



AFTD HOLLOWAY POSTDOCTORAL FELLOWSHIPS APPLICATION INSTRUCTIONS

The Holloway Postdoctoral Fellowship application includes:

- Institutional Certification and Endorsement Statement
- Applicant curriculum vitae
- Description of proposed research
- Budget
- Principal Investigator Documentation
- Letters of Support

All Holloway Postdoctoral Fellowship applications must be submitted through AFTD's online submission portal, which can be accessed [here](#), via the link provided in the RFP, or on the AFTD website. Please follow the instructions below for completing each application component.

Before Getting Started

Review eligibility requirements: In order to access the full application, you will need to verify your eligibility to apply for a Holloway Postdoctoral Fellowship:

You are **eligible** to apply if:

- You hold a PhD, MD or similar doctorate degree
- You have a postdoctoral appointment that will be in effect for the entire funding period (July 1, 2022 – June 30, 2024)
- Your proposed research project specifically targets FTD

AFTD welcomes applications from both U.S. and international postdoctoral researchers

You are **not eligible** to apply if:

- You have a temporary or permanent staff scientist position rather than a postdoctoral appointment
- Your postdoctoral appointment will end before June 30, 2024

Be sure you understand AFTD's 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 obligations, the Recipient and Grantee 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 Recipient 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 Recipient and Grantee to make available all data, code, software and protocols 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, Grantee 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 online submission portal to begin the application process well in advance of the submission deadline.

Multiple applications: Applicants can submit only one Holloway Postdoctoral Fellowship proposal per funding cycle. Multiple applications are prohibited.

Completing your application

Step 1 – Create an account

If you are new to the submission portal, you will be prompted to enter your email address and select a password to create an account. Use these credentials to log on each time you access the portal. If you forget your password, click on “Forgot your password?” to select a new one.

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 to your contact information.

Step 3 – Complete the eligibility quiz

Answer all questions to confirm your eligibility and click on the green “submit” button when you have completed the quiz. Once you receive an email confirming your eligibility to apply for a Holloway Postdoctoral Fellowship, the application will be unlocked, and you will be able to continue the process of completing and submitting your 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 AFTD (sdemarco@theaftd.org) for assistance.

If you receive an email indicating that you are ineligible to apply for a fellowship and have questions about this determination, please contact AFTD Scientific Director Debra Niehoff (dniehoff@theaftd.org) to discuss.

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. Similarly, if your proposed project will involve the use of vertebrate animals, please indicate the status of the study protocol that must be submitted to your Institutional Animal Care and Use Committee (IACUC).

Step 5 – Access to Target ALS Core Resources

As a result of a mutual commitment to supporting talented early-career researchers, Target ALS has partnered with AFTD to extend access to its core facilities for post-mortem brain tissue, human stem cells, and viral vectors to Holloway Postdoctoral Fellowship recipients and will cover most of the associated costs. All resources utilized by a fellowship recipient who transitions to an independent position will transfer with the fellow and will not remain in the sponsoring PI's laboratory.

The table below provides details of the Target ALS resources available to Holloway Postdoctoral Fellowship recipients:

Core facility*	Expenses covered by Target ALS	Cost to postdoctoral fellow
Human postmortem tissue core	Shipping of tissue	None
Stem cell core	2 stem cell lines/yr (1 – 2 million cells/ampoule of each line)	Shipping costs (approximately \$80 to U.S. locations)
Viral vector core	Production of 2 viral vectors (200 µl, 1 x 10 ¹⁴ vg/ml)	Cloning costs (\$695) Shipping (approximately \$50 - \$80/shipment to U.S. locations)
Monoclonal poly(GP) antibody	Shipping of antibody	None

* More information on these Target ALS core facilities can be found at http://www.targetals.org/about-us/core_facilities.html

Fellowship recipients who wish to take advantage of access the Target ALS core facilities listed above will be required to submit a written request explaining the applicability of these resources to their postdoctoral research project as well as proof of their funding from AFTD. Please indicate if you are interested in submitting such a request in the event you are awarded an AFTD Postdoctoral Fellowship.

Step 6 – Upload your curriculum vitae

Upload a current copy of your CV, saved as a PDF file, where indicated.

Step 7 – Complete and upload the Institutional Certification and Endorsement 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 8 – Complete and upload the Description of Proposed Research

Provide a concise narrative description of your research plan for the 2-year fellowship funding period. Please follow these formatting specifications:

- Use an easy-to-read font such as Arial (suggested), Verdana, or Times New Roman
- Use a font size of at least 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)

Include all the elements listed below in your description. Observe the specified word/page limits, including any figures, graphs, tables, or charts.

- Lay abstract (maximum length = 250 words) – Supply an abstract written in language readily understood by a non-expert.
- Research plan (maximum length = 4 pages) – Your research plan should include:
 - Scientific abstract
 - Specific aims
 - Background
 - Preliminary data (if applicable)
 - Methods
 - References (include only the most relevant references; a specific citation format is not required)
- Supplementary information: If applicable, include the following:
 - Human Subjects statement or notice of pending approval
 - Animal Use Statement or notice of pending IACUC approval

Save all elements as a single PDF file and upload where indicated.

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

Step 8 – Complete and upload your budget

Provide a 2-year budget listing your salary and benefits first, then detailing how any remaining funds will be allocated. Please use the downloadable budget template supplied in the submission portal.

Holloway Postdoctoral Fellowships may be applied to direct costs only - funds cannot be allocated to indirect costs or institutional overhead.

Step – 9 – Upload the required Principal Investigator Documentation

Please provide the following from the sponsoring PI who will serve as your faculty mentor during your postdoctoral appointment:

- Signed letter of sponsorship. This letter should describe:
 - The training plan the sponsoring PI has developed for the two-year fellowship period
 - The relationship of the proposed training to the applicant's career goals
 - How this training plan will contribute to the development of a productive, independent researcher
 - How this training plan will encourage the applicant to maintain an ongoing commitment to FTD research
- Sponsoring PI curriculum vitae
- Summary of current funding for sponsoring PI. For each award, include:
 - Funding source
 - Title
 - Start and end date
 - Amount

Save all components of the supporting PI documentation as a single PDF and upload where indicated.

Step 10 – Request Letters of Support

Holloway Postdoctoral Fellowship applicants are required to provide letters of support from two independent professional contacts (other than the PI who will mentor you and be responsible for overseeing your project) who are familiar with your scientific background and research experience to date. Examples of suitable references include:

- Your graduate thesis advisor
- A collaborator in another lab
- An investigator who supervised an independent research project

Before completing the online form to request a Letter of Support, contact each of your potential references to familiarize them with your proposed fellowship project and confirm their agreement to provide the letter. Next, complete and submit a Letter of Support request form for each of your references, entering their name and email address where indicated. The online platform will then forward a Letter of Support form to the reference, who will be able to complete and submit it to the application portal, where it will be embedded in your application.

Your application will not be considered complete until both Letters of Support have been submitted. To facilitate timely submission of your reference letters, please contact your references and submit the Letter of Support request forms well in advance of the application deadline.

Step 11 – 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.

If you have any questions about the application process or experience a problem with the submission portal, please contact Samantha DeMarco, AFTD Research Administrative Assistant (portal questions) at sdemarco@theaftd.org or Debra Niehoff, AFTD Scientific Director (project or budget questions) at dniehoff@theaftd.org for assistance.