Application instructions

1. Principal Investigator

1.1 Principal Investigator

Provide the PI's full name, complete e-mail address, phone number, and the highest earned academic or professional degrees including the year it was obtained in. If the PI has more than one title, give the one most relevant to the proposed project.

1.2 Institution information

Name the PI's organization and department.

1.3 Institution Address

Provide the complete mailing address for the PI's previously mentioned institution.

2. Project Details

2.1 Project Title

Choose a project title that is descriptive and specifically appropriate. The title should not duplicate the title of any other project by the PI. Do not exceed 80 characters including spaces.

2.2 Project Period

Select a start and an end date. The end date is three years after the project has started. The project officially starts in July 2027, but a start shift request can be submitted after grant approval. The start shift can be max. 6 months. The latest date the project is allowed to start is January 1st, 2028.

2.3 Budget

Specify the total amount requested for the project. The maximum is €200,000.

2.4 Project Summary

Provide a concise summary for your project, describing your entire project (objectives, hypotheses, specific aims, experimental design, and methods). This summary should be an accurate description of the proposed project when separated from it. Do not exceed 1000 characters including spaces.

2.5 Project Summary in non-technical Terms

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 can improve the quality of life of people living with dementia at home and their caring relatives.
Please use between 1500 and 2000 characters 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.

3. Research Plan

The following sections will create a concise and accurate description of the proposed work. Each paragraph should present new information, please do not duplicate the same information in the different sections. In addition, please adhere to the character limits set at each question, including spaces.

3.1 Specific Aims

Number each aim, describe each aim and explain what impact the specific aim has. Do not exceed 300 characters including spaces each aim description and deliverable.

3.2 Relevance of Proposed Research to Care Research to improve the quality of life of people with dementia living at home and their caring relatives

State what the expected results of your project are and how the proposed research is relevant to the improvement of the quality of life of people with dementia living at home and their caring relatives. Do not exceed 3000 characters including spaces.

3.3 Background and Significance of the Project to Dementia Care Research

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. Do not exceed 6000 characters including spaces.

3.4 Preliminary Results / Progress Report / Revisions

Use this section to provide an account of the PI's preliminary studies (if any) 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. If your project is the continuation of a previously supported project, please summarize the results of this previous project here and discuss why a continuation is necessary. Do not exceed 3000 characters including spaces.

3.5 Study Design and Methods

Outline the study 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. The way people with dementia and their caring relatives or other stakeholders are participating in the project / are involved has to be explained here as well as the chosen framework.
Include how the dimension sex/gender/diversity is considered in your project.
Do not exceed 8000 characters including spaces.

3.6 Reporting about the Stakeholder Meeting

It is a matter of great importance to AFI that people with dementia, their caring relatives and/or other stakeholders are participating in the project. Please meet before submitting the application and report about: who are the stakeholders / how did you get in contact / how did you prepare the stakeholders to the meeting / what did you discuss with the stakeholders / what were their reactions, opinions and suggestions and how does this influence your study design.

3.7 Sustainability

Please explain how sustainable your project idea is. Is your project the continuation of a former project? Can you imagine the project to be continued after a funding period of three years? And also: Will the results be applicable in real life? How do the potential results improve the quality of life of people with dementia living at home and their relatives directly? How can AFI disseminate the potential results?

3.8 Collaborations

List all collaborations you have: societies, nursing homes, companies etc. This is important in terms of transparency.

3.9 Figures

Use this section to strengthen your application by figures. A Gantt chart can be used to show the feasibility of your project plan. It is also allowed to insert multipart figures. Provide legends or explanations. Do not exceed 2000 characters including spaces.

3.10 Literature Cited

Give the most relevant references for the proposed project. Please make sure to use a concise referencing style, preferably Vancouver. Do not solely use DOI codes. You are given unlimited characters for this question so proper references are possible, but you are strongly requested to focus on the most relevant publications.

3.11 Letters of intent/ support/ commitment

Use this section in case there are supporting letters available. These can be by external parties like societies, nursing homes, (patient) advisory boards etc.

4. PI Personnel Section

4.1 Personal Details

Please check if the PI's personal details are filled in correctly from the first tab 'Principal Investigator'. If not, please make sure to change these on the first tab. Please indicate the PI's expertise in the AD/ADRD field according to the CADRO classification by selecting a maximum of 10 most relevant CADRO terms. Please provide a detailed subclassification within the categories as well.

4.2 Time on Project

Indicate the estimated time investment of the personnel member in the proposed project. Please note that it's expected that the PI invests at least 10% of their time in the project.

4.3 Embedding

Indicate how your project is embedded in your network, research group, or your access to the necessary facilities. Are there any facilities, collaborators, advisors or consultants (see 10.

Definition list) involved which will benefit the chance of success of your project? Do not exceed 500 characters including spaces.
NOTE: advisors or consultants of the project should be listed in this section, not in the 'Other Personnel' section.

4.4 Publications

List a maximum of 5 publications of which the PI is an author and which are relevant to this proposal. Add a concise argumentation (1 sentence) why this publication is relevant to the project (e.g., "In this publication the method of cognitive stimulation we use is described.". Please make sure to use a concise referencing style, preferably Vancouver. Do not solely use DOI codes.

4.5 Employment, Experience, and Received Grants or Rewards

Please provide relevant information about your employment and professional experience, in chronological order. If you have previously received grants or awards that might be relevant to this project, please state them here as well.

4.6 Education

Provide the relevant education and training of the PI. Start with the initial professional education and include postdoctoral training if applicable. Do not exceed 1000 characters including spaces.

5. Other personnel

Please select whether there are other people (Key Personnel, see 10. Definition list) involved in the project for more than 5% of their time.

For each section, see explanations above (4).

6. Detailed Budget

6.1 Budget Justification

Provide a detailed description of the use of the requested budget and how this budget adequately supports the project described. Please also mention if there are already funds available for this project and if so, how much. Please verify that the use of funds is in accordance with the rules stated in the AFI Funding Guidelines. Do not exceed 1500 characters including spaces.

6.2, 6.3 and 6.4 Year 1, Year 2, Year 3

The year starts when the project starts. The year is not the calendar year.
Give a detailed breakdown of the requested budget per year and per budget category (personnel, contractual services, equipment, compensation of expenses, supplies, travel, other (and then specify)).
Please make sure this matches the total amount requested in questions 2.3 and 6.1.

7. Other Support and Keywords

7.1 Other Support

For all key personnel, list in three separate groups:

- all currently active support;
- all applications and proposals pending review or funding;
- 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 PI and provide data for both the main and sub projects.

For each item, give:

- the source of the support, identifying number, and title;
- percentage of appointment on the project;
- dates of entire project period;
- annual direct costs;
- a brief description of the project;
- 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
- any modifications that will be made should the present application be funded.

7.2 Does the requested grant overlap with any current or pending research funded by other granting organizations?
Please write “yes” or “no”. In case, you answer with “yes”, fill “7.2.1 Funding Overlap”.

7.2.1 Funding Overlap
If question 7.2 was answered with “yes”, indicate the overlapping grant(s) with initiation and termination dates as well as specific areas of overlap. Please do not exceed 2000 characters.

7.3 Project Key Words
Select a minimum of 2 and a maximum of 10 relevant CADRO classification keywords that apply best to the described project. Provide a subclassification.

8. External Reviewers

Please include a minimum of 3 and a maximum of 10 potential external reviewers which will be contacted to help assess the application. External reviewers must be experts in the research areas described in the grant application (give the specific areas of expertise in the CADRO keywords). No external reviewers can be proposed that have had co-publications or collaborations with the PI or key personnel in the past 5 years or have other forms of conflicts of interest. Large consortia articles, GWAS studies, definition papers, position papers and other co-publications with a large number of authors that do not interact in any way are allowed as long as the PI/key personnel member and the external reviewer are not first or last author. Researchers working in Germany are allowed as long as there is no conflict of interest with them.

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.

9. Declarations

9.1 Declarations

Confirm that you are declare that your budget, project duration, and the rest of your application are in accordance with our funding guidelines.

10. Definition List

Principal Investigator (PI): responsible for the project and the submission. Should be involved in the project at least 10% of their time. Each project only has 1 PI.

Collaborator: involved in the project and/or its submission/design. Spends at least5% of their time on the project.

Advisor/consultant: provides help or advice to the PI or collaborators which will likely help bring the project to a success, but their time and effort for the project are limited (<5% of their time spent on the project). Should only be mentioned in the "Embedding" section, 4.3.

Key Personnel: all involved personnel members who contribute to the design, execution, and success of the project, with at least 5% of their time. These people should be mentioned in the 'Personnel Section' of the application, 5.