

**Creighton University**  
**Philip E. Heflin Auditory Research Grant**  
**Application Guidelines**  
*Application Deadline: 4:30 p.m., Monday, April 13, 2026*

**INTRODUCTION:** Philip E. Heflin Auditory Research Grants are seed grants made possible by a grant from the Omaha Community Foundation through the Philip E. Heflin Auditory Research Fund. The goal of this funding mechanism is to promote auditory research undertaken to ultimately cure auditory defects. This seed grant program will enhance the ability of faculty to develop sufficient preliminary data for competitive NIH grant applications. These grants are for a total of \$20,000 over a two-year project period.

**ELIGIBILITY:** The following eligibility requirements apply to the Philip E. Heflin Auditory Research Fund:

- School of Medicine tenured or tenure-track faculty, or research assistant professors are eligible for this opportunity. Faculty who hold contributed service, special rank, or visiting designations are not eligible for this program.
- Investigators should not submit more than one grant proposal to be considered.

**DEADLINE AND APPLICATION FORMAT:** Proposals for this opportunity must be uploaded and routing started in the InfoEd submission system no later than 4:30 PM, Monday, April 16, 2026. Please see the non- system to system instructions for using InfoEd, located on the Sponsored Programs Administration website at <http://www.creighton.edu/researchservices/grants/infoed/>.

Please create **one PDF** with all documents in the following order:

- Research Plan
- Literature Cited
- Budget Justification
- Biographical Sketches

**Upload the single PDF to the Attachments tab in InfoEd.**

**APPROVALS:** Applicants must follow established University approval procedures. The Principal Investigator must submit the application to routing via the InfoEd system before 4:30 p.m. on the deadline day.

**PREPARATION OF APPLICATIONS:** Total application must include the budget, budget justification, a Biographical Sketch for each investigator, no more than 6 pages for the research plan section, and literature cited. Use Arial font, size 11 points or larger, and no less than one-half inch margins (top, bottom, left, and right).

**BUDGET:** Use the InfoEd budget form for all budget information. All full-time Creighton personnel added to the budget will receive a salary release email. As faculty salary is not an allowable expense, they should disregard the email. Their name will be listed on the budget. Do not indicate person-months or salary for the participating faculty on the budget form.

The following are not allowable expenses:

- Faculty salaries
- Subawards
- Travel to conferences or scientific meetings
- Computer equipment
- Equipment repairs/maintenance
- Renovations
- Space purchase/rental/lease
- Alcohol
- U.S. visa fees
- Indirect costs

**BUDGET JUSTIFICATION:** *Describe the specific functions and person-months for all participating personnel including faculty positions that are not allowed salary.* Provide a complete justification for all expense items requested. No specific form page is required for the budget justification.

**NIH STYLE BIOGRAPHICAL SKETCH (created in SciENcy):** Provide a biographical sketch for all key personnel involved in the proposed project. Instructions are located at: <https://grants.nih.gov/grants-process/write-application/forms-directory/biographical-sketch-common-form>.

**RESEARCH PLAN :** *(No more than 6 pages for the following sections of the Research Plan)*  
Please follow the outline below for the proposal narrative. This section should include sufficient information needed for evaluation of the project, independent of any other document. Be specific and informative and avoid redundancies. Discussion of the inclusion of human subjects or animals must be included within the 6 pages of the Research Plan. No abstract is required. There are no specific form pages for the research plan, but use the following format:

1. **Specific Aims:** Concisely state the goals of the proposed research and summarize the expected outcomes(s), including the impact that the results of the proposed research will have on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
2. **Research Strategy:** Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading—Significance, Innovation, Approach.
  - a. **Significance:**
    - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
    - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
    - Describe how the concepts, methods, technologies, treatments, services, or preventive interventions that drive this field will be changed if the proposed aims are achieved.
  - b. **Innovation:**
    - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
    - Describe any novel theoretical concepts, approaches, or methodologies; instrumentation or intervention(s) to be developed or used; and any advantage over existing methodologies, instrumentation, or intervention(s).
    - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
  - c. **Approach:**
    - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted, as well as any resource sharing plans, as appropriate.
    - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
    - If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
    - Discuss your plans for potential sources of future support for continuing the research program initiated by this application. Specify extramural funding agencies to be approached. In addition, if this research is included in any currently pending external proposal, identify that proposal.

**LITERATURE CITED:** *(Not included in 6-page limitation)*

List all references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. Be concise and select only those literature references pertinent to the proposed research.

**PROJECT START DATE:** Grants will be awarded with an approximate start date of July 1, 2026.

**CERTIFICATIONS:** University procedures for projects involving human subjects, vertebrate animals, or biohazardous materials must be observed. Approval must be received prior to the release of funds.

**QUESTIONS:** If you have any questions, please contact Sponsored Programs Administration: Barb Bittner at 402-280-3209 or [spa@creighton.edu](mailto:spa@creighton.edu).