

ALZHEIMER FORSCHUNG INITIATIVE e.V.

2021 GRANT APPLICATION

INSTRUCTIONS FOR COMPLETION OF FULL APPLICATION

Read these instructions completely and carefully. Applications that are submitted after the deadline or are incomplete will not be reviewed. Use English only and avoid jargon and unusual abbreviations. For the completion of the application, please also consult the Funding Guidelines of AFI.

Information completed in the Lol will (partially) be copied into the full application for the convenience of the applicant. It is the responsibility of the applicant to verify the information and correct where necessary.

1. PRINCIPAL INVESTIGATOR:

- Give the name and highest earned academic and professional degrees and year earned of the one person who will be responsible for the scientific conduct of the proposed research. NOTE: No P.I. may receive more than one AFI grant at the same time. List only one Principal Investigator.
- If the Principal Investigator has more than one title, give the one most relevant to the proposed project.
- If applying for a Pilot Grant, please specify that the PhD/MD will be obtained before the 31st of December (if known, the exact date of the defence can be indicated)
- Provide a complete internet email address.
- Provide a complete mailing address, including: 1) the institution name (examples: University Medical Centre xx), 2) the department or laboratory (examples: Department of Biochemistry or Neurobiology Research Laboratory), and 3) a street/town address sufficient for postal delivery. 4) Provide a complete daytime telephone number on which the applicant can be reached during office hours.

INSTITUTIONAL OFFICIAL / ADDRESS OF APPLICANT ORGANIZATION: Enter the name and the street/town address of the organization that will be legally and financially responsible for the conduct of activities to be supported by this award. Please consider the Funding Guidelines to evaluate the suitability of the institution to receive funding. AFI provides grants to non-profit organizations only.

2. TYPE OF APPLICATION:

Indicate whether the application is a new application, or a competitive renewal of a previous grant from AFI. If the application is to renew a current grant or if you received a grant from AFI previously, please provide the AFI grant number. You are asked to describe the

yield/publications from this previous grant in your project plan. In addition, indicate whether the application is for a Standard or Pilot Award and whether the application is a Cross-Border Project with France or The Netherlands. For Cross-Border Projects, indicate information about the other principal investigator from the collaborative country.

3. PROJECT PERIOD:

Enter the start and end dates for the entire proposed project period. Please notice the project period in the guidelines that needs to be respected.

4. BUDGET REQUESTED FOR THE ENTIRE PROJECT PERIOD:

Enter the budget you ask for this project. For Cross-Border Projects, enter the budget with the amount distribution between countries. Please respect the maximum budget listed in the Funding Guidelines when entering the budget.

5. RESEARCH PROJECT

This section is considered the abstract of your proposal and may contain overlap with section 7. Please note that this part 5 does not need to detail the whole project plan, but that it will be used to approach external reviewers to ask for review of your project and therefore needs to cover the scope/subject of your application.

- **TITLE OF PROJECT:** Choose a title that is descriptive and specifically appropriate. *Do not exceed 80 characters (including spaces)*. The title should not duplicate the title of any other project by the Principal Investigator.

- **SUMMARY OF PROPOSED RESEARCH:** State the objectives, hypotheses, and specific aims of the proposed research. Describe, briefly and concisely, the experimental design and methods for achieving these goals. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. *Do not exceed 700 characters (including spaces)*.

- **RELEVANCE OF THE PROPOSED RESEARCH TO ALZHEIMER'S DISEASE:** State briefly and concisely how the proposed research is relevant to determining the cause of or to developing a treatment for Alzheimer's disease. *Do not exceed 700 characters (including spaces)*.

6. PERSONNEL:

Indicate in the section "Embedding" how your project is embedded in your network or your access to the necessary facilities. You can list advisors/consultants that contribute to your project here. *Do not exceed 200 characters (including spaces)*.

List the following personnel involved in your project.

- Principal Investigator (essential)

Responsible for the project and the submission. Should be involved in the project at least 30% of his/her time.

- Collaborator(s) (optional, if applicable)

Involved in the project and/or its submission/design. Advisors or consultants are not considered collaborators and should be listed in the “embedding” section only.

- Person who will perform the project: PhD, PostDoc or other (if known)

Provide the CV details of the person who will perform the project under the supervision of the PI. If unknown, or yet to be recruited this does not need to be completed. The P.I. can describe in the project plan that such a person will be hired.

For each of them, list personal information, relevant training (begin with initial professional education and include postdoctoral training), professional experience (list in chronological order previous employment, experience, honours. *Do not exceed 1 000 characters (including spaces)*).

In addition list maximum 5 publications, relevant to the proposal. **Add an argumentation why this publication is relevant to the project** (e.g. “In this publication the method for the isolation of biomarkers is described...”). *Do not exceed 750 characters (including spaces)*.

7. RESEARCH PLAN:

The total for sections A-E may not exceed 17 000 characters (including spaces) for Standard Awards and 11 000 characters (including spaces) for Pilot Awards.

A. SPECIFIC AIMS.

State the objectives and the hypotheses to be tested and describe concisely and realistically what the specific research described in this application is intended to accomplish.

B. RELEVANCE TO ALZHEIMER'S DISEASE.

State clearly and concisely the relevance of the proposed research to Alzheimer's disease.

C. BACKGROUND AND SIGNIFICANCE.

Briefly summarize the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the proposed research by relating the specific aims to the objectives.

D. PROGRESS REPORT/PRELIMINARY STUDIES/REVISIONS

Competing continuation applications: Give the beginning and ending dates for the period covered since the project was last reviewed competitively. Summarize the previous application's specific aims and provide a succinct account of published and unpublished results indicating progress toward their achievement. Summarize the importance of the findings. Discuss any changes in the specific aims since the project was last reviewed competitively. Provide a list of the titles and complete references to all publications, manuscripts accepted for publication in refereed journals, patents, invention reports, and other printed materials that have resulted from the project since it was last reviewed competitively.

New applications: Use this section to provide an account of the Principal Investigator's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and competence of the investigator to pursue the proposed project.

Revised applications: Use this section to state the nature and extent of the revisions, indicating how this proposal differs from the previous proposal.

E. EXPERIMENTAL DESIGN AND METHODS.

Outline the experimental design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analysed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide a tentative sequence or timetable for the investigation. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

Activities involving human/vertebrate animals should be explained in this section in a way that allows proper evaluation (please also refer to sections 9.1 and 9.2).

F. FIGURES.

Only 3 figures can be uploaded. Multipart figures submitted as a single image file are allowed. Make sure that figures are in .png or .jpeg format and that no special characters (such as '&' or '%') are present in the document name. The title and legend should be written in the adequate section. *Do not exceed 1 000 characters (including spaces) for the title and legend.*

G. LITERATURE CITED.

List literature citations at the end of the Research Plan. Each literature citation must include the names of all authors, the name of the book or journal, volume number, page numbers, and year of publication. Providing titles is useful but optional. *Do not exceed 8 000 characters (including spaces).* Make sure to list all publications in a similar way to give the reviewers of the application a clear overview.

8. STATEMENT REGARDING PROPRIETARY INTERESTS:

State any proprietary interest or other actual or potential conflict of interest in the proposed research on the part of the Principal Investigator, other key personnel, collaborators or consultants. If none, no state.

9.1 – 9.2 HUMAN SUBJECTS/VERTEBRATE ANIMALS:

If activities involving human subjects or vertebrate animals are planned at any time during the proposed project period, tick "Yes", insert the date of approval by the Institutional Ethical Committee and the approval number. If approval is delayed beyond the submission of the application, enter "pending". Protocols for research involving human subjects and/or vertebrate animals must meet or exceed standards officially required.

Describe briefly and concisely how human subjects and/or vertebrate animals will be used in the proposed research. However, the research plan (section 7) should already provide sufficient details in the proposal to allow proper evaluation of the use of animals/human subjects (e.g. which species are used and why).

10. BIOHAZARDS:

Indicate whether the proposed research involves biohazardous material and identify same. The research plan (section 7) should provide sufficient details in the proposal so that the use of biohazards in the study can be properly evaluated.

11. DETAILED BUDGETS:

The total budget requested and the way it is spent is described in the Funding Guidelines. Similarly, the budget's distribution over the project period is also bound to specific rules set out in these Guidelines. Please verify whether the total amount requested per year is in accordance with the Guidelines.

Personnel: List the names and roles of all personnel to be involved in the project during the budget period (including personnel to be hired). List Principal Investigator first, followed by key personnel. Specify if salary and benefits (non-wage compensation) are requested. Indicate the percentage of time personnel will devote to this project.

Contractual Services: Provide justification and breakdown of costs for major support services, such as preparation or laboratory testing of biological materials. Indicate period of contractual service.

Equipment: List separately each major item and justify any item over €1,000. AFI will not fund the purchase of large capital equipment.

Supplies: Itemize supplies in separate categories. If animals are to be involved, state how many are to be used, their unit purchase price and their unit care cost.

Travel: State the purpose of the travel and destination. First class travel may not be used. Travel must be relevant to the accomplishment of the project.

Other: Itemize any other expenses in categories.

Budget justification: Provide justification for all salary requests, equipment purchases over €1,000, animals and supply categories. Provide a brief explanation of how the budget adequately supports the project described. The P.I. will have to mention how much money is already available for the project. *Do not exceed 1 000 characters (including spaces).*

12. OTHER SUPPORT:

For each of the named key personnel, list in three separate groups: 1) all currently active support; 2) all applications and proposals pending review or funding; and 3) applications and proposals planned or being prepared for submission. Include all federal, non-federal, and institutional research, training, and other grant, contract, or fellowship support at the applicant organization and elsewhere. If part of a larger project, identify the Principal Investigator/Program Director and provide data for both the parent project and subproject.

For each item, give: a) the source of the support, identifying number, and title; b) percentage of appointment on the project; c) dates of entire project period; d) annual direct costs; e) a brief description of the project; f) whether the support overlaps, duplicates, or is being replaced or supplemented by the present application; delineate and justify the nature and extent of any scientific and/or budgetary overlaps; and g) any modifications that will be made

should the present application be funded. *Do not exceed 2 000 characters (including spaces).*

13. CERTIFICATION OF FUNDING OVERLAP:

The P.I. must certify whether or not the requested award from AFI will overlap with any current or pending research funded by other granting organizations. Indicate overlapping grant with initiation and termination dates, and specific areas of overlap.

14. SUMMARY OF PREVIOUS AFI SUPPORT:

Provide the grant title, years and amount of all grants received from the Alzheimer Forschung Initiative e.V.

15. CONSORTIUM/CONTRACTUAL ARRANGEMENTS:

Provide a brief explanation of the programmatic, fiscal, and administrative arrangements made between the applicant organization and the collaborating organizations.

16. KEY WORDS PAGES: Self-explanatory.

17. INTERNATIONAL REVIEWERS:

- POTENTIAL REVIEWERS TO INCLUDE

Please include a minimum of 3 and a maximum of 5 potential International Reviewers working outside Germany. These will be contacted to help assess the application.

International Reviewers have to be experts in the Research Areas of Research plan described in the grant application (choose the specific areas of expertise in the Key Words table) and should have at least published more than 40 publications on the topic. No International Reviewers can be proposed that have had co-publications or collaborations with the Principle Investigator or Key Personnel in the past 5 years.

Please note that if these rules are not applied and a reviewer with a conflict of interest is proposed, this will automatically lead to a rejection of the application that will not be reviewed.

- POTENTIAL REVIEWERS TO EXCLUDE: You are also allowed to exclude a maximum of 3 International Reviewers from reviewing your grant application.

18. SUMMARY OF PROJECT IN NON-TECHNICAL TERMINOLOGY IN GERMAN:

Please provide a German description of the scientific project in terminology understandable by the lay public. Include introduction, hypothesis, specific aims, and long-term goals. Explain the subject of your research, which methods you use and why your research is important for Alzheimer's disease. Please write at least 1.500 characters (including spaces) *The maximum number of characters that cannot be exceeded is 2 000 (including spaces).*

In the event that AFI agrees to fund the project, the non-technical description may be used by AFI for writing press releases, public education, fundraising materials, and published on the website. Therefore, do not include proprietary or confidential information that is not to be publicly disclosed.

Additional instructions:

- When saving the application, the document is saved in the system.
- Applicants can return and change things in the application until the deadline
- In the 1-2 weeks after the deadline, applicants will receive an email from the European Grant Manager to confirm the receipt of the application and the eligibility of the application for the call. The application will then be reviewed by 3 members of the Scientific Advisory Board and an external reviewer.