

**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 2019 Guidelines: hria.org/tmf/ThomeAD

General Questions

May I apply to the Full Proposal without submitting an Initial Proposal?

No. Only applicants who applied to the Thome AD Initial Proposal stage and were invited to submit Full Proposals may do so.

If I was not invited to the Full Proposal stage, may I reapply?

Of course. The grant cycle for the Thome AD program runs every two years. Please view our website for updates: hria.org/tmf/ThomeAD

Full Proposal Application Online Application

What will be asked in the Online Application?

Applicants are required to review the Applicant Data and Research Project Information that carried over from the Initial stage. In addition, applicants must upload a PDF version of their Research Proposal to the online form. Further instructions are outlined in the Full Proposal Guidelines.

How do I access the Online Application?

Invitees to the Full Proposal stage received specific emails with instructions on how to access the Online Application.

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 “returning users.” Instead of using the link for, “Begin the online 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.

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.

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Who is considered the "Authorized Institutional Representative" when signing that portion of the 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 I need to include pilot data?

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

To whom should the letter of recommendation be addressed?

It should be addressed to the "Thome AD 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 and in the order listed in the Guidelines.

May I include appendices with the 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 10-page research proposal section.

Are there formatting rules for the Research Proposal?

Yes – please refer to the Full Proposal 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 ten-page maximum.

Do you have a specific Biosketch form I should use?

Please use the latest NIH biosketch.

Should I include the Biosketch(es) of Co-Investigator(s) in the Application?

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

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Are Indirect Costs allowed to be included in the budget?

No – indirect costs (overhead) are not allowed on this grant. However, personnel, fringe, supplies, and equipment are all allowable costs. Please use the Budget template mentioned above for the application.

Should the NIH salary cap be used?

Yes – please use the latest NIH salary cap to prepare your budget.

Do we also need to submit quotes from the manufacturers/suppliers for equipment more than \$10,000?

Yes, please include justification for quotes.

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

All elements outlined in the Guidelines as part of the PDF upload must be converted into PDF's first, then combined together in the order outlined in the Table of Contents. Please add page numbers after the combined PDF is created.

Additional Questions

The Medical Foundation

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