

Alberta Alzheimer Research Program Round VII - Guidelines



Description

The Alberta Prion Research Institute (Prion Institute) and the Alzheimer Society of Alberta and Northwest Territories (AS AB/NT) present the Alberta Alzheimer Research Program VII (AARP). The AARP allows qualified Alberta investigators to seek funding for research directly related to Alzheimer's disease in areas related to understanding the fundamental mechanisms of the disease and/or improving the quality of life of those with Alzheimer's disease. The deadline for submission of applications is **Tuesday, November 13, 2018**.

Research Approaches Eligible for Funding

Fundamental mechanisms

Fundamental studies of molecular and cellular mechanisms in Alzheimer's disease that take into account the protein misfolding and prion-like properties of Alzheimer's disease pathobiology.

Quality of life

Controlled trials to determine the effectiveness of specific interventions to improve the quality of life of persons with Alzheimer's disease.

Streams in AARP

There are two streams for grants in this program.

Young Investigator Grants

Young Investigator Grants are available to Alberta researchers who are within five years of their first appointment after completing their research training. These grants will be for up to \$200,000 for any one individual grant with a term of up to two years.

Regular Research Grants

Regular Research Grants will be available to all Alberta researchers, including young investigators. These grants will be for up to \$150,000 for any one individual grant with a term of up to two years.

The Prion Institute/ AS AB/NT partnership is offering up to \$1 million in this competition.

Grantees will be expected to participate in the training of young investigators, especially graduate students and fellows, and their stipends may be paid from AARP grants. Trainees may hold other awards or salary support while receiving stipends from AARP grants.

All usual operating expenses for a research project that are consistent with Tri-Council policy on the use of grant funding (www.cihr.gc.ca) will be allowable for grants funded in an AARP competition, except salaries for investigators, major equipment and overhead. Final decisions on the amount of funding awarded and limitations on specific categories of spending remain with AS AB/NT and the Prion Institute and will be identified in an AARP award agreement.

AARP Competition VII - Guidelines

Applications must be submitted online using the application form available on the [Alberta Innovates website](#).

The web application has limitations set in the number of characters permitted in each section. One page on the web form in 11-point type used is approximately 3,800 characters, including spaces.

Applications must contain the following information:

Include a completed checklist in section 6.0 of your proposal

	Section	Web Section #
<input type="checkbox"/>	Project Title (150 characters including spaces)	2.1
<input type="checkbox"/>	Lay Summary (1,900 characters, including spaces ~ half page)	2.1
<input type="checkbox"/>	Project Summary (1,900 characters, including spaces ~ half page)	2.1
<input type="checkbox"/>	Research Leader	2.1
<input type="checkbox"/>	Institutional Approvals (Signature Page)	2.2 / 6.0
<input type="checkbox"/>	Research Plan including identification of relevant theme areas (19,000 characters, including spaces ~ five pages)	3.1
<input type="checkbox"/>	Areas of Research - Identify AARP application stream - Identify Prion Institute theme area - Young Investigator first appointment date	3.2
<input type="checkbox"/>	Deliverables, milestones and schedule (3,800 characters, including spaces ~ one page)	3.3
<input type="checkbox"/>	Gantt Chart (add as appendix)	6.0
<input type="checkbox"/>	Training component details (3,800 characters, including spaces ~ one page)	3.4
<input type="checkbox"/>	Knowledge Exchange Plans (1,900 characters, including spaces ~ half page)	3.5
<input type="checkbox"/>	Industry Utilization - Commercialization (1,900 characters, including spaces ~ half page)	3.6
<input type="checkbox"/>	Project Team: Identify PI and Co-PIs (No limit, add as appendices)	3.7
<input type="checkbox"/>	Funding Declaration (http://prioninstitute.ca/content/programs add as appendix)	3.8 / 6.0
<input type="checkbox"/>	Common CV or NSERC Form 100 for all team members (No limit, add as appendices)	6.0
<input type="checkbox"/>	Certificates and Approvals (No limit add as appendices)	3.9
<input type="checkbox"/>	References: Literature and URLs cited (No limit, add as appendices)	3.10
<input type="checkbox"/>	Budget Spreadsheet	4.1
<input type="checkbox"/>	Other Sources of Funding	4.2
<input type="checkbox"/>	Budget Justification (3,800 characters, including spaces ~ one page)	4.3
<input type="checkbox"/>	R&D Team Data	5.0
<input type="checkbox"/>	Document Attachments	6.0

Project Title

Provide a clear, descriptive title for the proposed project.

Lay Summary

The lay summary should be brief and provide in non-scientific terms what problem this research is addressing and how the problem is being approached in this project. Lay readers will adjudicate this summary prior to the project being forwarded for peer review.

If the proposal is successful, the lay summary might be used for distribution to the public through media releases or other means.

Project Summary

Provide a general scientific summary of the activities and research that will be conducted during the project. This scientific summary should explain the overall focus and approach of the research and the roles for proposed investigators. The scientific summary should be written clearly in order to be understood by knowledgeable researchers.

Scientific Characters

- The online applications software will reformat text that uses subscripts, superscripts, bold and italic formats to regular text.
- If a section in a proposal requires specialized formatting of text (bold, italic, subscript and superscript), tables or images, you may add the section as a Word document or PDF in the appendices (Section 6 – Document Attachments) of the proposal.
- If appending a scientific summary, tables or images, please indicate in the Project Scientific Summary if you have appended a document, for example: “*See attached scientific summary in Section 6*”, or “*Refer to attached table in Section 6*”.
- The character count and all other conditions in the appended section must conform to the proposal requirements.

Research Leader

Only one principal investigator will be responsible for the administration and reporting on the progress of a proposal. Other arrangements among participating researchers may also be made within a project and should be noted in the proposal.

Institutional Approvals

Signatures approving the proposal must be obtained from the host institution by the applicant. A PDF of the signed approval form(s) must be attached to Section 6. - Document Attachments.

Applicants funded in this competition might be required to provide the Prion Institute with the original signed signature form(s) if the proposal is funded.

Applications originating from:

The University of Alberta: Applicants should create a Proposal via their Researcher Home Page and use the resultant [signature page to collect the required U of A signatures](#).

Use the "**Signatures and Employer's Approval**" PDF found at the top of the Preview screen, to obtain signatures from Co-Investigator. Co-Investigators are not required to obtain signatures from their supervisor.

The University of Calgary: use the Research Services Office, Research Funding [Application Approvals web based form](#).

Use the "**Signatures and Employer's Approval**" pdf form found at the top of the application Preview screen, to obtain signatures from Co-Investigator. Co-Investigators are not required to obtain signatures from their supervisor.

The University of Lethbridge: use the "Research Proposal Form" available from the U of L online portal.

All Other Applicants: use the PDF form found at the top of the "Preview" screen in the online application form "**Signatures and Employer's Approval**" form.

For the purpose of completing the Signature Approval Forms, enter a project start date that is **no earlier than April 1, 2019** and an end date that corresponds to the duration of the proposal.

Where applicable, applicants should obtain evidence of support from collaborators in the form of a **letter of support** from the individual, group, agency or industry collaborator(s). Attach letters of support to Section 6 - Document Attachments in the application form.

Research Plan: Integration with Theme Areas

Provide a description of the research to be undertaken. This should include a framework for the research, background relevant to the questions to be addressed, methods and approaches to be used, use of collaborative approaches, and anticipated outcomes.

Particular attention should be given to a description of planned national and international collaborations that will allow the research team to access expertise, facilities and materials relevant to protein misfolding and prion-like properties of Alzheimer's disease pathobiology.

Scientific Characters

- The online application will reformat scientific nomenclature that uses subscripts, superscripts, bold and italic formats.
- If a section of the proposal requires specialized formatting of text (bold, italic, subscript and superscript), tables, charts or images, you may add the section as a Word document or PDF to Section 6 – Document Attachments as an appendix. If an attachment is added to support a section, reference the attachment in that section.

Areas of Research

AARP Research Approach

Indicate which AARP research approach the proposal will address:

Fundamental mechanisms

Fundamental studies of molecular and cellular mechanisms in Alzheimer's disease that take into account the protein misfolding and prion-like properties of Alzheimer's disease pathobiology; or

Quality of life

Controlled trials to determine the effectiveness of specific interventions to improve the quality of life of persons with Alzheimer's disease.

Identify Prion Institute Theme Area

Identify one of the Prion Institute theme areas the proposal will address:

Protein folding and misfolding

- Applying tools of structural biology, biophysics, biochemistry, molecular biology and bio-computing to understand the mechanisms of transmissible spongiform encephalopathy (TSE) and other diseases of prion-like protein misfolding.

Pathobiology of TSEs

- Understanding TSE biology, susceptibility, transmissibility and disease progression using genomics, proteomics, metabolomics and other innovative approaches that will contribute to the diagnosis, prevention, cure and possible elimination of the diseases. This may include prion-like human neurodegenerative mechanisms in pathobiology.

Surveillance and Control

- Minimizing risks associated with prion exposure, including disposal of specified risk materials, technologies for inactivation and decontamination of prions in water, wastewater, soil and the environment.
- Diagnosing TSEs based on prion genomics; focusing on immunologic and biomedical engineering technologies to apply, validate and improve ante-mortem tests developed elsewhere; and exploring opportunities for new tests to be developed in Alberta.

TSEs and Society

- Studying policy and response modelling, assessing economic and sociological components of community impact, risk perceptions, consumer acceptance and impact on markets, and ensuring fair and accurate communication of scientific advances. This component will also provide information useful to all levels of government for the development of public policies regarding TSEs.

Young Investigator Grants

If the proposal is for the AARP Young Investigator Grant stream, enter the date of the investigator's first appointment.

Deliverables, Milestones, and Schedules

Identify the expected deliverables, milestones and provide a schedule of the project. Attach a **Gantt chart** in Section 6 - Document Attachments. Gantt charts should indicate intervals of six months at the least.

Training Component

Discuss how the project will address the preparation of highly-qualified people in the target areas listed above. Provide details on how trainees will be prepared for further research in the area and how training will result with exposure to other related to research and to the application of research findings in society.

Particular attention should be given to a description of how the planned training program will allow trainees to access experts, facilities and training at state-of-the-art labs, nationally and internationally, and how they will be exposed to additional activities such as, but not limited to, knowledge exchange and research management.

Knowledge Exchange Plans

Provide strategies for exchanging knowledge including a description of partnerships with the public and private sector. Both AS AB/NT and the Prion Institute strongly encourage early interaction between researchers and potential end users during the design and throughout the period of the grant and in the utilization of results of the research findings.

Industry Utilization - Commercialization

Describe the strategy for management and protection of intellectual property, as well as the plans for handling of any new intellectual property that may arise as the result of AARP sponsored research. Neither AS AB/NT nor the Prion Institute wish to hold rights to intellectual property, but both organizations wish to see IP appropriately developed.

Project Team

Provide a brief description of the research experience and background of proposed investigator(s) and include the nature and extent of the collaboration between investigators. Include common CVs or NSERC Form 100s as appendices in Section 6 - Document Attachments of the application form.

Funding Declaration

Complete the Funding Declaration, available from the Prion Institute website: <http://prioninstitute.ca/content/programs>. Identify the past five years of funding and proposals under review for the Principal Investigator. Append the Funding Declaration table in Section 6.0 of the application form.

Certificates & Approvals

Where applicable, provide certificates and approvals to carry out the research (example Animal Care Certificate and Human Ethics approval).

Literature Cited

Provide complete reference information to all literature cited throughout the proposal (No limit, may add as appendices)

Detailed Budget Figures and Justification

The AARP has two funding streams:

Young Investigator Grants: Grants of up to \$200,000 for any one individual grant with a term of up to two years; and

Regular Research Grants: Grants of up to \$150,000 for any one individual grant with a term of up to two years.

Budgets for applications must be carefully documented and justified. AARP funds may be used for stipends for trainees, research operating costs, equipment, costs related to national and international collaborations, allowable travel costs and other reasonable expenditures as required to carry out the project. Only minor equipment directly needed for the project may be purchased with an AARP grant. Individual pieces of equipment costing up to \$3,000 with a maximum total equipment cost of \$7,500 per year per project is permitted. In exceptional circumstances, purchase of equipment to a maximum amount of \$10,000 (\$20,000 for Young Investigator Grants) per year may be allowed after special consideration by the AARP reviewers and the AARP Steering group.

Project expenses must be consistent with the Tri-Council policy on the use of research grant funding, which is available at www.cihr.gc.ca

R&D Team Data - Enter a list of co-investigators.

Document Attachments

Attach final documents only. Documents that are attached in error can be deleted.

Proposal attachments are;

1. **Research Plan**- Append this section to the proposal if scientific nomenclature, text (bold, italic, subscript and superscript), tables, charts or images, are a part of your proposal.
2. **Gantt Chart**
3. **Certificates & Approvals forms** where available (examples; ethics approval, animal care certificate)
4. **Institutional Approval Form(s)** - institutional signature pages are required for all proposals. Attach a PDF of all approval forms.
5. **Curriculum Vitae** for each Project Member, in the form of a CIHR Canadian Common CV or NSERC Form 100.
6. **Budget Spreadsheet** - Excel Budget spreadsheet available from the Prion Institute website: <http://prioninstitute.ca/content/programs>.
8. **Other attachments/Letters of Support** to support the proposal
9. **AARP VII Guidelines Application Checklist** (AARP Guidelines page 2) indicating all items in the application have been completed.

Important Dates

Application Deadline Date Tuesday, November 13, 2018

Announcement of Results March 2019

Review Process

The Alberta Prion Research Institute will manage the application and review process on behalf of the partners.

A Core Alzheimer Review Committee (ARC) will review applications in conjunction with appropriate external peer reviewers from the international community. Decision and funding will be made after consideration of the ARC recommendations.

Terms

Evaluation of AARP projects will be based on the project's success in meeting the high expectations of the program and will be based upon the following:

- Demonstrated contributions to the targeted areas of the partners as outlined above;
- The quality of the research;
- The quality of the participating investigators and trainees; and
- Knowledge transfer and commercialization of inventions and research results.

Monitoring

Funding recipients are required to provide reports on all projects using AARP report forms and schedules. The AARP Steering Committee must be notified of, and approve, significant changes to the project plan. The funding partners reserve the right to call for early formal review and to terminate a project if progress is judged to be less than satisfactory, or expenditures are not in alignment with AARP policy.

Reporting

The Prion Institute, Alberta Innovates and AS AB/NT are committed to demonstrating results to Albertans for the money invested in research, so processes for monitoring progress and appropriate use of funds, as well as for performance measurement, reporting and program evaluation, will be in place. Funding recipients must adhere to the AARP reporting requirements and provide requested information in a timely fashion. They must contribute to the monitoring, review and evaluation of the Prion Institute's and AS AB/NT's programs by participating in evaluation studies, program review and audits and provide data or reports as required for the purpose of collecting information to assess progress and results. They must also encourage their associates, trainees and administration to participate in the monitoring of the Prion Institute's and AS AB/NT's programs, policies and processes as required.

Projects supported in the AARP competition are required to report to the Prion Institute and AS AB/NT using designated reporting forms and schedules.

Grant recipients **must** file copies of all publications with the Prion Institute and AS AB/NT and must report on all knowledge exchange activities with stakeholders within a maximum of three months of publication or of the knowledge exchange activity taking place.

Continuance of grants will be dependent on adherence to reporting deadlines and on scientific and administrative review at each reporting period.

Communications

Funding recipients are required to acknowledge AS AB/NT, the Prion Institute and Alberta Innovates in any communication or publication related to the project. Funding recipients are expected to participate in outreach activities that communicate the benefits of the research program to Albertans and beyond. AS AB/NT and the Prion Institute expect advance notification of public release of information concerning results from projects that they support. For further details, please contact the Communications Manager of the Alberta Prion Research Institute.

Freedom of Information and Protection of Privacy Act

The Prion Institute and Alberta Innovates are regulated by the Freedom of Information and Protection of Privacy Act of Alberta. Information provided by applicants on Personal Data Forms is for the use of AS AB/NT, the Prion Institute and Alberta Innovates only and will not be communicated to anyone outside of those organizations, except as required by the Act, and to those involved in the grant application review process. A condition of accepting an AARP award is that the lay summary or a summary written by staff of AS AB/NT, the Prion Institute and/or Alberta Innovates might be released by the AARP Steering Committee at any time at its discretion.

Contact Information

For questions on Alberta Prion Research Institute grant program guidelines, application information and the peer review process, contact:

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Forms

The application form for the Alberta Alzheimer Research Program are available by creating an account or signing into the following website:
<https://www.fundingconsortium.gov.ab.ca/AI/Account>