



## AFTD PILOT GRANTS GENERAL INSTRUCTIONS FOR APPLICANTS

### **Before Getting Started**

*Review [eligibility requirements](#)*: In order to access the full application, you will need to verify your eligibility to apply for an AFTD Pilot Grant. A detailed explanation of the eligibility criteria is provided below.

You are **eligible** to apply for an AFTD Pilot Grant if:

- You have a faculty appointment or are employed in an equivalent position at a nonprofit research institution. Non-tenure track faculty are eligible, provided they are appropriately trained to lead an independent research study and are permitted by their organizations to manage grants and supervise key personnel.

AND

- You fit the [NIH definition](#) of a new or early-stage investigator.

AFTD welcomes applications from both U.S. and international investigators who meet these criteria.

You **may be eligible** to apply for an AFTD Pilot Grant 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 nonprofit research institution. To be considered eligible, you must provide a letter of employment confirming the new position and specifying the start date, which must be on or before the beginning of the funding period. Please contact the AFTD Scientific Director for more information.

You **cannot apply** for an AFTD Pilot Grant if:

- You are a postdoctoral fellow. You may be eligible, however, to apply for an AFTD Postdoctoral Fellowship. See the [AFTD website](#) for more details.
- You hold a time-limited scientific staff position.

If you **no longer meet NIH criteria for a new or early-stage investigator** (e.g., it has been more than 10 years since your terminal research degree):

- You cannot apply for a Pilot Grant, but you can serve as a co-PI on a Pilot Grant application submitted by a colleague who meets the eligibility criteria above.

*Be sure your project falls within the scope of the intended AFTD Pilot Grant category*: Review the RFP carefully to determine if your project best fits the new Pathways for Hope category or is better suited to the Well-Being in FTD category. In general, if your project

- *Focuses on any aspect of basic science or translational research*, you should apply for the Pathways for Hope Pilot Grant. See the RFP for examples of research topics included in this category.
- *Focuses on nonpharmacological interventions for persons with FTD or caregivers that improve quality of life, reduce caregiver burden, or advance person-centered approaches to FTD care in community or residential settings*, you should apply for the Well-Being in FTD Pilot Grant.

If you are still unsure which category is best suited to your project, contact Debra Niehoff, AFTD Scientific Director ([dniehoff@theaftd.org](mailto:dniehoff@theaftd.org)) to discuss.

**Be sure you understand AFTD policy on sharing resources and the publication of research results:**

In accordance with generally accepted standards applicable to scientific publication, and subject to any third-party obligation, investigators and their institutions agree to submit for publication any results or other work arising directly from the performance of research that is funded in whole or in part by AFTD, which would be useful to scientists working on FTD-related research. Furthermore, as maximizing the distribution of these publications through free, online access is the most effective way of ensuring that the research funded by AFTD can be accessed, read and built upon, AFTD encourages award recipients to make available electronic copies of any research papers accepted for publication in a peer-reviewed journal through an open repository as soon as possible and, whenever possible, to license research publications using the Creative Commons Attribution license (CC-BY) so they may be freely copied and re-used.

Recognizing that the sharing of research outputs, including data, code, software, protocols and research tools, contributes to advancing scientific discussion and enhancing the value of our sponsored research programs, AFTD encourages award recipients and their institutions to make all data, code, software and protocols available with as few restrictions as possible. For research tools developed with AFTD funds, once associated findings are accepted for publication, and intellectual property protection has been filed on such research tools, the grantee institution agrees to allow the use of such research tools for research purposes by qualified individuals within the scientific research community.

**Start early:** It is highly recommended that you access the AFTD Submission 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 Pathways for Hope Pilot Grant and the Well-Being in FTD Pilot Grant in the same calendar year) are prohibited.

## **Completing your application**

### Step 1 – Create an account

All Pilot Grant applications must be submitted through AFTD's online submission portal, which can be accessed on the AFTD website. 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 previously 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 not find the email there, contact the AFTD Research Administrative Assistant ([sdemarco@theaftd.org](mailto:sdemarco@theaftd.org)) for assistance. Questions about eligibility determinations should also be referred to the AFTD Scientific Director ([dniehoff@theaftd.org](mailto:dniehoff@theaftd.org)).

### Step 4 – Complete the introductory questions

All projects involving human participants must obtain IRB approval. Approval of the IRB submission 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:
  - Human Subjects statement (including projects utilizing human tissue or biofluids) and documentation of submission to the institutional IRB or IRB approval/pending approval
  - Vertebrate Animals Use statement (protocol approval may be pending)

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. *Applicants who are new to the AFTD field are encouraged to provide a letter of support from a mentor with relevant experience.*
  - 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 budget template supplied in the submission portal.

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 file 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.**