



## **PRE-DOCTORAL RESEARCH TRAINING FELLOWSHIP**

*For Funding January 1, 2008*

### 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 purpose of the Pre-doctoral Research Training Fellowship is to support pre-doctoral students with dissertation research related to epilepsy. Applications from all fields of research pertinent to epilepsy will be considered.

This fellowship provides one year of support for qualified individuals who are pursuing dissertation research with an epilepsy relevant theme, and who are working under the guidance of a preceptor with expertise to supervise in the area of epilepsy investigation. The fellowship carries a stipend of up to \$20,000 (\$19,000 for stipend and \$1,000 to support travel to attend the annual meeting of the American Epilepsy Society). The number of awards granted each year is contingent on available funds.

#### **ELIGIBILITY**

To be eligible to apply for a Pre-doctoral Research Training Fellowship, an applicant must:

1. Be matriculating in a full-time doctoral (Ph.D.) program with an academic career focus. Areas of interest considered include, but are not limited to neuroscience, physiology, pharmacology, psychology, biochemistry, genetics, nursing, or pharmacy;
2. Have a defined dissertation research project;
3. Have a qualified preceptor with expertise to supervise and provide guidance on the aspects of the research related to epilepsy;
4. Have access to institutional resources to conduct the proposed research project.

The Epilepsy Foundation supports research within the United States and its territories only. Recipients of the fellowships must agree to comply with all relevant policies and guidelines of the Epilepsy Foundation.

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

## **SELECTION**

Applications are evaluated based upon the scientific quality of the proposed dissertation research project, statement regarding relevance of the proposed work to epilepsy, the applicant's qualifications, the preceptor's qualifications, adequacy of facility, and the quality of the training environment for research related to epilepsy.

## **SUPPORT**

Successful applicants receive up to \$20,000 over the twelve-month period of the award. This includes up to \$19,000 as stipend plus \$1,000 to support travel to attend the annual meeting of the American Epilepsy Society. Quarterly payments are made to the institution for direct salary expense of the fellow and AES meeting travel costs ONLY. Travel must be conducted during the funding period. *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 fellowship application. If funds from other sources become available to the applicant during the review or tenure of a Foundation research fellowship, 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). If available, a copy of these documents should be submitted with the application. If awarded a grant, these documents must be submitted before funding can begin.

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. If available, a copy of these documents should be submitted with the application. If awarded a grant, these documents must be submitted before funding can begin.

## **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 fellowship 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** (not postmarked) 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 human subjects 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.
4. All institutional signatures and approvals must be included on the application form. All original institutional signatures must be included at the time of submission for an application to be considered complete.
5. Please note that all sections of the application must be filled out completely. "See Attached" does not constitute completion of a section. For the biographical sketch PHS 398 form used for NIH grant applications may be substituted.
6. **NO** additional information for an application will be accepted after the due date including supplemental data to the research plan and letters of recommendation.

### **APPLICATION PROCEDURES**

All applications are due by August 31, 2007 for funding to begin January 1, 2008. A complete application submission includes an original hard copy and the application on CD in PDF format. Additionally, the cover pages and lay summary must be included on the CD in MS word format. Application submissions **MUST BE RECEIVED IN THE EPILEPSY FOUNDATION OFFICE BY AUGUST 31, 2007.**

All parts of the application (including the research plan) must be in one file in PDF format on the CD. The file must be saved using the following formula: lastname – program – year.pdf (for example, smith – Predoc – 2007.pdf).

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 application form and all attachments must be sent to:

Epilepsy Foundation  
Pre-doctoral Research Training Fellowship Program  
8301 Professional Place  
Landover, MD 20785  
(301) 459-3700



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### INSTRUCTIONS FOR APPLICATION

#### APPLICATION SECTIONS

- A. **Checklist:** Complete checklist and sign. This is a required section of the application.
- B. **Cover Sheet Form:** Complete the cover sheet form.
- C. **Lay Summary:** In addition to the abstract, provide a brief description (approximately 50 words) of the proposed research project written in lay language. *Please avoid the use of first-person, for example words like "I", "We" or "In my lab". (Please note that if awarded, this is what will be used in reporting to donors and non-scientific audiences as well as possibly published in Epilepsy USA)*
- D. **Personnel:** List all professional engaged on the project.
- E. **Facilities Available:** Provide a profile of the institutional environment and the facilities available in the space provided.
- F. **Funding:** The fellow and preceptor 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 fellow and preceptor in the form provided.
- G. **Biographical Sketch:** The fellow and preceptor may either complete the form provided or a copy of the equivalent pages in the PHS 398 form used for NIH grant applications.  
**Scholastic Performance:** List courses and grades or provide a transcript.
- H. **Statement of Intent:** Include a statement of intent from the applicant describing his/her reasons for choosing epilepsy as a research field, his/her career goals and other possible sources of funding that would overlap with the fellowship being applied for.
- I. **Proposal Development:** Please identify the specific roles of the applicant and the preceptor in the development of this fellowship proposal.
- J. **Research Training Plan:** Not applicable to Pre-doc
- K. **Policies:** Review policies on use of humans and animals in research and indicate status of required IRB and/or IACUC.

- L. **Certification and Acceptance:** All signatures must be included at the time of submission for an application to be considered complete.
- M. **Letters of Recommendation:** Include letters of recommendation from the preceptor accepting responsibility for supervision of the applicant's training and research program. One or two (no more than two) additional letters from others familiar with the applicant's work should be submitted. Letters of recommendation must be included in the application after Section L prior to the proposed research plan.

#### **PROPOSED RESEARCH PLAN**

Proposals should be written by the applicant, reflecting independent thought, with direction from the preceptor. 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:** The abstract should summarize the proposal and is limited to 250 words.
- B. **Specific Aims:** (*maximum 1 page*)
- C. **Background and Significance** (*sections C-E should not exceed 8 pages total*)
- D. **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.
- E. **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.
- F. **References**