



REQUEST FOR PROPOSALS

TARGETED RESEARCH INITIATIVE FOR YOUTH

For funding beginning July 1, 2010

INFORMATION FOR APPLICANTS

BACKGROUND AND PURPOSE

The Epilepsy Foundation is pleased to announce its first annual Targeted Research Initiative for Youth grant program. This program recognizes the increasing need for epilepsy and seizure research in populations from children through adolescence involving pathophysiology, epidemiology, diagnosis, behavioral manifestations, medication therapy, and quality-of-life issues. The Epilepsy Foundation supports fundamental, translational and clinical research leading to advances into the diagnosis and care of youth with seizures and epilepsy.

This Request for Proposal (RFP) was developed to generate pilot data that can lead to more extensive research projects in the future. The Foundation invites research grant applications from investigators interested in psychosocial problems and comorbidities of children and adolescents with epilepsy including, but not limited to topics such as psychiatric comorbidity; treatment of behavioral and cognitive comorbidities, including innovative techniques such as utilization of internet or computer based technologies; studies of the impact of impaired social cognition on educational and occupational outcomes; difficulties and treatment gaps for adolescents transitioning to adulthood; social supports for adolescents with epilepsy; health access and literacy including family communication with health care professionals; the impact of other health conditions (e.g. sleep difficulties, migraines, etc.) on epilepsy treatment and outcome.

The peer review for this program will assess proposals based not only on scientific merit, but also on relevance to the goals of the program. Particular consideration will be given to proposals that potentially improve the healthcare of youth with epilepsy.

ELIGIBILITY

To be eligible to apply for a Research Grant, an applicant must:

Investigators must hold a relevant advanced degree (MD, PhD, MS, PharmD), and have completed all research training appropriate to the project proposed. This call for proposals is open to investigators at academic/university settings and others in the public and private sectors.

All applications will be judged on a competitive basis, without regard to the academic rank or title of the investigator. Applicants whose research will involve patient care or direct involvement with patients must be licensed to practice their profession at their institution and must obtain Institutional Review Board (IRB) approval.

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

SELECTION

Applications are evaluated based upon the scientific quality of the research plan, relevance of the proposed research to program goals, the applicant's qualifications, and the adequacy of the facility where the research will be conducted.

SUPPORT

Applicants may request up to \$75,000 for one year. Grants awarded for higher than \$50,000 are based on funds available and may be offered if the applicant proposes particularly meritorious work and has provided clear justification based on need and timetable of the work proposed. Applicants may apply for only one year of funding and must re-apply in subsequent years for additional funding.

Grant funds may only be used to support the direct costs of research. Grant funds MAY NOT be used for: indirect costs or institutional overhead; purchase of permanent equipment that exceeds 10% of the budget; payment of salaries of collaborators at other institutions; or membership dues, subscriptions, books, or journals.

Allowable use of grant funds includes: salary for the principal investigator and for scientific personnel directly engaged in the research project; consumable supplies, disposables, and animals necessary to fulfill the project's specific aims; and travel related to the conduct of the research or for the purpose of presenting the results of the research at appropriate scientific or medical meetings. Travel must be done during the funding period.

Award funds are paid to the recipient's institution or company in quarterly payments over the term of the award. Continued funding is contingent upon submission of annual progress and financial reports, and confirmation that appropriate institutional approvals for human subjects and animal use have been obtained and are filed at the institution.

Submission of scientific and financial reports, no later than 30 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 grant application. If funds from other sources become available to the applicant during the review or tenure of a Foundation research grant, the Principal Investigator 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 or when available. If awarded a grant, these documents must be submitted before funding can begin.

When animals 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 or when available.

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.

SPECIAL INSTRUCTIONS TO APPLICANTS

1. In order to guarantee review, applications **MUST BE RECEIVED** by the deadline date.
2. All assurances regarding human subjects and/or animal/animal tissue should be included with the completed application, if available. If awarded, failure to provide the required documentation in a timely fashion may result in the award being rescinded.
3. For an application to be considered complete, all institutional signatures and approvals must be included on the signature page and uploaded into the application before the time of submission and not submitted separately. A signed, scanned copy of the signature page must be uploaded as a proposal attachment.
4. NO additional information for an application will be accepted after the due date including supplemental data to the research plan and letters of recommendation.
5. Collaboration letters – if the applicant is collaborating with other institutions besides his/her own to complete the research, letters from a representative of that institution must be uploaded as a PDF document in the "Proposal Attachments" section of your proposalCENTRAL account.

APPLICATION PROCEDURES

All applications are due by March 15, 2010 for funding to begin July 1, 2010. **A complete application must be submitted via the proposalCentral system by 5:00 p.m. Eastern time on March 15, 2010. The proposalCentral system can be accessed at <https://www.proposalcentral.altum.com>.**

A proposalCENTRAL helpline is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST.

Phone: 1-800-875-2562 (toll-free) or 1-703-964-5840 (international)

E-mail: pcsupport@altum.com

Applications will not be accepted, nor any parts of the application, if sent to the Foundation offices by U.S. mail.