



Application Instructions

Letter of Intent Instructions

To begin the application process, please read through the tabs at this link:
<http://www.alzdiscovery.org/index.php/research-programs/grant-opportunities>

Click on the Academic or Biotech tab to submit the online **Letter of Intent (LOI)**. You will need to log in or create an account to enter the online system. You should receive a response to your LOI within two weeks.

Should you receive an invitation to submit a full proposal, please review and follow the instructions listed below:

Proposal Instructions

Please fill out the appropriate fields. For the attachments:

The “Body of Application” must contain the following (please indicate each section by number in the application):

1. Background and Significance

- Please include a discussion of the novelty of the proposed project and its expected impact on drug discovery for Alzheimer's disease, related dementias, and/or cognitive aging.

2. Specific Aims

3. Preliminary Data

4. Experimental Design and Methods

5. Description of Resources and Environment

6. Intellectual Property

- Describe any patents (pending or granted) related to the project.
- Note if you expect the project to generate new IP.

7. Other Support

- For Other Support, list other financial support, awarded and pending, and include grant title, principal investigator, % effort of investigator, granting agency, amount, and projected funding period.

8. References

The body of the application **should not exceed 10 pages of written text, not including figures, other support, or references.** Use at least 11pt. font and 1” margins

See next page.

Academic Institutions are **required** to submit:

- Body of Application
- Work Plan Deliverables (ADDF Form)
- Budget and Budget Justification (ADDF Form)
- Biographical Sketch/CV (ADDF Form)
- Appendix Materials (if applicable)
- Copy of IRB/IACUC approval (if applicable)

Biotechnology Companies are **required** to submit:

- Body of Application (see above)
- Statement of Need
 - This should be a brief explanation on why nonprofit funding is needed for this project.
- Work Plan Deliverables (ADDF Form)
- Budget and Budget Justification (ADDF Form)
- Biographical Sketch/CV (ADDF Form)
- Business Plan or Corporate Strategy
 - Include company description and history, mission statement, market analysis, risk analysis, milestones, and scientific and financial goals and future plans.
- Description of Management Structure
 - Include a list of board members.
- Capitalization Table
- Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement)
- Current Annual Budget
- Description of Investors to Date
- Intellectual Property Summary
 - Note all IP held by company, including pending or granted IP linked to project.
 - Note if you expect the project to generate new IP.
- Appendix Materials (if applicable)
- ADDF PRI Contracting Policy Form (ADDF Form)

* If any of the above materials are not available, please upload a page stating this.

Appendix Materials can include any publications, abstracts, letters of support/collaboration, quotes from vendors or CROs, or figures you feel may be helpful to the review committee.

Please note the following costs are not covered:

- Indirect Costs/Overhead
- Capital Equipment
- Travel
- Publication Costs

ADDF makes all reasonable effort to notify the applicant of a decision within 90 days of the proposal deadline. **2011 deadlines** for full proposals are January 12, April 5, July 5, and October 5. Letters of Intent should be submitted at least two weeks before these deadlines.

Should you have any questions about the online application system or process, please contact: Adam Liebling, *Senior Grants Manager*, (212) 901-8005 or aliebling@alzdiscovery.org