

**Edward N. & Della L. Thome Memorial Foundation, Bank of America, N.A. Trustee,  
Awards Program in Alzheimer's Disease Drug Discovery Research**

**Frequently Asked Questions**

**General Program Eligibility**

**Will you offer the three-year \$750,000 award again?**

The Thome Foundation intends to offer three-year \$750,000 awards in 2014.

**If I apply for the two-year \$200,000 pilot study in 2012, will I be eligible to submit a proposal for a three-year \$750,000 award in the future?**

Yes, resubmissions are allowed. Applicants are eligible to receive ONE two-year \$200,000 pilot study award and ONE three-year \$750,000 award.

**How many applications may be submitted from one institution?**

There are no institutional limitations on the number of applications.

**Must the applicant be nominated by his/her institution?**

No.

**Is a full faculty appointment necessary or is a Visiting Professorship or Adjunct Faculty Position sufficient?**

The faculty appointment must be at an institution in the United States or US territories at the time of application. A Visiting or Adjunct Faculty Position is acceptable at an institution in the United States or US territories as long as this appointment is in place at the time of application and will be retained throughout the entire award period. Please confirm the duration of the appointment within the application along with official documentation from the sponsoring department or institution.

**May I hold a faculty appointment outside the United States?**

An investigator must hold a faculty appointment at a nonprofit academic, medical or research institution in the United States or US territories in order to qualify. If your primary institution is not in the United States or US territories, you would not be eligible to apply.

**Is the position of "Research Scientist" acceptable rather than an academic faculty appointment?**

As long as the position is considered independent and you have your own lab space, you are eligible for this Program.

**If I am a postdoctoral fellow at the time of application but will have a faculty appointment by the grant's start date, am I eligible to apply?**

Your faculty appointment must be in place at the time of application.

**May an application be submitted by two equal Co-Principal Investigators?**

No. The Edward N. & Della L. Thome Memorial Foundation Awards are designated for one PI only. An application may include collaborators, but there cannot be two "co-applicants" or co-PIs. Biosketches of relevant collaborators may be included in the submission.

**May a PI on one grant also be part of another grant submission?**

Yes. A PI on one grant may be listed as personnel on someone else's grant but we do not recognize Co-Principal Investigators.

**How strict are the guidelines with respect to a specific focus on Alzheimer's disease drug discovery research?**

The purpose of the Awards Program is to support translational research that will lead to improved therapies for individuals suffering from Alzheimer's disease. The 2012 Awards Program supports pilot studies in preclinical development and design of novel small molecules and compounds for the therapeutic control of validated targets in Alzheimer's disease. Consideration will be given to research based on the amyloid hypothesis and alternative pathogenic mechanisms.

Genetic studies, biomarker research, neuro-imaging, clinical studies, basic research and new target discovery are currently outside the scope of this Program.

<b>Initial Proposal and Full Proposal Application</b>
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**Who is considered the "Authorized Institutional Representative" when signing that portion of the Full Research Proposal Application Face Sheet?**

This would be someone from the Office of Sponsored Programs (or similar entity) or other Officer responsible for research oversight within the institution. The Department Chair or other administrator within the applicant's department may NOT sign the Face Sheet.

**Do the budget pages for the Full Research Proposal Application reflect the actual cost of the project or only what is requested from The Edward N. & Della L. Thome Memorial Foundation?**

These pages summarize what is being requested from The Edward N. & Della L. Thome Memorial Foundation Awards Program. If the project uses additional support from other sources, those amounts should be combined and noted on the Budget Summary Form B.

**How should salary be reflected in the Full Research Proposal budget?**

Include the total salary of all personnel who will be supported by The Edward N. & Della L. Thome Memorial Foundation Award.

**Do I need to include pilot data?**

It is fine to include pilot data if you have it, but it is not a requirement.

**In preparing the proposal section, may I use the NIH continuation pages?**

Yes, this is acceptable.

**To whom should the letter of recommendation be addressed?**

It should be addressed to the "Edward N. & Della L. Thome Memorial Foundation Awards Program Scientific Review Committee."

**My Department Chair will not be able to submit his letter to me by the deadline. Can this letter be sent later on?**

No. All materials must be submitted by the application deadline and included in the one document upload.

**Are the section headings mentioned in the Research Proposal portion required or may other headings be included?**

Please prepare your proposal using these headings.

**May I include appendices with the Initial or Full Proposal? I am utilizing subjects from another grant and it would be relevant to include information on that study as well.**

No. Additional materials will not be accepted. You may certainly report on the data from your other studies but all materials must be contained within the Initial 2-page or invited 10-page research Full proposal section.

**Should I include the CVs of collaborators in the Application?**

Yes. Please include these and a brief description of each investigators' role as part of the document upload.

**I am considering submitting one of several possible projects. May I speak with someone for advice and guidance?**

Please submit the proposal that you believe has the greatest likelihood of contributing to novel translational research that will lead to improved therapies for individuals suffering from Alzheimer's disease.

**Are subcontracts allowable costs and where do we note these expenses on the budget page?**

The PI is allowed to pay subcontractors and these subcontracts can be listed as a line item under "Other Expenses."

**How do I combine and convert multiple documents into one PDF file?**

Please refer to the last page of this document for step-by-step instructions.

## **Online Submissions**

**Where do I find my Institution's Tax ID?**

Contact your Office of Sponsored Programs for this number.

**I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.**

There is a separate log-in for saved applications. Instead of using the link for, "Begin a new application," click the link that states, "Return to a saved application." After logging in, you will see the name of the application that you started. Click on that link and then continue the submission process.

## Award Statistics

### How many applications did you receive in the past?

On June 15, 2010, 100 Initial Proposal Applications were submitted for three-year awards. The Committee invited twenty-nine investigators to submit Full Proposals and the Thome Foundation made eight awards in December 2010.

## Additional Questions

For answers to any issues not covered in the program guidelines or the FAQs, please contact Linda Lam, Program Officer, The Medical Foundation, *a division of **Health Resources in Action***, at 617-279-2240, x710 or LLam@hria.org.

**Directions for combining and converting all requested materials into ONE PDF document for upload:**

Please name this file: LastName, FirstName.pdf. For example, Jane Smith's file would be named, Smith, Jane.pdf.

**Instructions for Combining Multiple PDF Documents  
Adobe Acrobat Version 8**

Please combine and convert all requested materials into ONE PDF document for upload and name this file, LastName, FirstName.pdf. For example, Jane Doe's file would be named, Doe, Jane.pdf.

The following instructions apply to Adobe Acrobat Version 8. For instructions on combining files in other versions, please go to: [www.adobe.com](http://www.adobe.com). This editing cannot be done with Adobe Reader or Distiller. To combine multiple PDF documents into one document:

1. If you have Word documents to include, you must first convert all Word documents to PDF documents before beginning the combination process.
2. Open Adobe Acrobat.
3. Click on **Combine Files** from the **File** drop-down menu.
4. In the Combine Files dialog box:
  - Click **Add Files** to locate the first file to be converted. Select the file and click "Add File."
  - Repeat the above step to attach as many documents as you would like to combine
  - Select "Next" at the bottom right-hand corner.
  - Keep the option at the top as "Merge files into a single PDF."
5. Files are converted and consolidated in the order shown in the list. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. To remove a file from the file list, select the filename and click **Remove**.
6. When you have added all the files to be converted and have the files in the desired sequence, click **Create** (bottom right) to convert and consolidate the files into one PDF file. When the conversion is complete, you can name and save the consolidated PDF file by clicking "Save" in the bottom right-hand corner.