



STUDENT FELLOWSHIP PROGRAMS

(For funding in Summer, 2004)

INFORMATION FOR APPLICANTS

BACKGROUND AND PURPOSE

The Epilepsy Foundation awards grants and fellowships for cutting-edge research into the causes of epilepsy. Program goals include understanding basic mechanisms, developing new therapeutic approaches, understanding the behavioral and psychosocial aspects of having epilepsy, and encouraging the professional development of scientists and healthcare professionals. The Foundation's Student Fellowship Programs offer qualified individuals the opportunity to develop expertise in epilepsy research through a three-month training experience and involvement in a research project.

- The Health Sciences Student Fellowship is geared toward individuals who are enrolled in medical school, a doctoral program, or other graduate program.
- The Behavioral Sciences Student Fellowship is available to both undergraduate and graduate students who are studying a field relevant to epilepsy research or clinical care. This includes, but is not limited to, sociology, social work, psychology, anthropology, nursing, economics, vocational rehabilitation, counseling, and political science.

Student Fellows are awarded a stipend in the amount of \$3,000 to work on a three-month epilepsy study project. The number of awards granted each year is contingent on funds available.

ELIGIBILITY

To be eligible to apply for a Health Sciences Student Fellowship or a Behavioral Sciences Student Fellowship, an applicant must:

1. Be enrolled, or accepted for enrollment, in medical school, a doctoral program, or other graduate program for the Health Sciences Student Fellowship; be enrolled in an appropriate undergraduate or graduate program in the behavioral sciences for the Behavioral Sciences Student Fellowship;
2. Have a defined epilepsy-related study or research plan;
3. Have a three-month free period during which to conduct the fellowship (generally during the summer);
4. Have a qualified mentor with expertise to supervise and provide guidance on the project; and
5. Have access to institutional resources, including an appropriate clinical or laboratory setting, to conduct the proposed project.

These fellowships are not intended for individuals who are pursuing a dissertation research project.

Students may be accepted at any point in their schooling. This includes the periods following acceptance but before beginning the first year and the period immediately following the final year.

Foundation fellowship programs are designed as training opportunities, and the quality of the training plans and environment are factors in the evaluation of proposals.

Students may re-apply for additional fellowship funding through the regular application process.

U.S. citizenship is not required; however, the project must be conducted in the U.S.

Applications from women, members of minority groups, and people with disabilities are especially encouraged.

SELECTION

Applications are evaluated based on the quality of the proposed project, relevance of the proposed work to epilepsy and of the applicant's interest in the field of epilepsy, the applicant's qualifications, the mentor's qualifications, including his/her commitment to the student and the project, and the adequacy of facility and the quality of the training environment for research related to epilepsy.

SUPPORT

Successful applicants receive a stipend of \$3,000 over the three-month period of the award. Payment is made to the institution. ***Submission of scientific and financial reports, no later than 90 days after completion of project, is a requirement.***

SUPPORT FROM OTHER SOURCES

An applicant may not apply for, use or accept Foundation funds for a research project or part of a project already supported by the Foundation or supported by funds from another public or private source. Accordingly, full disclosure of all available and pending funds for research support must be made in the application. If funds from other sources become available to the applicant during the review or tenure of a Foundation research award, the applicant must inform the Foundation in writing. The Foundation and its advisors will then make a decision about the continuation of the research award.

HUMAN AND/OR ANIMAL SUBJECTS/TISSUES

When human subjects or tissues are to be used in a research project, it is the responsibility of the grantee and the institution to ensure that the institution has a complete copy of the research protocol approved by the Institution's Human Subject Review Board, a copy of that Board's current approval notice, and a copy of the patient informed consent form(s). A copy of these documents also must be submitted with the application.

When animal and/or animal tissues are used, it is the responsibility of the grantee and the institution to ensure that the institution has a complete copy of the institution's animal care and use committee approval. A copy of this document also must be submitted with the application.

All institutional signatures and approvals must be included on the application form.

EPILEPSY FOUNDATION POLICY ON USE OF ANIMALS IN RESEARCH

All entities that receive funding from the Epilepsy Foundation must adhere to the following principles:

1. Animals shall be used in biomedical research only when no other means of obtaining scientifically sound, valid and useful results are available.
2. The minimum number of appropriate animals required to obtain and validate results shall be used.
3. The acquisition, care and use of animals must be in accordance with all applicable federal, state and local laws and regulations.
4. Certifications must be received from research facilities prior to being approved for a research grant that the facility(ies), its researchers and employees adhere to the Animal Welfare Act, National Research Council *Guide for the Care and Use of Laboratory Animals*, and any appropriate U.S. Department of Agriculture or National Institutes of Health regulations and standards.
5. In cases requiring the death of an animal, only the most appropriate and humane form of euthanasia shall be used consistent with the purpose of the research.

APPLICATION REQUIREMENTS

Each applicant must submit an original application and fifteen (15) copies of the following:

1. Epilepsy Foundation Student Fellowships Application Cover Sheet (attached).
2. A letter from the applicant concisely stating his/her relevant experience and interests as they relate to epilepsy, and reasons for applying for the Fellowship.
3. A statement from the applicant regarding his/her degree program status and what his/her status will be at the time the Fellowship is to be undertaken. Applicants are encouraged to include information about any personal distinctions or meritorious activity that may enhance their applications.
4. A statement regarding whether the applicant will be receiving any other fellowship at the time he/she will be receiving the Epilepsy Foundation Fellowship.
5. A one to three page description of the proposed project the applicant will undertake during the three month period; a description of the training facilities or program resources available; and clearly stated hypotheses, methods, means of analysis, and significance. This is to be prepared by the applicant in conjunction with the preceptor.
6. A letter from the preceptor stating his/her approval of the project and his/her willingness to assume responsibility for the supervision of the applicant and the project, including submission of a report upon its completion.
7. A copy of the applicant's curriculum vitae.
8. A copy of the preceptor's curriculum vitae.
9. Projects involving the use of human subjects must include a copy of the sponsoring institution's Human Research Committee's review and approval of the proposal and a copy of the informed consent release to be used in the study. Projects involving the use of experimental animals must be approved by the institution's Animal Care Committee (see previous section).

SPECIAL INSTRUCTIONS TO APPLICANTS

1. In order to guarantee acceptance and review, applications **MUST BE RECEIVED** by the deadline date.
2. The abstract and text of the application should be clear and readily legible, standard size, which is 10 to 12 points (approximately 1/8 inch in height for capital letters). If constant spacing is used, there should be no more than 15 characters per inch (cpi), whereas proportional spacing should provide an average of no more than 15 cpi. Finally, there must be no more than six lines of text within a vertical inch. Figures, charts, tables, figure legends, and footnotes may be smaller in size but must be clear and readily legible. Applications not meeting these requirements will be returned without review.
3. All assurances regarding animal and human subjects should be included with the completed application. Failure to provide the required documentation in a timely fashion may result in administrative disapproval of the application.

APPLICATION PROCEDURES

An original and 15 two-sided copies of all components of the application are due by March 10, 2004 for funding beginning July 2004. **Applications received after that date must be postmarked March 10, 2004.**

Applicants who desire confirmation that their applications have been received should send them by certified mail (return receipt requested) or enclose a stamped, self-addressed postcard with the application.

The completed Student Fellowship application and all attachments must be sent to:

Epilepsy Foundation
Research Fellowship Program
4351 Garden City Drive
Landover, MD 20785-7223
(301) 459-3700

Fellowships have been made possible by the support of individuals, families, and corporations who so generously donated to the EpilepsyUSA Research Challenge and who made special gifts to the Foundation for research purposes, including the American Epilepsy Society; Abbott Laboratories; Ortho-McNeil Pharmaceutical; and Pfizer, Inc.



STUDENT FELLOWSHIPS APPLICATION

(For Funding in Summer, 2004)

APPLICATION

TYPE OF FELLOWSHIP BEING APPLIED FOR

Applicants may not apply for more than one category. Please refer to Information for Applicants.

Health Sciences Student Fellowship

Behavioral Sciences Student Fellowship

TITLE OF PROPOSAL:

FELLOWSHIP APPLICANT

Name(s):

Title(s)/Position:

Institution:

Department:

Mailing Address:

Telephone:

Extension:

FAX:

E-mail:

DATES OF PROPOSED PROJECT PERIOD

From

Through

Applicant _____

STUDENT STATUS

SPONSORING INSTITUTION

Name of Institution:

Department:

Mailing Address:

Name of Financial Officer:

Name of Preceptor:

Title of Preceptor:

Mailing Address:

Telephone:

Extension:

FAX:

Email:

USE OF HUMAN AND ANIMAL SUBJECTS

If research involves human subjects or human tissues, a copy of the IRB approval must be submitted with the application. If research involves animals, copies of the institution's animal care and use committee approval must be submitted with the application.

- | | | |
|---|-------|----|
| 1. Does this project involve the use of human subjects or human tissue? | Yes | No |
| a. Are copies of the IRB approval attached to the application? | Yes | No |
| b. If IRB approval is pending, what is the anticipated date of approval at which time copies will be forwarded? | _____ | |
| 2. Does this project involve the use of animals? | Yes | No |
| a. Are copies of the institutional approval attached to the application? | Yes | No |
| b. If institutional approval is pending, what is the anticipated date of approval at which time copies will be forwarded? | _____ | |

Epilepsy Foundation Policy on Use of Animals in Research

All entities that receive funding from the Epilepsy Foundation must adhere to the following principles:

1. Animals shall be used in biomedical research only when no other means of obtaining scientifically sound, valid and useful results are available.
2. The minimum number of appropriate animals required to obtain and validate results shall be used.
3. The acquisition, care and use of animals must be in accordance with all applicable federal, state and local laws and regulations.
4. Certifications must be received from research facilities prior to being approved for a research grant that the facility(ies), its researchers and employees adhere to the Animal Welfare Act, National Research Council *Guide for the Care and Use of Laboratory Animals*, and any appropriate U.S. Department of Agriculture or National Institutes of Health regulations and standards.
5. In cases requiring the death of an animal, only the most appropriate and humane form of euthanasia shall be used consistent with the purpose of the research.

PATENT AND COPYRIGHT POLICIES

Recipients of Epilepsy Foundation Research Grants must agree to comply with the Foundation's relevant policies and guidelines.

Applicant _____

CERTIFICATION AND ACCEPTANCE

This certification must be signed by the applicant, the financial official named in this application, the chairperson of the department in which the research will take place and other signatures of authorization which may be required by the institution (e.g., director of grants and contracts). Original signatures are required on the original application. All of the approvals and assurances should be submitted by the application deadline date.

It is understood and agreed by the undersigned that any fellowship received as a result of this application is subject to the following terms: (a) funds granted as a result of this request are to be expended for research or research-related purposes as described in this application; (b) the statements contained in this application are true and complete to the best of your knowledge; (c) written reports as to research findings and expenditure of Foundation funds will be supplied to the Epilepsy Foundation upon termination of the stated research period and manuscripts (including meeting abstracts and research papers in review) resulting from this research project are to be submitted to the Foundation once accepted for publication; (d) all reports of investigations supported by this grant shall acknowledge such support as indicated in the Notice of Award; (e) all Foundation, AES and University requirements regarding the protection of human and animal subjects will be strictly adhered to; and (f) fellowship recipients will agree to adhere to the Foundation's and AES's relevant policies and guidelines.

REQUIRED SIGNATURES

Fellowship Applicant: _____ Date: _____

Preceptor: _____ Date: _____

Department Chairperson: _____ Date: _____

Type Name: _____

Financial Officer: _____ Date: _____

Other signature(s) required by sponsoring:

_____ Date: _____

_____ Date: _____

_____ Date: _____