

INTERNATIONAL AND NATIONAL TRAINING GRANTS

GUIDELINES & INSTRUCTIONS

I. Statement of Purpose

The Alzheimer Forschung Initiative e. V. (AFI) supports research of Alzheimer's (AD) and Alzheimer's disease related dementias (ADRD), and promotes international collaboration in this field. In order to meet these aims, a Training Grant Program will be proposed to support research that transcends national boundaries. AFI wants to encourage scientists to become affiliated with foreign research institutions. Applications for Training Grants can be submitted at any time, notification will be at the latest two weeks after receipt at the organization.

Training Grants are awarded for a period of 4 weeks to 3 months. The length of time must be justified on the basis of need to perform experiments, or use facilities that are only available at the host institution. Training Grants will only be awarded for one visit to the host laboratory.

II. Terms and Restrictions

Training Grants are intended to support scientists from German Universities and public Institutions who wish to spend 4 weeks to 3 months working in a laboratory of any foreign country or a German laboratory to collaborate and import knowledge in the research field of Alzheimer's or other rare dementias. Additionally Training Grants support foreign scientists who like to work in a laboratory of a German University or non-profit institution.

The International Training Grants are open for PhD students, MD students and Post-Docs who are working in the field of Alzheimer's and related dementias at the time of application. Applicants can only apply once a year. Application deadline is 1 month before the start of the Training Grant.

The applicants have to show an official confirmation letter of support with details to the duration of the employment contract signed by the supervisor of the home institution.

The applicants have to show an official confirmation letter of invitation signed by the supervisor of the host institution.

Applicants must have adequate language skills to carry out their proposed research at the host institution.

Training Grants can be used

- to work in the host laboratory with collaborators
- to extend visits in the host laboratory
- to extend existing fellowships from other organizations

Training Grants are not awarded retroactively. The applicant has to wait for the notification of the grant.

III. Review of Applications

Applications can be sent to AFI at any time of the year.

The Chairman of the Scientific Advisory Board will review the applications thoroughly.

Applicants will be notified two weeks after receipt of the application.

Criteria for evaluation are:

- The feasibility of the project in the required time
- The existing contract with the home university or institution for at least six months past the training
- The importance for Alzheimer's disease and related dementia research
- The equipment of the host laboratory for the proposed research

Applicants will be notified in writing of the Chairman's decisions concerning applications. The organization staff does not provide information prior to written notification of applicants. Please do not call the organization office to request such information.

IV. Covered Expenses

Training Grants will cover following expenses, with a total of € 5,000 maximum:

Travel expenses

- Round-trip travel expenses to the host institution (the shortest route, the most economical means of travel) for only one trip at the start and end of the Training Grant. Travel expenses must be estimated by a travel agency. A written estimate must be submitted with the application.

Accommodation expenses

- Accommodation costs are provided for the days spend in the host country and for 2 travel days. A contract or invoice for the accommodation should be presented. Payment will be done based on actual cost.

V. Other Information and Conditions of the Award

- The candidate has to take care of visas by his/her own.
- The organization will not assume any responsibility for any damage or injury caused in relation to research conducted with the Training Grant.
- The payment will be done in two steps: 50 % of total amount will be paid immediately after the approval and 50 % after the organization will receive the report and invoices.
- The organization may require reimburse of all or part of the award if the duration of the Training Grant is shorter than originally calculated or false accounting statements have been submitted.
- The applicant has to submit a proof of the contract with the home university or institution.
- Latest 2 months after the Training Grant has ended, the candidate has to write a short report (1 to 2 pages) summarizing the results of his/her work and how he/she will incorporate the learnings into the home laboratory.

AFI is a publicly supported charitable organization funded by donor contributions, and has an active public education program that informs donors and other interested individuals about the research we sponsor. The candidate could be interviewed by the organization and the information will be used for press releases, solicitation mailings and further public information.

VI. Sharing of Reagents

The organization is convinced that biological reagents (e.g., recombinant DNA clones, cultured cell lines, hybridoma cell lines, and mutant or unique organisms) developed during the course of organization-sponsored research must be made available to qualified investigators after the publication of reports using or describing the reagents. These materials represent a valuable resource for the scientific community at large, paid for by the generous contributions of the organization's donors. The availability of these reagents directly affects the ability of the members of the scientific community to replicate the experiments of others and the pace and cost of future research.

Therefore, AFI requires that the host institution accept the responsibility of providing biological reagents developed during the course of organization-sponsored research to investigators who request them.

VII. Publication Acknowledgement

All publications resulting from research sponsored by AFI must give the following or similar credit: "Funds have been provided by Alzheimer Forschung Initiative e. V."

VIII. Instructions for Completing and Submission of the Application Form

Please read instructions carefully before completing and submitting the application form. Incomplete applications or failing to conform strictly and explicitly to these instructions will not be reviewed or otherwise considered for funding.

APPLICANT

- Indicate name, complete address, telephone, fax and e-mail address.
- Biographical sketch, provide complete record of CV. Give the exact date (month, year) on which scientific degrees have been obtained. Provide name of supervisor under which direction degrees were obtained.
- List of publications: List all publications in order of authorship.
- Declaration of past and present support. If other supports have been awarded, indicate the periods of such fellowships, research topics, names of host institutions, names of supervisors, and names of funding agencies.

HOME LABORATORY

- A supervisor is defined as the senior scientist, who takes responsibility for the conduct and progress of the applicants work at the host laboratory.
- Supervisors names and complete address must be indicated.
- The biographical sketch including research experience and publications must be provided.
- Attach an official confirmation letter of support with details to the duration of the employment contract signed by the supervisor of the home institution.

HOST INSTITUTION

- A research supervisor is defined as the senior scientist, who accepts the applicant in the host institution and who takes responsibility for the conduct and progress of his/her research.
- Supervisors names and complete address must be indicated.
- The biographical sketch including research experience and publications must be provided.
- Attach an official confirmation letter of invitation signed by the supervisor of the host institution.

RESEARCH PROJECT

- Project title should be simple and self-explanatory.
- Summary of research proposal should state the objectives, hypothesis and specific aims of the proposed research. Describe, briefly and concisely, what kind of new techniques will be learned and how they will be incorporated into the ongoing project at the home laboratory. Do not exceed the space provided.
- State briefly and concisely how the proposed research is relevant to determining the cause of or to developing a treatment for Alzheimer's disease or rare dementias. Do not exceed the space provided.

COST CALCULATION

- List duration of Training Grant, in days including two days of travel. Indicate the proposed starting date and expected costs for travelling and accommodation.
- A cost estimate of the travel agency for the most economical means of a round trip has to be attached.

SUBMISSION

- Applications can be submitted any time of the year. Applicant will be notified two weeks after receipt of application at the organization.

MAILING INSTRUCTIONS

- Please send the completed and signed application by email as one pdf:

Alzheimer Forschung Initiative e. V.

Katinka Poll

Email: forschung@alzheimer-forschung.de