



## Frequently Asked Questions

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### **I. General Information:**

**Q.** What are your funding priorities?

**A.** Please refer to <http://www.alzdiscovery.org/wp-content/uploads/2010/12/2011-addf-general-rfp-and-funding-priorities.pdf> for our 2011 funding priorities.

**Q.** What types of institutions do you fund?

**A.** We fund both academic institutions (including non-profit research centers) as well as for-profit biotechnology companies.

**Q.** Do you fund internationally?

**A.** Yes, we fund both academic and biotechnology organizations internationally.

**Q.** How large are your grants and how long are they for?

**A.** Academic grants average \$150,000 per year for up to two years, and the biotechnology grants average \$200,000-\$300,000 per year for up to two years. Budgets are carefully reviewed along with the corresponding work plan and applicants may be asked to revise their budgets during the review process.

**Q.** What is the application process?

**A.** Applicants must submit a Letter of Intent (LOI) through our online system in order to create a record and provide a preliminary overview of the project. LOIs are typically reviewed internally. If within the scope of our funding priorities, the applicant will receive an email with an invitation

to submit a full proposal. Application instructions will be provided, as well as forms for the workplan, budget, and biographical sketch, and other required materials. Biotechnology applications require additional materials. Applications are then reviewed internally or externally by our Scientific Review Board (SRB) members.

**Q.** What are your application deadlines?

**A.** LOIs are accepted on a rolling basis, but must be submitted at least 2 weeks before the full proposal deadline to be considered for that cycle. For 2011, the proposal deadlines are **January 12, April 5, July 5, and October 5**. Proposals must be electronically submitted on the ADDF website by **11:59pm EST** on the day of the deadline. Proposals submitted afterwards will be reviewed in the next cycle.

**Q.** When should I expect to hear the outcome of my application?

**A.** We make every effort to notify applicants within 90 days of the proposal deadline, and to provide useful feedback from the reviewers.

**Q.** If my application is approved for funding, when will my grant start?

**A.** The earliest start date is typically the 1<sup>st</sup> day of the 4<sup>th</sup> month after the deadline. This date can be revised at a later time if needed if the application is selected for funding.

**2011 Proposal Dates:**

<b>Deadline</b>	<b>Expected Start Date</b>
January 12 <sup>th</sup>	May 1 <sup>st</sup>
April 5 <sup>th</sup>	August 1 <sup>st</sup>
July 5 <sup>th</sup>	November 1 <sup>st</sup>
October 5 <sup>th</sup>	February 1 <sup>st</sup> (2012)

**Q.** Do I need to submit a hard copy of the application?

**A.** No, we no longer require a hard copy.

**Q.** How many times can I apply in one calendar year?

**A.** Applicants can apply for each review cycle, but cannot have more than one application per review.

**Q.** Can renewal grants or follow-on funding be considered?

**A.** Yes. However, the renewal proposal will follow the same application and review process.

## II. Letters of Intent:

- Q.** Do I need to submit a Letter of Intent (LOI) before submitting a full proposal?
- A.** Yes, we require that you submit an LOI. After a preliminary review of your LOI, if we find that your research fits with our current funding priorities, we will invite you to submit a full application.
- Q.** If I submit an LOI for a proposal deadline, but cannot finish my application in time, will I need to submit a new LOI for the next deadline?
- A.** No, you do not need to submit a new LOI for the next deadline, unless the proposed work has changed. However, we only keep an LOI open in our system for **one additional** proposal deadline. After two missed deadlines, the LOI is removed from our system and you will need to resubmit an LOI for the following deadline.

## III. Completing Your Application:

- Q.** How long should the body of the application be?
- A.** The body of the application should be no longer than **10** pages of written text, **not including figures, other support, or references.**
- Q.** Can figures be included in the body of the application, or should they be presented in a separate appendix?
- A.** Whichever you prefer. The figures won't be counted toward the page limit.
- Q.** Is there a page limit on the biographical sketch/CV?
- A.** No.
- Q.** Who should I include biographical sketches for?
- A.** We require biographical sketches for the key personnel on the grant, such as the PIs and co-PIs. We do not need the CVs of administrative contacts or research support.
- Q.** What information should I include for the co-PIs?
- A.** For the co-PIs, include a biographical sketch, a description of the significant contributor's role on the project in the budget justification, and if they are requesting a salary, the co-PIs' other support and percent effort so we can determine possible overlap.
- Q.** What should I include in the "Affiliations" section" on the biosketch form?

**A.** Affiliations can mean board memberships, memberships in professional organizations, etc.

**Q.** Can I still submit my application if IACUC/IRB approval is pending?

**A.** Yes. Confirmation of IACUC/IRB approval is only necessary prior to releasing the first grant payment, if the proposal is selected for funding. You may make a note of the pending approval on your application.

**Q.** If I am applying for a two-year grant, do I need to submit a budget and workplan for each year?

**A.** Yes, we require that you submit a separate budget and workplan for each year of requested funding.

**Q.** If my application is a resubmission, do I need to include any additional information?

**A.** Yes, please include a written response to the reviewers' comments from the original application. This can be uploaded as an Appendix.

**Q.** How do I upload multiple Appendix items?

**A.** You do not need to put the appendix items into one document. The system will let you upload multiple individual documents for this section.

#### **IV. Biotechnology Applications:**

**Q.** How many years of financial statements are required?

**A.** We require at least the statements from the last completed year.

**Q.** What do you mean by annual budget?

**A.** We are typically interested in a basic operating budget / projection of revenue & expenses for the current year.

**Q.** How current should the Capitalization Table be?

**A.** As recent as available.

**Q.** How much information do you need for the "Description of investors to date"?

**A.** The "Description of investors to date" can simply be a list of individuals/organization names and amounts. This section can also include other revenue sources, such as foundations, government funding agencies, etc.

**Q.** What do we do if we do not have any of the documents you are asking for?

**A.** Please upload a brief explanation in place of the required document.

## **V. Contacts:**

For application submission inquiries, please contact:

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For program-related inquiries, please contact:

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FAQ as of 6/6/2011