

Development Grant Application Instructions & Guidelines

Introduction

In preparing your grant application, please read and follow these instructions carefully. To facilitate proper review of your application, please be succinct and stay within the allowable page limits shown below. When completed, save the cover sheet, application, and attachments into one pdf document for submission.

Deadline for Receipt of Completed Application

The application must be received on or before February 15, 2020. Submit the application via email to foundation@neuromuscularfoundation.org.

APPLICATION

Cover Sheet: Complete the writable pdf that is included as a separate attachment. The fields will be populated as you complete the application sections. The completed application cover sheet will need to be signed by the institutional research office, your department chair **and** your mentor. You will sign the form where indicated and save the complete package as a pdf for submission.

Application Template & Format Instructions

The Word template provides basic guidance in completing the required information for your application submission. The template sheets should be completed using 1/2" margins and 11 point Arial font. The following information and page limits are required for each of the sections:

- Research Plan (4 page limit)
 - o Identify your research aims, prioritized chronologically, and provide an estimated timeline to complete each aim.
 - o State the rationale for the project and explain its significance, i.e., how the anticipated results will help solve important problems in the field. This section should clearly provide the reader with succinct information on the research you are proposing, why it is important and how it will advance the neuromuscular disease research field.
 - o Describe the experimental design and any novel laboratory procedures required to accomplish the specific aims of the proposed project.
 - o Discuss how data will be analyzed and interpreted.
 - o Include an impact statement that states how this project will promote major advancement in the understanding of neuromuscular disease, accelerate treatments and cures or optimize patient care.

- Budget (1 page)
 - o The following expenses are not permitted under AANEM Foundation's research program:
 - Salary or fringe benefits for the Sponsor (Mentor), collaborating investigators, co-investigators or lab personnel;
 - Salaries, travel and/or housing related to sabbatical leaves;
 - Salaries for administrative, secretarial and/or clerical staff;
 - Purchase or rental of office equipment;
 - Expenses normally covered by the indirect cost of the principal investigator's institution;
 - Fees for tuition, registration or other fees relating to academic studies;
 - Membership dues, subscriptions, books or journals;
 - And/or Expenses for or related to moving from one institution to another.
 - o Indirect Costs are limited to a maximum of 10% of all direct costs. Subcontracts are not

permitted on Development Grants. The indirect costs are part of the up to \$100,000 (Up to \$50,000 for up to 2 years) grant awarded.

- o Specifically name any other funding agencies which have been applied to for support
- o The AANEM travel award is not included in the grant. It will be provided to present the research once completed.

- Budget Justification (1 page)
 - o Justify all expenses listed on the main detailed Budget page.
 - o Include all sources of current and pending research funding including all sources – Federal, non-federal, commercial or institutional. Prizes or gifts do not need to be included.

- Facilities Available (1 page)
 - o Please list all facilities available for conducting the proposed research project. Include laboratory space, clinical facilities, animal facilities, computer facilities, office space, clerical staff and major equipment available. Identify by name and address any facilities that are not part of the sponsoring institution and describe the arrangements made for using those off-site facilities.

- Future Career Development Plan (1 page)
 - o Please indicate future development of the proposed research project beyond the grant funding period.

- References Cited on Application (2 page maximum)
 - o Include the references for the literature cited in the application. Make every attempt to be judicious in compiling a relevant and concise reference list.

ATTACHMENTS

Please include the following attachments and save into the same pdf file as the application.

- Letter(s) of Reference – The reference letters can come from peers, collaborators, or former mentors who know you well and speak to your character, strengths and weaknesses, as well as track record and future potentials. These tend to be more in depth than letters of support that are more related to the proposed work.

- Letters of Support
 - o Letter #1: Mentor
 - Letter should briefly include the research support available, the mentor’s training history, the applicant’s qualifications and potential for a research career, and the institutional commitment to this project.
 - o Letter #2 & #3: Professor or Colleague in the field of research
 - These letters must be submitted by professors or colleagues in the field of research who can best evaluate the scientific interests and qualifications of the applicant. They can be one of each type or both from the same type.

- Biographic Sketch (4 page maximum)
 - o Include only information relevant to this project.

- Institutional W-9 Form (US applicants)
 - o Include a copy of your institution’s W-9 form (U.S. only). The W-9 Form should be available to you through your Grants and Contracts or Sponsored Programs Office.