FTD DIAGNOSTIC BIOMARKERS INITIATIVE
PROPOSAL INSTRUCTIONS

Before Getting Started

Review eligibility requirements: In order to access the full application, you will need to verify your eligibility to apply for the FTD Diagnostic Biomarker Initiative. A detailed explanation of the eligibility criteria is provided below.

Eligible applicants include full-time investigators at public and private research laboratories, medical centers, hospitals, and universities. Full-time investigators at for-profit organizations, such as start-ups and biotech companies are also eligible to apply. Trainees, such as postdoctoral fellows, are not eligible to apply.

AFTD welcomes applications from both U.S. and international investigators who meet these criteria. In addition, AFTD is committed to fostering a vibrant scientific community and welcomes applications from researchers with a wide range of backgrounds, experiences, and perspectives.

Completing your application

Step 1 – Create an account

All FTD Biomarker Initiative 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 upload a letter of intent. 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, or have questions about eligibility determinations, contact research@theaftd.org for assistance.

Step 4 – Submit a Letter of Intent

Include all the elements listed below in a single PDF document and observe the specified word limits:

1) Project Title

2) Scientific Rationale and Background: Focus this section on how the proposed biomarker relates to disease processes, and how your approach compares with others in development for the same or similar biomarker modality (300 words maximum)

3) Specific Aims: List specific aims and/or milestones. (300 words maximum)

4) Summary of Key Supporting Data: Provide a brief summary of key data that justifies the proposed study (300 words maximum)

Step 5 – Wait for a Letter of Intent decision

AFTD will inform applicants 2-3 weeks after the Letter of Intent Application deadline whether or not they are invited to submit a full application.

If invited to submit a full application:

Step 6 – 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 7 – 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 8 – Complete and upload the Description of Proposed Research

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

- Page Limits (descriptions of sections follow below)
  - Abstract or Executive Lay Summary – one page limit
  - Background, Supporting data, Project plan, Experimental design, Team/Resource description, and Reporting/Data plan – five-page limit
  - Bibliography – one page limit
  - Company description – five-page limit
- 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 or Executive Lay Summary: Summarize the aims and design of the project in lay language readily understood by a non-expert.
- Background and Rational
    - Highlight impact and how the proposed biomarker may be used during the diagnostic journey.
    - Address the potential accessibility and scalability of the approach
- Supporting Data
- Project Plan and Objectives – project timelines, milestones, and deliverables (e.g., datasets, validated assays, final reports) for each milestone should be clearly outlined
- Experimental Design and Methods – detailed aims summarizing technological approaches, cohort characteristics (including any applicable information on compliance with regulatory bodies and privacy laws), study design with statistical analysis plan, and considerations for data quality and reproducibility.
- Description of Team and Resources – interdisciplinary partnerships are highly encouraged. If applicable, provide details on biospecimen source and accessibility. *Applications with a letter of support from collaborators providing biospecimens will be prioritized.*
- Reporting results and data sharing plan – provide a brief overview on how results of the work will be reported along with a data sharing plan.
- Bibliography: Include only the most relevant references. Citations should include the author's 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)
    - Data Management and Sharing Plan
- Business Overview (industry applicants only) to include:
    - Company description and history, mission statement, milestones, scientific and financial goals, and future plans
    - Annual report or audit

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 collaborator with relevant experience.*

Step 9 – Complete and upload your budget

All budgets must be submitted using the budget template supplied in the submission portal. The budget can range from $250,000 to $700,000, over two years depending on the scope of the project. Funding disbursement will be milestone based. Indirect costs cannot exceed 10% of the direct costs and are only applicable to non-profit institutions.

Step 10 – 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 FTD Diagnostic Biomarkers Initiative Grant project.

- Overlapping funding for the proposed work is not allowed.

Step 11 – Biosketches/CVs

Include a Biosketch or CV of 5 pages or less for the principal investigator and any co-principal investigators. The most recent NIH format can be found here: https://grants.nih.gov/grants/forms/biosketch.htm. Save all biosketches/CVs as a single PDF file and upload where indicated.

Step 12 – 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.

Awardees must provide their organization's EIN, TIN, or VAT number as proof of tax status.

Publication of Research Results

In accordance with generally accepted standards applicable to scientific publication, and subject to any third-party obligations, the Recipient Institution 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 this award, 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 in whole or in part by AFTD can be accessed, read and built upon, AFTD encourages Recipient to make available any research papers accepted for publication in a peer-reviewed journal by electing an open access publication option or by depositing an electronic copy in an open repository such PubMed or Creative Commons as soon as possible.

Resource Sharing

Recognizing that the sharing of research outputs, including reagents, code, software, protocols and research tools, contributes to advancing scientific discussion and enhances the value of our sponsored research programs, AFTD encourages Recipient Institution and Grantee to make available nonproprietary research materials developed in the course of the work funded through this award with as few restrictions as possible.

Data Sharing and Management

AFTD supports adherence to the FAIR (Findability, Accessibility, Interoperability, and Reusability) guiding principles of data stewardship and expects grant recipients to plan for the appropriate

sharing of data, following the general principles of data stewardship outlined in the NIH 2023 Data Management and Sharing Policy. Applicants are therefore required to provide a concise Data Management and Sharing (DMS) plan that includes the following elements:

- Data type - Summarize the type and estimated amount of scientific data expected to be generated in the project
- Related tools, software, and/or code - Indicate whether specialized tools are needed to access or manipulate shared scientific data to support replication or reuse, name(s) of the needed tool(s) and software, and specify how needed tools can be accessed.
- Standards - Describe what standards, if any, will be applied to the scientific data and associated metadata (i.e., data formats, data dictionaries, etc.).
- Data preservation and access - Give plans and timelines for data preservation and access, including the repository where scientific data and metadata will be archived and how the scientific data will be findable and identifiable
- Access, distribution, or reuse considerations - Describe any applicable factors affecting subsequent access, distribution, or reuse of scientific data (e.g., informed consent)
- Oversight of data management and sharing - Indicate how compliance with the DMS Plan will be monitored and managed

The NIH has provided samples of DMS plans as well as a format template page you may find helpful for writing your data management plan. AFTD recognizes that some scientific data may be proprietary, or that the extent of data sharing may be constrained by restrictions imposed by licensing limitations or other terms. Applicants should provide justification for any such restrictions on data sharing. If you have questions or concerns about how data sharing expectations apply to for-profit organizations, please contact AFTD to discuss.