

**The Edward N. & Della L. Thome Memorial Foundation  
Awards Program in Alzheimer's Disease Drug Discovery Research**

**FREQUENTLY ASKED QUESTIONS**

Many questions are answered in the 2021 Guidelines: [hria.org/tmf/ThomeAD](http://hria.org/tmf/ThomeAD)

<b>GENERAL QUESTIONS</b>
--------------------------

**Is there a limit on how many applications may be submitted from one institution?**

There are no institutional limitations on the number of candidates who may submit applications.

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

No.

**I am based at an institution outside of the United States. Am I eligible?**

Applicants do not have to be U.S. citizens, but they must hold a faculty appointment at a non-profit academic, medical, or research institution in the United States.

**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.

**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?**

No, your faculty appointment must be in place at the time of application.

**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 at the time of application. A Visiting or Adjunct Faculty Position is acceptable at an institution in the United States 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 within the United States in order to qualify. If your primary institution is not in the United States, you would not be eligible to apply.

**Is the project budget subject to the NIH salary cap requirements?**

Yes. The compensation for individuals funded by Thome awards cannot exceed the NIH salary cap. For individuals whose institutional salary exceeds the applicable rate, the amount of salary charged to the Thome award must be limited to their percent effort multiplied by the salary cap rate. Salaries must be in proportion to the percent effort on the research project; however, percent effort may exceed the percent of total salary support requested from the Program. If the requested salary for any personnel listed on the proposal exceeds the NIH salary cap the application will not be processed.

**If I am offered the Award but cannot accept it, may it be transferred to a co-investigator or other individual significantly involved in the project?**

No. The grant can only be awarded to the Applicant who originally submitted the grant application.

**If I apply and do not receive an Award, may I apply in future years?**

Yes.

<b>RESEARCH PROPOSAL</b>
--------------------------

**What is the difference between the Initial Proposal and the Full Proposal?**

The Thome Program is a two-step process. Applicants must first submit an Initial Proposal. The Initial Proposal consists of an Online Application, a 2-page Research Proposal, Applicant Biosketch, and Co-Investigator Biosketch (if applicable).

Applicants selected from the Initial stage will be invited via email to submit Full Proposals, due in October. The Full Proposal will include an Online Application, Application Face Sheet, Project Summary, ten-page Research Proposal, Applicant Biosketch, Co-Investigator Biosketch (if applicable), Budget Forms, Department or Division Head Letter, and Letter(s) of Collaboration (if applicable).

**Are there formatting rules for the Research Proposal?**

Yes – please refer to the Guidelines for specific instructions.

**Should the references be placed after the Research Proposal?**

Yes, please add any references cited after the research proposal. The references do not count in the two-page maximum in the Initial Proposal or the ten-page maximum in the Full Proposal.

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

Please prepare your proposal using these headings.

**Where do I find the Application Face Sheet?**

The Face Sheet is a downloadable Word document found at: [www.tmfgrants.org/ThomeAD](http://www.tmfgrants.org/ThomeAD).

**Do you have a Biosketch form I should use?**

Please use the latest version of the NIH biosketch, found here:

<https://grants.nih.gov/grants/forms/biosketch.htm>

**I have a Co-Investigator/Collaborator. Should their Biosketch be included in the Attachment?**

Yes – please include biosketch(es) for all co-investigators. Only include a collaborator a collaborator’s biosketch if they have a major role in your project.

**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.

**For the Full Proposal, should my budget document be included as part of my PDF upload or perhaps a separate PDF upload?**

As outlined in the Full Proposal program guidelines, your PDF upload should contain items A-C and E-H. Please upload your budget document into the Online Application portal as an **Excel file**, not to be included in the main PDF upload or as a separate PDF document.

**ONLINE APPLICATION**

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

Please contact your Office of Sponsored Programs for this number.

**How do I access the Online Application and what will be required?**

Please review the Guidelines for links and instruction.

**I have started and saved an Online Application. However, when I try to log-in, I cannot find my previous application. Do I need to start a new one?**

No –there is a separate log-in link for applicants who have already started and saved an application. Please be sure to click the link titled, “Return to a Saved Online Application” to access your previous form.

**Contact**

Lindsey Carver, Senior Grants Officer

[LCarver@hria.org](mailto:LCarver@hria.org)