions. If the project would benefit from a collaborative approach, please describe the nature of the collaboration and the scientific benefits. Although collaboration is not required for the 2023 cycle, evidence of meaningful collaboration will be considered in funding decisions.

Note: If the Hood Major Grant funds are intended to augment a currently funded study, clearly describe the additional research to be conducted with Hood funding.

Grant Selection Criteria
The Major Grant program uses a two-stage evaluation process. The Letters of Intent will be reviewed by the Board of Trustees of the Charles H. Hood Foundation. The invited Full Proposals will be assessed by external scientific peer reviewers.

The Trustees will use the following criteria as a guide in selecting which candidates to invite back for Full Proposal submissions:

- Investigators: Principal Investigators should provide evidence of exceptional creativity and significant accomplishments. Although not specifically required, successful applicants have had academic ranks of associate or full professor. Where applicable, the qualifications of the entire collaborative research team will be considered.

- Innovation: Research Project is highly innovative in methodology, research hypotheses, or patient population.

- Impact: Successful proposals must describe research that would likely lead to important improvements in child health, knowledge of child health and disease, or children’s clinical outcomes or health care access, affordability, and quality.

Letters of Intent will be reviewed by the Foundation Trustees and should be clearly written for sophisticated readers who are not themselves researchers. The LOI should describe:

1. the gap in knowledge or practice that the proposal is intended to close,
2. why the research team is uniquely qualified to carry out this innovative research,
3. why the Hood Major Grant program is the most appropriate funding mechanism, and
4. the implications of the proposed project on progress towards improvements in child health.

Selected applicants will be invited to submit full applications that will include detailed research plans and be subject to scientific peer review.
∞ Letter of Intent Instructions

Deadline: May 17, 2022 at 12:00 Noon

The Hood Foundation expects the invited institution to conduct an internal search for one faculty member to serve as the Principal Investigator who will submit the application. It is the responsibility of each Institution to forward this document (“Letter of Intent Guidelines and Terms of the Award”) to their selected candidate. Note that the PI, while responsible for the project, may include other investigators on the research team. The PI from each institution will complete and submit the Letter of Intent.

The application process requires an online submission using one of the following links:
Continue a Saved Application: https://www.GrantRequest.com/SID_738?SA=AM

The online portion of the Letter of Intent includes such data as contact information, educational background, project title, research abstract and a brief non-technical summary.

Candidates will upload one PDF file that combines the four sections in the order listed below. The PDF must be named Lastname.Firstname.Institution.PDF.

1) Application Cover Sheet: Provided on the online application website.
2) Table of Contents: Number all pages.
4) Research Project (maximum of 3 pages, including the Bibliography): Please include the following sections: Abstract, Background highlighting gap in knowledge or practice, Overview of research methods, Innovations that make this appropriate for a Hood Major Grant award, Implications for Child Health and Bibliography. Applicants should note that the application will be reviewed by the Trustees and avoid the use of technical jargon or unexplained abbreviations. The Bibliography for this stage should contain no more than 25 citations. Each reference should include the PMID number if available.
5) Institutional Statement: In addition to describing the selection process, the Institution must include a page that justifies its choice of candidate and a description of the applicant’s experience and seniority, and forward this to the Principal Investigator for inclusion as the final page of the Upload. This statement should be on institutional letterhead and must include the date and signature of an appropriate institutional representative.

Format the “Research Project” section with Arial 11 as the font and size. Use single or double line spacing within paragraphs, double line spacing between paragraphs, and one inch or larger margins on all four sides.

Any additional information submitted at this stage will not be considered.
Terms of the Award

Overview: The Charles H. Hood Foundation was established in 1942 to improve the health and quality of life for children through grant support of New England-based pediatric researchers. Its Child Health Research Awards Program has funded 635 junior faculty in clinical, basic science, public health, health services and epidemiology research providing over $47 million in financial support. The Major Grant Initiative to Advance Child Health supports translational or clinical research that will improve child health, children’s clinical outcomes or health care access, affordability, and quality. Since inception of this program, a total of 68 Major Grants have been awarded, totaling over $31 million. Beginning in 2021, the Program’s current area of focus is Child and Adolescent Mental Health.

Awards are made to non-profit academic, medical or research institutions in New England on behalf of the Award Recipients. The Award Recipient Institution is responsible for the administrative and financial management of the project, including any subcontracts, and maintaining adequate supporting records and receipts of expenditures.

Each Award is made to one investigator who is designated as the “Administrative or Lead PI.” If there are two Co-PIs, the Lead PI submits the application and is the point of contact for the Award Agreement, Progress Reports, and all other requirements. That person’s institution will be designated as the “Lead Institution” and serve as the administrator of the Award as well as the recipient of the grant funds. Only the Lead PI will complete the Application Cover Sheet and sign the “Award Acceptance Agreement.”

Award Amount and Funding Period: Two-year grants totaling $450,000 ($225,000 per year) will be awarded for the period of January 1, 2023 – December 31, 2024. The start date of the Award may be postponed for up to three months without a formal request. Any longer delays must be approved by the Charles H. Hood Foundation. A delayed start date will not reduce the total Award Period (e.g., a project start date of April 1, 2023 will revise the project end date to March 31, 2025).

Institutional Assurances: The Award Recipient must adhere to all federal, state, and local regulations regarding the use of human subjects or biologic samples, animals, radioactive or hazardous materials, and recombinant DNA in this research project. It is the Award Recipient Institution’s responsibility to make sure that all animal use, human subjects, and other required institutional approvals are in place prior to releasing any Award funds. The signatures of the Authorized Institutional Representative on the Application Cover Sheet and the Institutional Officer on the “Institutional Officer Acceptance Agreement” confirm this oversight.

Liability: The Charles H. Hood Foundation does not assume any liability or responsibility for activities supported by this Award including, without limitation, incidents or accidents involving any project personnel or study subjects (whether on travel, in the laboratory, classroom or elsewhere).

Scientific Misconduct: The appropriate federal, state, and local guidelines with regard to scientific misconduct must be in place and enforced at the Award Recipient Institution. In the unlikely event that an Award Recipient is involved in an investigation of scientific or financial misconduct, he or she will be subject to the procedures in place at the Institution. To the extent legally permissible, the
Institution must notify the Hood Foundation of both the investigation and the procedures that the Institution will follow.

A finding of scientific and/or financial misconduct must be reported to the Hood Foundation and may affect the Award Recipient's continued eligibility for support for the project.

**Research Misconduct:** Institution certifies that it has established administrative policies as required by Public Health Service Policies on Research Misconduct, 42 CFR § 93, and will comply with the policies and requirements (collectively, the "Policy") set forth therein. In the unlikely event that an Award Recipient is involved in an investigation of research misconduct directly related to the funded project, he or she will be subject to the procedures in place at the Institution as applicable. According to the Policy, research misconduct is defined as the “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or difference of opinion.”

To the extent legally permissible, the Institution must notify the Hood Foundation of a finding of research and/or financial misconduct related to the funded project and may affect the Award Recipient's continued eligibility for support for the project.

**Other Funding:** Neither the Institution nor the Recipient will accept funding from another source which will result in an overlap of funding for this project or result in greater than 100% effort of the Award Recipient or Key Personnel. The Institution and the Recipient are responsible for determining whether acceptance of this award will jeopardize support they may receive from other sources and ensuring that the Recipient has the capacity required to perform the project within the proposed timeline. The Recipient will immediately report to the Administrator any additional funding available for activities related to this project.

**Financial Responsibilities of the Award Recipient Institution:** The Institution will keep systematic records of all expenditures relating to this Award. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Institution for three (3) years after the close of the Award period and will be available for inspection by representatives of the Charles H. Hood Foundation during normal business hours and upon reasonable notice throughout this period. The Hood Foundation may, at its own expense, examine, audit, or have audited the records of the Award Recipient Institution insofar as they relate to activities supported by this Award.

**Use of the Award Funds:** The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. Award funds may be used only for the research project and budget as submitted in the Award Recipient’s project proposal. The Recipient Institution must exercise proper stewardship over award funds and ensure that costs charged to the award are allowable, allocable, reasonable, necessary, and consistently applied in line with the project’s accepted proposal and budget. The Institution shall be liable for reimbursement to the Funder of any award funds associated with any inappropriate or unauthorized expenditures or fraudulent or improper conduct involving the use of award funds. The grant monies which have been awarded, including any interest earned therein, may only be used for the purposes that have been awarded.
stated in this Agreement. Funds may not be expended for any other purpose without the prior written approval of the Administrator.

Expenses eligible for support include the Award Recipient’s salary and fringe benefits; salaries and fringe benefits of personnel essential to the project for only their work as it directly relates to the project; publication of scientific data; travel to scientific meetings; laboratory and data processing supplies; and other direct expenses such as equipment essential to the project. Award funds may only be used for salaries in proportion to the percent effort on the project. However, percent effort may exceed the percent of total remuneration requested.

Funds may not be used for new construction, the renovation of existing facilities, fundraising projects, or endowments. Funds may not be used for any political activity, accumulated deficits, or for any other purpose prohibited by the Internal Revenue Service Code. Funds awarded for the direct costs of the project may not be used for general operating costs. Research-related expenses not directly related to the project, general office supplies, individual institutional administrative charges in addition to indirect costs (e.g. telephone, other electronic communication, IT network), professional membership dues, and pre-award charges are not allowable expenses.

**Indirect Costs** (institutional overhead): Indirect costs may not exceed 10% of direct costs or up to $20,455 each year of the two-year Award period (based on a yearly payment of $225,000). In instances where there is a subcontract, the combined dollar amount for indirect costs taken by both the Award Recipient Institution and contracting institution may not exceed $20,455 each year of the two-year Award (based on a yearly payment of $225,000).

**Re-Budgeting**: Expenditures are expected to be within reasonable range of the Budget that was submitted with the grant application. Requests for re-budgeting or reallocation of Award funds over $50,000 must be conveyed by email to the Hood Foundation. The request must include the current allocation of funds along with specific detail and justification for the reallocation. Any line item change to the budget must receive prior approval from the Hood Foundation.

**Reporting Requirements**: Awards are made for a two-year period; award payments will be made once a year. **Funding for Year 2 of the Award** is contingent upon the timely submission of Progress and Financial Reports and a satisfactory assessment of the progress by the external Scientific Reviewers and the Foundation’s trustees.

**Scientific and Fiscal Progress Reports** will be due in November 2023 regardless of the start date of the Award. **Final Reports** are due sixty (60) days following conclusion of the Award Period. **The Award Recipient will receive an email notice and forms for all yearly reports approximately three weeks prior to their due dates**. The Hood Foundation reserves the right to place a hold on funds in cases where the Award Recipient is non-compliant with these Reporting Requirements.

The Award Recipient also may be asked to present on the progress of their funded project during or following the completion of their award period, to an audience consisting of Foundation Trustees, Scientific Review Committee Members, and/or other members of the Hood Foundation’s stakeholder
community (“Network”). In addition, the Award Recipient will be invited to and is expected to participate in at least one annual Foundation Networking event over the course of the funded period.

**Carryover of Funds**: Funds remaining at the end of Year 1 of the Award period may be carried over to Year 2, without the need for prior approval from the Hood Foundation, and incorporated into that year’s budget.

**No-Cost Extension**: Following the two-year Award period, a no-cost extension for up to nine months may be granted upon email notification to the Hood Foundation. Requests for a no-cost extension should be made at least 30 days prior to the conclusion of the Award period. This communication must include an explanation for the extension, the unexpended balance, and a timeline for completing the project. Any funds remaining at the close of the extended project period must be returned to the Charles H. Hood Foundation within sixty (60) days.

Final Scientific and Fiscal Reports will be due 60 days following completion of the extension.

**Changes in Award Status**: Any changes in the project’s research design including changes to/omission of specific aims described in the Award Recipient’s accepted project proposal require a formal written request and prior approval before implementation. Changing of project plans without prior approval may result in the suspension of payments, early termination of the award, and/or reimbursement to the Funder of any expended or unexpended funds. Any change in percent effort of the Award Recipient, or other personnel providing a substantial intellectual contribution to the project (collectively, the “Key Personnel”) requires prior written request and approval. Requests should include the reason for the change and a description of how the change will affect the scope of work, implementation, and timeline of the project. All requests for changes to the project design, aims, or percent effort of the Award Recipient or Key Personnel must be received by the Hood Foundation at least thirty (30) days prior to the desired effective date of the change.

**Transfer or Termination of Award**: Awards are made to the Institution where the named Award Recipient is conducting research. If the Award Recipient is planning a move to another nonprofit research institution during the Award period, transfer of funds to continue the project must be requested via email to the Hood Foundation. This communication must include a Fiscal Report stating the remaining fund balance as well as a letter from the proposed Department Chair confirming the availability of resources to continue the project. If the transfer is approved, the Award Recipient will be responsible for notifying the Hood Foundation of the new payee and oversight contact and coordinating the fund transfer.

If the Award Recipient is not continuing the research in another nonprofit research setting, the Award will be canceled, and unused funds must be returned within sixty (60) days. If the project is terminated for any other reason, by either party, any unused funds must be returned to the Hood Foundation within sixty (60) days. Disposition of equipment purchased by the Award Recipient with Hood Award funds will be evaluated on a case by case basis.

Transfer of the Charles H. Hood Foundation Award to another PI is not permitted.
Change in Award Recipient Status: It is the responsibility of the Award Recipient as well as the Institution to notify the Hood Foundation of any change in employment status of the Award Recipient at least thirty (30) days prior to such change.

Unused Funds and Reversion: The Award Recipient Institution is also required to give written notice if there is a change in the Institution’s status as noted below. Should any of the following occur, the Charles H. Hood Foundation may demand repayment of all unexpended Award funds; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the Internal Revenue Service that the Award does not constitute a qualifying distribution.
- The Institution fails to perform any of its duties, in the judgment of the Charles H. Hood Foundation, required by the Terms of the Award. In such cases, the Foundation shall provide no less than thirty (30) days termination notice in writing to the Institution, upon which the Institution shall have an additional thirty (30) days following receipt of such notice within which to cure any deemed failures.
- The Institution ceases to be exempt from income taxes under the Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Institution such as to jeopardize its tax status.

Family and Medical Leave: Budgeted costs for maintaining the research study may be expended from Hood Foundation award funds during medical or parental leave, subject to Institutional policies. Re-budgeting of these expenses during leave requires approval of the Charles H. Hood Foundation.

Patents, Copyright and Intellectual Property: The Award Recipient should follow the Institution’s policies regarding discoveries or any other intellectual property that results from research conducted under this Award. The Charles H. Hood Foundation will not retain any rights to intellectual property including patents, copyrights, trademarks, or other proprietary rights that result from the research.

Confidentiality and Third-Party Release: Application materials as well as Scientific Progress and Final Reports are considered confidential. The Charles H. Hood Foundation engages third parties who have the necessary expertise to review the submitted materials and evaluate each project. Although the Hood Foundation endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Hood Foundation is not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Charles H. Hood Foundation reserves the right to public acknowledgement of Award information (Award Recipient Name, Current Institution, Project Title, and Research Project Summary). This information will be made available on two websites: www.hria.org/tmf/Hood and www.charleshoodfoundation.org and may also be posted on other affiliated organization websites, included in publicly accessible databases of privately funded awards, or published in print form or other media.
Acknowledgement of Support: The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, the “Charles H. Hood Foundation Major Grant Initiative to Advance Child Health” and credit financial support to the Charles H. Hood Foundation, Inc., Boston, MA.

Publications: The Award Recipient is expected to share research findings in a timely manner through professional meetings and/or publications. To facilitate tracking of publications over time, the Award Recipient must obtain and provide to the Hood Foundation an Open Researcher and Contributor (ORCID) ID number. In addition, publications or presentations resulting from research supported by this Award must also acknowledge support from the Charles H. Hood Foundation, Inc., Boston, MA. Upon publication, please email a copy (or link to the full text) to the Charles H. Hood Foundation.

Post Award Reporting: The Award Recipient agrees to update the Foundation about research progress following the Award period as well as any new position, affiliation, and contact information. The Award Recipient may be requested to provide a current C.V. or update information in an online database. The Recipient understands that this obligation, to the best of his or her ability, survives the Award Period.

Direct any Questions to:
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