



## BASIC SCIENCE AND TRANSLATIONAL RESEARCH PILOT GRANT GENERAL INSTRUCTIONS FOR APPLICANTS

### Before Getting Started

**Review eligibility requirements:** AFTD Pilot Grants provide funding to new and early-stage investigators who are in the process of establishing an independent research program, enabling them to gather data in support of subsequent grant applications to another funder. If you meet the [NIH definition](#) of a new or early-stage investigator, you can apply for a Pilot Grant.

- *If you are a more senior researcher* — you cannot apply as the PI on an AFTD Pilot Grant; however, you can serve as a co-investigator on an application by a colleague who is a new or early-career investigator. You are also welcome to apply to other [AFTD grant programs](#).
- *If you are a postdoctoral fellow* — you cannot apply for an AFTD Pilot Grant. You may be eligible, however to apply for an AFTD Postdoctoral Fellowship. See the [AFTD website](#) for more details.
- *If you are near the end of a postdoctoral appointment and are in the process of transitioning to a faculty position or the equivalent in a for-profit organization* — you may be eligible to apply for an AFTD Pilot Grant. Please contact [dniehoff@theaftd.org](mailto:dniehoff@theaftd.org) for more information.

**Select the correct category for your project:** Review the RFPs carefully to determine if your project best fits the Basic Science or the Translational Research category. In general, if your project

- *Focuses on the basic biology of FTD and will not involve human participants*, you should apply for the Basic Science Pilot Grant
- *Focuses on FTD medical practice or therapeutic development*, you should apply for the Translational Pilot Grant
- *Focuses on interventions for persons with FTD or caregivers that improve quality of life or reduce caregiver burden*, you should apply to the Well-Being in FTD Pilot Grant. Please note that this Pilot Grant accepts applications in the spring of each calendar year, while the Basic Science and Translational Research Pilot Grants accept applications in the fall.

If you are unsure which category is best suited to your project, please contact [dniehoff@theaftd.org](mailto:dniehoff@theaftd.org) to discuss before beginning your application.

**Start early:** It is highly recommended that you access the AFTD Application Portal to begin the application process well in advance of the submission deadline, particularly if you are new to the portal.

*Multiple applications:* Applicants can submit only one Pilot Grant proposal per calendar year. Multiple applications, whether in the same category or in different categories (e.g., submitting an application for both the Translational Pilot Grant and Well-Being in FTD Pilot Grant) are prohibited.

## **Completing your application**

### Step 1 – Create an account

All Pilot Grant applications must be submitted through AFTD's new online portal. If you are new to the portal, you will be prompted to enter your email address and select a password to create an account. If you are a return user, sign in using the email address and password you used to set up your account. If you have forgotten your password, follow the onscreen prompt to select a new password.

**While Chrome is the preferred browser, the online submission portal supports the most recent versions of all major browsers.**

### Step 2 – Create or edit your profile

Enter all requested information in the relevant fields to create your portal profile. You will be able to edit this profile at any time – please update your information following any changes.

### Step 3 – Complete the eligibility test

Answer all questions to confirm your eligibility. Once you receive a confirmation email, you will be able to access the body of the application. If you do not receive this email within 1 hour of submitting the eligibility test, check your spam folder; if you do find the email there, contact AFTD ([dniehoff@theaftd.org](mailto:dniehoff@theaftd.org)) for assistance.

### Step 4 – Complete the introductory questions

Indicate whether your project will utilize human participants or vertebrate animals. All projects involving human participants must obtain IRB approval; those utilizing vertebrate animals must have IACUC approval. These approvals may be pending at the time you submit your application.

### Step 5 – Complete and upload the Institutional Certification and Acceptance Form

All applications must be certified by the applicant's institution. Forward this form to the relevant individual in the grant administration or sponsored research office of your institution to complete and sign. Save in PDF format and upload where indicated.

### Step 6 – Complete and upload the Description of Proposed Research

Provide a concise narrative description of the research plan. Please adhere to the following formatting specifications:

- Use an easy-to-read font, such as Arial (suggested), Calibri, Verdana, or Times New Roman
- Use a font size of 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- Single-spaced acceptable
- Margins must be at least ½ inch on all sides (i.e., top, bottom, left, right)

Your description should include:

- Abstract (200 – 300 words): Summarize the aims and design of the project in lay language readily understood by a non-expert.
- Research plan (*maximum length = 3 pages*): Describe (A) the specific aims of your project (*0.5 pages*); (B) relevant background (*1 page*); (C) the experimental design and methods (*1.5 pages*).
- Preliminary (unpublished) data (*maximum length = 1 page*)
- Bibliography (*maximum length = 1 page*): Include only the most relevant references. Citations should include the author names, title, book or journal, volume number, page numbers, and year of publication, however, a specific citation format is not required.
- Supplementary information: If applicable, include the following:
  - Documentation of IRB approval/pending approval
  - Documentation of Vertebrate Animal IACUC approval/pending approval

Save the Description of Proposed Research as a PDF file and upload where indicated.

- Additional files: Although not required, you may upload additional files in support of your application, such as
  - Letters of support from collaborators
  - Brief videos or other multimedia, if directly relevant to the proposed research (e.g., demonstration of a novel technique, preliminary data)

#### Step 7 – Complete and upload your budget

All budgets must be submitted using the form supplied. Follow these guidelines in preparing your budget:

- Direct costs only. AFTD Pilot Grant funds cannot be applied to indirect costs or institutional overhead.
- PI combined salary and benefits should not exceed 10% of the total budget (\$6,000 maximum).
- Maximum allowable amount for durable equipment: \$5,000
- Maximum allowable amount for publication costs: \$300
- Maximum allowable amount for travel for the PI to participate in relevant research conferences: \$1,000
- The total budget should not exceed \$60,000. Additional funds over this amount cannot be provided for any reason.

#### Step 8 – Additional Funding Form

List other ongoing and pending research support for the PI and any co-PIs, with a brief description of any potential overlap between these sources of funding and the proposed Pilot Grant project.

#### Step 9 – Biosketches

Include a Biosketch for the principal investigator and any co-principal investigators, utilizing the most recent NIH format, which can be found here: <https://grants.nih.gov/grants/forms/biosketch.htm>. You

may use a biosketch prepared previously if it was created with this format. Save all biosketches as a single PDF form and upload where indicated.

*Step 10 – Review and submit your application*

Prior to submitting your application, you will be able to save your work at any point and complete or edit the application at another time. You will also be able to remove files and upload new ones.

**Please read your application carefully and make all final edits before submitting. Once you have submitted your application, you will be unable to make further changes.**

The deadline to submit applications for the 2019 Basic Science and Translational Research Pilot Grants is **Friday, September 13, 2019, at 6:00 pm EDT.**