



PRE-DOCTORAL RESEARCH TRAINING FELLOWSHIPS

For Funding in 2005-2006

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 mentor 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 mentor with expertise to supervise and provide guidance on the aspects of the research related to epilepsy, and;
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.

SELECTION

Applications are evaluated based upon the scientific quality of the proposed dissertation research project, the statement regarding relevance of the proposed work to epilepsy, the applicant's qualifications, the mentor's qualifications, the 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. Awards are made contingent upon the availability of funds. 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 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 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.

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.

SPECIAL INSTRUCTIONS TO APPLICANTS

1. In order to guarantee acceptance and review, applications **MUST BE 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 animal and human subjects should be included with the completed application.

APPLICATION PROCEDURES

An original and 5 two-sided copies of all components of the application are due by **SEPTEMBER 1, 2004** for funding beginning July 2005. **Applications received after that date must be postmarked by September 1, 2004.**

In addition, **all** applications must be created into a .pdf document and uploaded to the Epilepsy Foundation website through a private link by midnight of the due date. Applicants must first register for the site at: <http://www.epilepsyfoundation.org/regagreement.cfm>.

Once you are logged in to site, upload the file:

<http://www.epilepsyfoundation.org/research/researchgrants/index.cfm>

Applicants who desire confirmation that their applications have been received should send enclosed a stamped, self-addressed postcard with the application.

Application forms and guidelines are revised annually. It is the responsibility of the applicant to obtain and use current materials. The completed Research Grant application form and all attachments must be sent to:

Epilepsy Foundation
Research Grants 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.



PRE-DOCTORAL RESEARCH TRAINING FELLOWSHIPS

For Funding in 2005-2006

APPLICATION

GENERAL INFORMATION

- A. **Cover Sheet Form:** Complete the [cover sheet form](#). (.PDF form)
- B. **Biographical Sketch:** The Fellow and Mentor may either complete [the form provided](#) or a copy of the equivalent pages in the PHS 398 form used for NIH grant applications. (.PDF form)
- C. **Facilities Available:** Provide a profile of the institutional environment and the facilities available [in the space provided](#). (.PDF form)
- D. **Funding:** The Fellow and Mentor 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 Mentor in [the form provided](#). (.PDF form)
- E. **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.
- F. **Letters of Recommendation:** Include letters of recommendation from the Mentor 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 may be submitted.

PROPOSED RESEARCH PLAN

Proposals should be written by the applicant, reflecting independent thought, with direction from the mentor. This section may not exceed a total of 10 pages (excluding references). Each of the following 6 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. (.PDF form)
- 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. (.PDF form)
- C. **Specific Aims:** (*maximum 1 page*)
- D. **Background and Significance** (*sections D-F should not exceed 8 pages*)
- 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.



PRE-DOCTORAL RESEARCH TRAINING FELLOWSHIPS
(For Funding in 2003-2004)

APPLICATION

DOCUMENTATION INCLUDED:

IRB Approval

Letters of Support

Financial Support Statement

TITLE OF PROPOSAL:

FELLOWSHIP APPLICANT

Name(s):

Title(s)/Position:

Institution:

Department:

Mailing Address:

Telephone:

Extension:

FAX:

E-mail:

PROJECT PERIOD

The beginning date of projects is **July 1, 2003**. Payments are made on a quarterly basis over the twelve-month period of **July 1, 2003-June 30, 2004**.

Applicant _____

SPONSORING INSTITUTION

Name of Institution:

Department:

Mailing Address:

Name of Financial Officer:

Name of Mentor:

Mailing Address:

Telephone:

Extension:

FAX:

Email:

FACILITIES AVAILABLE

Applicant _____

BIOGRAPHICAL SKETCH—APPLICANT

This form should be completed by the Fellow.

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	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.*

Applicant _____

BIOGRAPHICAL SKETCH—MENTOR

This form should be completed by the Mentor.

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	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.*

Applicant _____

FUNDING--APPLICANT

This section is to be completed by the Fellow. List all current and pending research funding including title of research project, the Principal Investigator, your role in the project, source, funding amount, period of support, and a brief description of the project.

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

Project Title	Principal Investigator	Your Role	Brief Project Description

Applicant _____

FUNDING--MENTOR

This section is to be completed by the Mentor. List all current and pending research funding including title of research project, the Principal Investigator, your role in the project, source, funding amount, period of support, and a brief description of the project.

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

Project Title	Principal Investigator	Your Role	Brief Project Description

Applicant _____

FUNDING--APPLICANT

This section is to be completed by the Fellow.

Previous Epilepsy Foundation or American Epilepsy Society Support

Project Title	EF or AES	Amount	Period of Support
	EF AES		
	EF AES		
	EF AES		
	EF AES		

FUNDING-- MENTOR

This section is to be completed by the Mentor.

Previous Epilepsy Foundation or American Epilepsy Society Support

Project Title	EF or AES	Amount	Period of Support
	EF AES		
	EF AES		
	EF AES		
	EF AES		

ABSTRACT

State the overall objectives and aims of the research, making reference to relevance of the research to epilepsy. 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 200 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? | | _____ |

Epilepsy Foundation Policy on Use of Animals in Research

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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.

CERTIFICATION AND ACCEPTANCE

This certification must be signed by the applicant, the financial official named in item 5, 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 Foundation funds will be supplied to 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 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 will acknowledge the support of the Epilepsy Foundation and, as appropriate, the American Epilepsy Society, as instructed in the Notice of Award.

Required Signatures

Principal Investigator: _____ Date: _____

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: _____