

**LIGUE EUROPÉENNE CONTRE LA MALADIE D'ALZHEIMER**

**2010 GRANT APPLICATION**

**INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM**

**Read these instructions completely and carefully. Applications that are incomplete or that do not conform to the stated page limitations will not be reviewed.**

**The application form uses form fields.** If you undergo problems while filling in the form, you can switch this feature off by unlocking the fields. Point to Toolbars on the View menu, and then click Forms. Unlock the fields by pressing the padlock button on the forms toolbar.

**FACE PAGE:**

1. **TITLE OF PROJECT:** Choose a title that is descriptive and specifically appropriate. Do not exceed 56 typewritten spaces. The title should not duplicate the title of any other project by the Principal Investigator.

2. **TYPE OF APPLICATION:** Indicate whether the application is a new application, or a competitive renewal of a previous grant from LECMA. If the application is to renew a current grant, please provide the LECMA grant number. Also indicate whether the application is for a Standard or Pilot Award. If you received an LECMA grant earlier, please provide grant number and period.

3. **PRINCIPAL INVESTIGATOR:**

a-c. 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 LECMA grant at the same time. *List only one Principal Investigator.*

d. If the Principal Investigator has more than one title, give the one most relevant to the proposed project.

e. Provide a complete mailing address, including: 1) the institution name (examples: University Medical School, Famous Hospital, Major Institution), 2) the department or laboratory (examples: Department of Biochemistry or Neurobiology Research Laboratory), and 3) a street address sufficient for postal delivery.

f. Provide a complete daytime telephone number and fax number for the Principal Investigator, if available.

g. Provide a complete internet e-mail address. The e-mail address of a departmental secretary or colleague (with their permission) is acceptable if the P.I. has no e-mail address.

4. **PROJECT PERIOD:** Enter the start and end dates for the entire proposed project period.

5. **COSTS REQUESTED FOR THE ENTIRE PROJECT PERIOD:** Enter the total costs for the entire project period.

6. **VERTEBRATE ANIMALS:** If activities involving vertebrate animals are not planned at any time during the proposed project period, tick "No".

7. HUMAN SUBJECTS: If activities involving human subjects are not planned at any time during the proposed project period, tick "No".

8. INSTITUTIONAL OFFICIAL / ADDRESS OF APPLICANT ORGANIZATION: Enter the name the one organization that will be legally and financially responsible for the conduct of activities to be supported by this award. Enter the name, title, telephone number, and street address of the individual authorized to act for the applicant organization and to assume the obligations imposed by the conditions for this award.

9. TYPE OF ORGANIZATION: LECMA provides grants to non-profit organizations only.

10. PRINCIPAL INVESTIGATOR SIGNATURE: With this signature, the Principal Investigator agrees to accept the responsibility for the scientific conduct of the project, and will operate under the terms and conditions outlined, and provide the required progress reports if a grant is awarded as a result of this application.

11. INSTITUTIONAL OFFICIAL SIGNATURE: With this signature, the institutional official named in item 8 accepts on behalf of the institution the obligations incurred by acceptance of a grant if one is awarded as a result of this application.

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 the space provided.*

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 the space provided.*

KEY PERSONNEL: List all individuals, salaried and not salaried, including the Principal Investigator, key personnel and collaborators/consultants at the applicant institution or elsewhere, who will participate in the scientific development/execution of this project. List their position title, role in project, department and organization.

BIOGRAPHICAL SKETCH: Prepare a biographical sketch on the Principal Investigator and key professional personnel. List relevant training, professional experience and publications. *Do not exceed the two-page limit for each investigator.*

RESEARCH PLAN: *Do not exceed the ten (10) page limit for Standard Awards and five (5) pages 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.** A progress report is **required** for competing continuation applications. This section is optional for new or revised applications. One or two pages are recommended for the narrative portion of the 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, analyzed, 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.

**Although no specific number of pages is recommended for section E, the total for sections A-E may not exceed 10 one-sided pages** (typeface must be smaller than 11 point) **for Standard Awards and no more than five one-sided pages for Pilot Awards.**

Tables, graphs, and photographs must be included within the 10-page and/or 5-page limit. Make sure that tables and graphs are readable with Microsoft Word. ***Applications that exceed this page limitation will not be reviewed.***

**F. 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 4 pages.*

**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, so state.

**HUMAN SUBJECTS/VERTEBRATE ANIMALS:** If activities involving human subjects or vertebrate animals are planned at any time during the proposed project period, tick "Yes" in the space indicated, insert the date of approval by the Institutional Ethical Committee of the proposed use of vertebrate animals and the approval number. If approval is delayed beyond the submission of the application, enter "pending".

Describe briefly and concisely how human subjects and/or vertebrate animals will be used in the proposed research. The research plan should provide sufficient details in the proposal so that the use of animals or human subjects in the study can be properly evaluated. Protocols for research involving human subjects and/or vertebrate animals must meet or exceed standards officially required. Describe which species will be used.

If the proposed research will involve the use of human or vertebrate animal subjects in the research, a signed release from the appropriate ethical committee of the institution must be provided to demonstrate approval of protocol before grant funds are released.

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

**DETAILED BUDGETS:** The total requested must not exceed € 80,000 (Standard Award) or € 40,000 (Pilot Award) with a maximum of € 40,000 or € 20,000 per year respectively. The budget may not contain any administrative overhead (indirect costs).

**NOTE:** For **Standard Awards**, LECMA will not fund the salary of the Principal Investigator except under extraordinary circumstances. A request for P.I. salary must be clearly and thoroughly justified. Justification is also required for equipment purchases over € 1,000 and major support services (see next section: BUDGET JUSTIFICATION). For **Pilot Awards**, eligible junior Principal Investigators must present an official authorized statement confirming employment during the grant period. They may budget up to € 20,000/ year for additional salary. Junior investigators are defined as young researchers with a PhD thesis and a maximum of six years of scientific research experience.

**Personnel:** List the names and roles of all personnel to be involved in the project during the budget period. List Principal Investigator first, followed by key personnel. Specify if salary and benefits are requested and justify all salary requests. 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. LECMA 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 by category.

**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. Continuation pages may be used if necessary.

**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

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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.

**CERTIFICATION OF FUNDING OVERLAP:** The P.I. must certify whether or not the requested award from LECMA 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.

**SUMMARY OF PREVIOUS LECMA SUPPORT:** Provide the grant title, years and amount of all grants received from the Ligue Européenne Contre la Maladie d'Alzheimer.

**CONSORTIUM/CONTRACTUAL ARRANGEMENTS:** Provide a brief explanation of the programmatic, fiscal, and administrative arrangements made between the applicant organization and the collaborating organizations.

**SUMMARY OF PROJECT IN NON-TECHNICAL TERMINOLOGY IN FRENCH:** Please provide a description of the scientific project in terminology understandable by the lay public. Include introduction, hypothesis, specific aims, and long-term goals. *Do not exceed 200 words.* Attach this summary to the original application and the e-mail version only. *Do not* attach a copy of this item to duplicated copies of the application.

In the event that LECMA agrees to fund the project, the non-technical description may be used by LECMA 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.**

**POTENTIAL REVIEWERS (OPTIONAL):** Self-explanatory.

**KEY WORDS:** Self-explanatory. Attach this page to the original application and the e-mail version only. *Do not* attach a copy of this item to duplicated copies of the application.

**CONSULTANTS/COLLABORATORS:** Attach an appropriate letter from each individual confirming his or her role in the project.

**NO APPENDIX:** No reprints and manuscripts are allowed. If information is essential to an evaluation of the application, incorporate it within the ten pages of the Research Proposal.