

EPILEPSY RESEARCH FOUNDATION

NEW THERAPY GRANTS PROGRAM

INFORMATION FOR APPLICANTS

RELEASE DATE: July 19, 2004

APPLICATIONS DUE: October 1, 2004 and March 1, 2005

BACKGROUND

The mission of the Epilepsy Research Foundation is to fund new research avenues seeking a cure for epilepsy and to support the development of more effective therapies by serving as a catalyst for moving innovative therapies from the laboratory to the patient. The Epilepsy Research Foundation is committed to bringing about real research advances.

PURPOSE

The Epilepsy Research Foundation will support innovative research leading to new insights into a cure for epilepsy. The primary focus of this new therapy grants program is to bring new approaches and therapies to patients through translational research. Other areas of consideration include but are not limited to:

- Meaningful grants to senior level scientific and clinical investigators on the brink of new discoveries, working at the nation's leading academic and research institutions, and in private industry
- Seed funding for preliminary work necessary to explore novel approaches
- Building innovative platform technologies. Investigation of innovative tests to streamline the development of new therapies and the development of a genomics database for epilepsy
- Research to bring new approaches and therapy to children
- Innovative cutting edge projects that could lead to breakthrough discoveries
- Support for applying work in other areas which shows the potential for promise in epilepsy
- Research programs that might not otherwise be funded through traditional sources
- Projects that encourage collaboration among scientists and industry
- Proposals dealing with commercializing academic research projects

The peer review for this program will assess proposals based not only on scientific merits, but also on relevance to the goals of the program and the potential for breakthroughs that will speed the search for new treatments and a cure in epilepsy.

ELIGIBILITY

Investigators must hold a relevant advanced degree (M.D.and/or Ph.D.), and have completed all research training. This call for proposals is open to investigators at corporations as well as the academic/university arena. 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 of their research. IRB approval must be included with the original application.***

SUPPORT

The amount of the award will be based on the nature of the work but will generally range between \$100,000 to \$200,000 per year. Multi-year awards will be considered.

Grant funds may be used to support the direct costs of research such as: salary support for personnel directly engaged in the project, consumable supplies and services, and travel essential to the conduct of the research.

Grant funds may not be used for indirect costs or institutional overhead, and the purchase of permanent equipment that exceeds 10% of the budget without prior approval. 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 required, timely annual progress and financial reports, and confirmation that appropriate institutional approvals for human subjects and animal use are current and on file at the institution.

Award funds are paid to the recipient's institution in quarterly payments. ***Submission of scientific and financial reports no later than 90 days after completion of project is a requirement.***

Applications must be received at the Epilepsy Foundation on or before October 1, 2004. Applications may be emailed to grants@efa.org with the subject line: "Epilepsy Research Foundation-2004" or an original packet may be sent to:

The Epilepsy Research Foundation
Epilepsy Foundation Research Department
4351 Garden City Drive
Landover, MD 20785-7223
Phone (301) 459-3700

EPILEPSY RESEARCH FOUNDATION

NEW THERAPY GRANTS PROGRAM (For Funding Starting in January 1, 2005)

APPLICATION

GENERAL INFORMATION

- A. **Cover Sheet Form:** Complete the cover sheet form.
- B. **Biographical Sketch:** The applicant may either complete the form provided or a copy of the equivalent pages in the PHS 398 form used for NIH grant applications.
- C. **Facilities Available:** Provide a profile of the institutional environment and the facilities available in the space provided.
- D. **Funding:** The applicant must include information about their financial support. List title, amount of funding, and year of current and pending support in the forms provided. Please include any Epilepsy Foundation or American Epilepsy Society support received by the applicant in the form provided.
- E. **Letters of Recommendation:** Include one or two (no more than two) letters of recommendation from individuals familiar with the applicant's work.

PROPOSED RESEARCH PLAN

This section may not exceed a total of 10 pages (excluding references). Each of the following six headings must appear in the stipulated order. This section must be paginated.

- A. **Abstract:** Complete on the attached form, the abstract should summarize the proposal and is limited to 200 words.
- B. **Lay Summary:** In addition to the abstract requested above, provide a brief description (approximately 50 words) of the proposed research project written in lay language.
- C. **Specific Aims:** (*maximum 1 page*)
- D. **Background and Significance:** (*sections D-F should not exceed 8 pages*) Include explanation of how project will lead to new treatments for epilepsy.
- E. **Previous Work by the Applicant Directly Related to this Research:** Preliminary data is not required, but if it is available it should be presented in this section. Any previous work by the applicant that is relevant as background for the current proposal should also be presented in this section.
- F. **Research Plan and Methods:** This section should include the design and rationale of the proposed studies, methods and procedures, anticipated methods of statistical analyses, anticipated outcomes, limitations and alternative approaches, and a timetable for completion of the study.

EPILEPSY RESEARCH FOUNDATION

NEW THERAPY GRANTS PROGRAM

(For funding beginning January 1, 2005)

APPLICATION

IRB APPROVAL MUST BE INCLUDED WITH THIS APPLICATION.

PROJECT TITLE: *(Do not exceed 120 characters.)*

PRINCIPAL INVESTIGATOR(S)

A-B: Principal Investigator and co-principal investigator, if applicable.

C-G: Institution and the department, service, laboratory, or equivalent division with which you are presently associated.

A. Name(s):

B. Title(s)/Position:

C. Institution:

D. Department:

E. Mailing Address:

F. Telephone:

Extension:

G. E-mail:

SPONSORING INSTITUTION

A. Name of Institution:

B. Department:

C. Mailing Address

D. Telephone:

Extension:

E. Name of Financial Officer

F. Title:

G. Mailing Address:

H. Telephone:

Extension:

I. E-mail:

PROJECT PERIOD

The beginning date of projects is **January 1, 2005**. Payments are made on quarterly basis. Duration of the award may vary from one to three years, based on the needs as indicated by the principal investigator and the grant peer review committee.

Proposed Project Period: January 1, 2005 to _____

AMOUNT

The award may be funded from \$100,000 to \$200,000 per year. Multiyear proposals may be considered. The duration of funding for each award will be determined based on the needs and timetable for the proposed work. Particularly meritorious work may be considered for a funding level and period beyond these guidelines.

Total Amount Requested: \$ _____

DETAILED BUDGET FOR STATED RESEARCH PERIOD

Complete a detailed budget for the proposed project period. **If more than three years, submit on separate page.**

Personnel

All personnel for whom salary support is requested must be named in this section **Salary support is available only for personnel directly engaged in the project.**

PERSONNEL YEAR 1					
Name	Title	Percent Effort of Hrs/Wk	Annual Salary	Fringe Benefits	Total Year 1

PERSONNEL YEAR 2					
Name	Title	Percent Effort of Hrs/Wk	Annual Salary	Fringe Benefits	Total Year 2

PERSONNEL YEAR 3					
Name	Title	Percent Effort of Hrs/Wk	Annual Salary	Fringe Benefits	Total Year 3

PERSONNEL TOTAL			
Total Year 1	Total Year 2	Total Year 3	Totals Years 1, 2, & 3

Supplies

All consumable supplies, disposables, and experimental animal costs must be itemized. Please give description and total cost.

SUPPLIES YEAR 1	
Consumable Supplies: Description	Cost

SUPPLIES YEAR 2	
Consumable Supplies: Description	Cost

SUPPLIES YEAR 3	
Consumable Supplies: Description	Cost

SUPPLIES TOTAL			
Total Year 1	Total Year 2	Total Year 3	Totals Years 1, 2, & 3

Equipment

Equipment items which extend the utility of existing major equipment and are essential to the project may be requested. In general, these should not exceed 10% of the total budget. These items must be justified in the application narrative as an item to FACILITIES AVAILABLE or as an addendum to the budget. Requests to use grant funds for the purchase of permanent equipment will be closely examined by the review committee and must be shown to be essential to the conduct of the project.

EQUIPMENT YEAR 1			
Itemized Statement of Permanent Equipment Items: Description	Number	Unit Cost	Total Year 1

EQUIPMENT YEAR 2			
Itemized Statement of Permanent Equipment Items: Description	Number	Unit Cost	Total Year 2

EQUIPMENT YEAR 3			
Itemized Statement of Permanent Equipment Items: Description	Number	Unit Cost	Total Year 3

EQUIPMENT TOTAL			
Total Year 1	Total Year 2	Total Year 3	Totals Years 1, 2, & 3

Travel

Only those travel costs essential to the conduct of the research are eligible for funding in this section. Travel must be explained in detail and in relation to the conduct of the research project justified.

TRAVEL YEAR 1		
Travel Essential to Research	Purpose	Amount Requested

TRAVEL YEAR 2		
Travel Essential to Research	Purpose	Amount Requested

TRAVEL YEAR 3		
Travel Essential to Research	Purpose	Amount Requested

TRAVEL TOTAL			
Total Year 1	Total Year 2	Total Year 3	Total Years 1, 2, & 3

Other Expenses

All other expenses not already specified must be itemized and justified in relation to the research project.

OTHER EXPENSES YEAR 1	
Other Expenses (itemize)	Amount Requested

OTHER EXPENSES YEAR 2	
Other Expenses (itemize)	Amount Requested

OTHER EXPENSES YEAR 3	
Other Expenses (itemize)	Amount Requested

OTHER EXPENSES TOTAL			
Total Year 1	Total Year 2	Total Year 3	Total Years 1, 2, & 3

Total Budget

Requests for support for indirect costs or institutional overhead are not eligible for funding. TOTAL budget should be the same as Total Amount Requested on page 2 of the application.

TOTAL BUDGET	
	Total Years 1, 2, & 3
Personnel	
Supplies	
Equipment	
Travel	
Other Expenses	
TOTAL Budget	

PERSONNEL

All professionals engaged on the project, beginning with the Principal Investigator, must be named here along with their official title, department, institution, and the percent effort (or number of hours per week) they will devote to the research project.

Name	Title	Department	Institution	%Effort of Hrs/Wk

FACILITIES AVAILABLE

FUNDING

List all sources, amounts, and tenure of support *currently funded* and *pending* for this and related projects. It is helpful to the committee, and facilitates the review and disposition of individual grant applications, when applicants supplement these items by providing more detailed information about other sources of funding. It is helpful to know the type, source, and project periods of grants. In addition, many applicants include copies of abstracts for related grants or pending grant applications. **If the laboratory or program has substantial funding from other sources, the request for these extra funds will be carefully examined. The work to be supported by Epilepsy Research Foundation funds must be shown to be substantially different from work already funded.**

Project Title	Funding Agency	Amount	Period of Support	Active / Pending
				Active Pending
				Active Pending
				Active Pending
				Active Pending
				Active Pending

Previous Epilepsy Foundation or American Epilepsy Society Support

Project Title	EF or AES	Amount	Period of Support

BIOGRAPHICAL SKETCH

Give the following information for the key personnel and consultants listed in PERSONNEL. Begin with the Principal Investigator. Complete this page for each person.

Name	Position Title	Birthdate (mm/dd/yy)

Education

Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.

Institution and Location	Degree	Year Conferred	Field of Study

RESEARCH AND PROFESSIONAL EXPERIENCE: Concluding with present position, list, in chronological order, previous employment, experience, and honors. Include present membership on any Federal Government public advisory committee. List, in chronological order, the titles and complete references to all publications during the past three years and representative earlier publications pertinent to this application. *Do Not Exceed Two Pages.*

ABSTRACT

State the overall objectives and aims of the research, making reference to relevance of the research to the Epilepsy Research Foundation (refer to Background and Purpose section in application guidelines). Describe concisely the research design and methods and the educational environment for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. This abstract is meant to serve as a succinct and accurate description of the proposed research when separated from the application. *Do not exceed 250 words.*

LAY SUMMARY (*approximately 50 words*)

Provide a brief description of the proposed research project written in language understandable to the general public, which may be used by the Epilepsy Foundation for public information and promotion of the research program. **The application will not be considered complete without this description.**

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? | | _____ |

Policy on Use of Animals in Research

All entities that receive funding from the Epilepsy Research 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 must agree to comply with the Foundation's relevant policies and guidelines.

CERTIFICATION AND ACCEPTANCE

This certification must be signed by the applicant, the financial official named on the coversheet, 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 grant 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 funds will be supplied to the Epilepsy Research Foundation, c/o the Epilepsy Foundation upon termination of the stated research period; (d) all reports of investigations supported by this grant shall acknowledge such support; (e) all Epilepsy Foundation and University requirements regarding the protection of human and animal subjects will be strictly adhered to; and (f) grant recipients will agree to adhere to the Foundation's relevant policies and guidelines.

Acknowledgments in any reports or publications should include the phrase: *This project was funded by members of the Epilepsy Research Foundation which includes the Epilepsy Foundation and The Epilepsy Project.*

Required Signatures

Principal Investigator: _____ Date: _____

Type Name: _____

Department Chairperson: _____ Date: _____

Type Name: _____

Financial Officer: _____ Date: _____

Type Name: _____

Other signature(s) required by institution to indicate authorization of grant submission:

_____ Date: _____

_____ Date: _____

_____ Date: _____