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**Alzheimer's and Related Diseases Research Award Fund**

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**GUIDELINES FOR SUBMITTING RESEARCH PROPOSALS**

**- 2018 -**

The Alzheimer's and Related Diseases Research Award Fund (ARDRAF) was established by the Commonwealth of Virginia (Code of Virginia, Title 51.5, Section 153) in order to support research into the causes of Alzheimer's and related diseases, methods of treatment, ways that families may cope with the stresses of caregiving, and the impact of these diseases on the citizens of the Commonwealth. Since 1982 the state has made an annual appropriation to the Fund, and private contributions are accepted as well. Awards are made on a competitive basis to scientists in Virginia and are limited to \$45,000 each. *The number of awards made depends upon the availability of funds.*

"Alzheimer's and Related Diseases" are defined as illnesses resulting from significant destruction of brain tissue characterized by a decline of memory and other intellectual functions. The related diseases are of special interest to the ARDRAF and include, but are not limited to, primary neurodegenerative dementias, such as dementia with Lewy Bodies and other Parkinsonian syndromes with dementia, vascular dementia, and frontotemporal dementias including Pick's Disease.

**GOALS OF THE RESEARCH AWARD FUND**

Because of a commitment to program balance, the ARDRAF is intended to fund scientifically rigorous applications from a broad spectrum of disciplines that:

- Increase public understanding of Alzheimer's and related diseases and their impact on individuals, families, caregivers, and society.
- Support pilot research from a broad spectrum of scientific disciplines.
- Encourage innovative research into the causes and treatment of Alzheimer's and related diseases.
- Foster the application of knowledge about Alzheimer's and related diseases.
- Investigate the impact of Alzheimer's and related diseases on the Commonwealth of Virginia and determine appropriate public policy.

Applicants seeking support for clinical or psychosocial research projects should include plans for recruiting subjects from both genders and all racial and ethnic groups (and subgroups) unless there is a clear and compelling reason why inclusion would be inappropriate with respect to the health of the subjects or the purpose of the research. The ARDRAF is also committed to supporting research that aims to reduce or eliminate health disparities. There are differences in the prevalence of Alzheimer's and related diseases among ethnic groups. In addition, risk factors, diagnosis, response to treatment, caregiving, and overall quality of life may each be affected by aspects such as ethnicity and gender, as well as class and geographic location. Research that focuses on these aspects is also encouraged.

**ADMINISTRATION OF THE FUND**

The Fund is administered by the Virginia Center on Aging at Virginia Commonwealth University. The Center is responsible for developing application procedures and review criteria, establishing fiscal controls and reporting requirements, and monitoring the conduct of investigations. Applications are assigned to technical reviewers who represent domestic and international scientific and medical communities.

A prestigious review panel convenes in an all-day meeting to analyze the feedback from reviewers, determine the funding priority scores, and make the final funding decisions.

## **ELIGIBILITY**

Applicants must be affiliated with a Virginia institution of higher education, agency of the Commonwealth of Virginia, or other not-for-profit organization exempt from income taxation pursuant to §501(c)(3) of the Internal Revenue Code located in the Commonwealth of Virginia. Private, non-profit organizations are required to attach proof of their tax-exempt status to the application form. Collaborating entities or consultants need not meet the eligibility requirements so long as that collaboration entails minimal support. The institutional affiliations of Co-Investigators however, must meet the same eligibility requirements as the applicant (i.e., institution of higher education, agency or other not-for-profit organization exempt from income taxation pursuant to §501(c)(3) of the Internal Revenue Code).

*Established scientists seeking to shift their attention to Alzheimer's and related diseases, or new investigators interested in pursuing careers in this area, are especially urged to apply.* Applicants who are currently funded by the ARDRAF may not apply. Past recipients considering submission of a new application to the ARDRAF are strongly encouraged to contact the administrator. ARDRAF funding will be granted only for research permitted by all applicable federal and state laws and regulations. Applications contrary to applicable federal or state laws and regulations will not receive favorable consideration by the ARDRAF.

The ARDRAF encourages partnerships between community-based agencies/facilities and academic institutions, especially those that address community needs or promote mutually beneficial participatory research opportunities.

The ARDRAF also encourages investigations that have implications for addressing the goals of the *Dementia State Plan: Virginia's Response to the Needs of Individuals with Dementia and their Caregivers (2015-2019)* developed by the Alzheimer's Disease and Related Disorders Commission (<http://www.alzpossible.org>). If applicable, proposals should state how the study addresses Goal V, which calls for expanded resources for dementia specific translation research and evidence-based practices.

## **APPLICATION PROCEDURES**

The organization with which the applicant is affiliated is fiscally responsible for the Award. *The signature of an authorized official, e.g., chief executive officer or institutional grants administrator, will be required in the processing of all applications.*

Please examine your application carefully to ensure that it meets all of the specifications given in these guidelines and on the application form (<https://sahp.vcu.edu/departments/vcoa/programs/dementia-ardraf/apply-now/>). The Application form includes a checklist of elements that serve as reminders of the steps and documentation that must be included when your application is submitted. Applicants are instructed to complete and sign the checklist, and then attach it *as the last page* of their applications. Incomplete applications or those that do not adhere to the specifications given in these Guidelines and on the ARDRAF "Application Form for Proposal" may be returned without further consideration.

Awards are restricted to research projects only, exclusive of training grants, conferences, or similar educational programs. The Research Award Fund is NOT intended to support a multi-year program of research, or to supplement larger, ongoing projects. Proposed research projects should be distinct activities that can be completed within one year. If there are any questions about these limitations, applicants are encouraged to discuss their projects with the administrator prior to submission

When the proposed project is related to a separate grant or contract, the applicant should explain the relationship and clearly identify the funding requested from the ARDRAF and amounts funded from other sources. The budget should represent only the costs and sources of funds associated with the proposed project. There must be identifiable results attributable to the ARDRAF-funded research and that research must be completed by the end of the ARDRAF award, regardless of whether the related grant has been completed.

Applicants are expected to ask for approval of their proposed research from standing human subjects, animal research, and/or biosafety committees prior to the ARDRAF submission. Applicants must have evidence that *human subjects* will be fully protected. A process to approve safeguards for human subjects will be required of all applicants and evidence of approval *to begin enrolling subjects* must be submitted prior to April 27, 2018. *Certification of IRB grant review or preliminary approval is not sufficient*. In projects where *laboratory animals* are required, applicants should provide assurance that they will be treated humanely. Projects that involve the use of *biohazardous substances* require a copy of the Biosafety Approval Form or approved Memorandum of Understanding granting authorization to utilize the specific agents and materials proposed in the research.

We request that ARDRAF grant applications accompany submissions to the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC). Conversely, copies of submitted protocols to the IRB/IACUC/IBC should accompany the ARDRAF application. If the protocol is being approved under *another* grant, applicants are asked to provide the protocol number of the submission, as well as the grant number and title. *If evidence of the human subjects, animal, or biosafety approval is not available at the time the grant application is submitted, it is the responsibility of the applicant to forward that documentation no later than April 27, 2018. The ARDRAF review panel may choose not to consider applications that lack evidence of protocol authorization.*

## **REVIEW PROCESS**

In addition to the appropriateness of proposals for funding by the ARDRAF (including the potential for subsequent funding), the suitability of the investigators, and the adequacy of the scientific environment, the criteria for review are as follows:

- 1) **Significance.** Does the study address an important problem or a critical barrier to progress in this field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
- 2) **Innovation.** Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to a particular field of research (or novel in a broader sense)? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?
- 3) **Approach.** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility? Will particularly risky aspects be managed?

Each proposal will be assigned to at least two independent technical reviewers. In addition, *each proposal will be assigned to a peer reviewer recommended by the applicant* (see further instructions on the application form). *If a peer review cannot be obtained because of the applicant's failure to secure prior consent and verification that a conflict of interest does not exist for any named peer reviewer, the application will be administratively withdrawn from consideration for funding.*

### **SCHEDULE**

Applicants should submit a non-binding letter of intent with a tentative title, the identities of other personnel and participating institutions non-technical abstract, and a 4-5-sentence description of the project in common, everyday language (for press release purposes) by February 2, 2018. Letters on letterhead with signature affixed must be uploaded to <https://go.vcu.edu/ardraf-loi>. By February 9, 2018, approved applicants will be invited to submit a full proposal. Applications (original and two hard copies) sent by carriers who date stamp on or before the due date, with an electronic copy also e-mailed ([ccoogles@vcu.edu](mailto:ccoogles@vcu.edu)) *on or before the due date*, will be accepted through the close of business March 1, 2018. If not scanned as one complete document, the application form pages need to be sent as a separate document, with the remaining pages combined into one or two additional files as feasible. Applicants will be notified of award decisions by June 22, 2018. The funding period begins July 1, 2018 and projects must be completed by June 30, 2019.

### **BUDGET**

Awards cannot exceed \$45,000 each. ARDRAF funding is appropriated by the state; as a consequence, applicants must agree to waive indirect costs. The budget should reflect a balanced spending approach, and may include items such as personnel, fringe, supplies, laboratory costs, etc. Expenditures for equipment are limited to 10% of total costs. Travel for dissemination at professional meetings shall not exceed \$1000. Applicants are not required to provide matching or in-kind funds (identified as "Contributed Resources" on the application budget page). However, applicants should present a budget that includes requested and contributed funds sufficient to cover the expenses entailed by the work proposed. In addition, the budget justification should adequately detail the requested and contributed resources necessary to conduct the project. Explain why costs are programmatically necessary and show how budget lines are calculated. *A separate budget and budget justification should be provided for any planned subcontracts or sub-awards.* Applicant organizations and collaborating entities must have purchasing, personnel, and other business practices that are consistent with Federal and State laws regarding equal opportunity and proper accounting for the expenditure of funds.

### **OTHER CONSIDERATIONS**

A brief status report will be required on or before February 8, 2019. All funds must be spent by June 30, 2019. A final report of expenditures is due on or before July 26, 2019. A final technical report (including a one-page non-technical executive summary, and a 4-5 sentence description of the project results in common, everyday language for press release purposes) will be due on or before September 6, 2019. *Investigators who fail to submit final project reports in a timely manner will compromise the consideration of future applications from their home departments.*

For more information, contact the ARDRAF administrator:

Constance L. Coogles, Ph.D.

Virginia Center on Aging, School of Allied Health Professions

Virginia Commonwealth University; P. O. Box 980229

Richmond, Virginia 23298-0229

Phone: (804) 828-1525 E-Mail: [ccoogles@vcu.edu](mailto:ccoogles@vcu.edu)

*For door-to-door delivery of applications (by FedEx, UPS, etc.) the street address is 730 E. Broad St., 2nd floor, Room 2088, Richmond, VA 23219*