



## INTRODUCTION AND INSTRUCTIONS

The National Academy of Neuropsychology (NAN) Clinical Research Grants Program was started in 1998 to assist the NAN membership by funding projects which deal with challenges in the practice of clinical neuropsychology and with professional issues. The program funds work which, because of its clinical and applied emphasis, may not be funded through other grant mechanisms. The program seeks applications which will advance the profession of neuropsychology by enhancing general clinical knowledge and practice approaches. Clinical intervention and outcome studies particularly are encouraged as are: 1) projects that deal with new knowledge of assistance to clinicians in daily practice (e.g. role of non-cognitive factors in test performance); 2) projects designed to address perceived deficiencies in the field (e.g. ecological validity of neuropsychological tests); and 3) projects dealing with professional issues. Each grant proposal will be peer reviewed on a 100-point scale based on the following criteria.

**Research idea (30 points):** originality, importance to clinical practice, clarity of statement of objectives and relevance, quality of data likely to arise from study, probable impact upon clinical practice, relevance to the mission of the NAN grants program.

**Research methodology (40 points):** soundness of research design (the research design supports the anticipated outcomes), appropriateness of the statistical procedures proposed, sample size(s) appropriate and attainable, appropriateness of the scope of the work for the proposed grant period, budget appropriate to carry out the project. It is in most cases desirable to present a statistical power analysis demonstrating that the proposed sample sizes will provide sufficient statistical power to address the primary study hypotheses.

**Ability to complete the project (10 points):** background of the principal investigator in the area of the application, and the availability of resources necessary to complete the project.

**Economy of project (20 points):** return to NAN and to the profession for the number of dollars expended, appropriateness of budget to carry out the project.

All grant applications will be scored based upon the above criteria, and funding of grants will proceed for meritorious applications from the best application downward as far as funds permit. Applicants may submit no more than two grant proposals for consideration in any funding cycle and may not receive funding for more than one submission.

**The grant submission deadline is May 1, 2009 with the start date for the funded grants being September 1, 2009.** All applications should present explicit research

questions/hypotheses or professional issues within the realm of clinical neuropsychology. Applications are for a one-year period. Funds will not be awarded for required student research such as theses or dissertations nor can the funds be extended as loans. Limited availability of funds requires that requests in excess of \$15,000 will not be considered. Furthermore, requests for lesser amounts will be given priority. While there are not specific limitations on budget items that can be requested (e.g., travel, salary, equipment), awards are based in part on the best use of available funds and applicants are advised to review their budgets carefully. **Grant reviews heavily consider the relationship between the potential benefits of the research and the amount of money requested.** No one on the Clinical Research Grants Committee, no committee chair of a NAN committee, or no one on the NAN Board of Directors can submit an application for a grant.

Awardees will be required to submit the full study for possible publications in *Archives of Clinical Neuropsychology*.

Applications can be downloaded from [www.nanonline.org](http://www.nanonline.org) or can be requested from Dr. Bilder at [RBilder@mednet.ucla.edu](mailto:RBilder@mednet.ucla.edu). **The final application must be submitted via E-mail to the committee chair at [rbilder@mednet.ucla.edu](mailto:rbilder@mednet.ucla.edu) on or before midnight of May 1, 2009.** Faxed or mailed submissions will not be accepted unless a waiver is granted by the committee chair. Grants submitted by e-mail should be in any version of Microsoft Word or in rtf format which is available in most word processors. Dr. Bilder can be e-mailed or called (310-825-9474) to help any applicant who has difficulty with these options.

The "Research Grant Application Form" is available as a Word document on the website [www.nanonline.org](http://www.nanonline.org) for the convenience of investigators. The only part of the form that needs to be filled in using this form without modification is the "Face Page" (page 1 of 5). Please follow the instructions below, rather than trying to squeeze text into the existing space of the document. Also, please do NOT paste graphic signatures into this document; simply type your name into the space marked for signature.

## HUMAN SUBJECTS

Review of the application by an institutional review board (IRB) is not necessary for submission of a research grant to NAN. However, a monetary award will not be made until such a review has been completed satisfactorily. An IRB application approved at the applicant's home institution is satisfactory with NAN, and it fulfills the human subjects requirement for NAN. At its own expense, the NAN Clinical Research Grants Committee will arrange for human subject reviews of applications from individuals not having an affiliation with an institution having an IRB.

## INSTRUCTIONS FOR FACE PAGE

**Item 1. Title of Project.** Choose a title that is descriptive and specifically appropriate, rather than general.

**Item 2. Name of Investigator.** Name the one person responsible for the scientific, technical, and fiscal direction of the project.

**Item 2a. Degree(s).** Self-explanatory

**Item 2b. Mailing Address.** Self-explanatory

**Item 2c. Telephone.** Self-explanatory

**Item 2d. Email Address.** Self-explanatory

**Item 3. Dates of the Entire Proposed Project Period.** Indicate start date and anticipated completion date. Request no more than 12 months for the entire proposed project period. Grants normally begin on September 1, end on August 30, and are one year in duration.

**Item 4. Amount Requested.** Enter the sum of the total costs that appears on page 4.

**Item 5. Human Subjects.** Indicate by checking the appropriate line, whether the NAN human subjects requirement for this grant will be satisfied by a successfully approved IRB application or whether assistance from the Grants Program will be required (see Human Subjects section on page 2 of the instructions).

**Item 6. Signature of Investigator/Program Director and Date.** Type your name and the date of the application here. Please do NOT insert a graphic file with your signature. Only those investigators who receive grants will need to submit an actual signed form.

## INSTRUCTIONS FOR FORM PAGE 2

**Detailed Budget of Personnel.** If salaries are requested, list the names, roles in project, % of time, and requested salary for each person, beginning with the Principal Investigator. Fringe benefits are limited to actual cost with a maximum of 22%. We generally do not provide funds to give the principal investigator a Summer salary or to cover regular salary. These funds should be requested primarily to allow the investigator to hire research assistants as necessary to carry out the study. Salary can be figured as follows:

Monthly Salary

Percent of Time Given to Project

Number of Months Involved in Project

Total Fringe Benefits

Total Amount Requested

**Overhead or indirect costs will not be funded for any study.**

**Equipment and Other Costs.** List all equipment and supplies that will need to be purchased, and any other expenditures (e.g. publication costs, statistical consultation/analysis). Itemize the associated costs as indicated. Generally, equipment purchased which can be used after the completion of the study will not be funded or will become the property of the NAN foundation at the conclusion of the study. Funding for consumables (e.g., test forms) is allowed.

## INSTRUCTIONS FOR FORM PAGE 3

**Budget Justification.** Provide explicit information in budget justification for all personnel spending 50% or more of their time on the grant. For each individual, describe their role in the project. Also include justification for any equipment, supplies, or services that are budgeted.

### SPECIFIC INSTRUCTIONS FOR THE RESEARCH PLAN (PARTS A-D)

This application follows NIH guidelines for fonts and font sizes. NIH requires the use of one of four approved fonts and a font size of 11 points or larger. The approved font options include two serif fonts (Palatino and Georgia) and two sans serif fonts (Arial and Helvetica). A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies. A smaller font size may be used for figures, graphs, diagrams, charts, tables, figure legends, and footnotes, but this type must follow the font typeface requirement and be readily legible.

Prepare Parts A through D of the Research Plan (below) single spaced, using one inch margins throughout (top, bottom, left, and right). Include sufficient details to facilitate an effective review. Be specific and informative; avoid redundancies. The maximum permitted for the Research Plan parts A through C is three pages. Additional guidance about how much space to allocate for each section is provided below.

**Research Plan (total length of sections A-C must be 3 pages or less).**

**A. Specific Aims (suggested length: ½ page).** State the broad, long-term objective and report concisely and realistically what the research described in this application is intended to accomplish, any hypotheses to be tested or potential for technological innovation and commercial application.

**B. Background and Significance for Clinical Neuropsychology (suggested length, 1 page).** Briefly sketch the background to the present grant application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to the broad, long-term objectives. State the impact of the project on the practice of neuropsychology (e.g. quality of care, cost savings, ethics, relevance to increased understanding of under-represented minority groups, etc.).

**C. Experimental Design and Methods (suggested length: 1 ½ pages).** Discuss the experimental design, procedures and protocols to be used, and the means by which the data will be analyzed and interpreted. If your study involves human participants, it is important to describe the inclusion/exclusion criteria and expected demographic and/or clinical characteristics of your sample(s). Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide evidence that supports feasibility of your work. Point out any procedures, situations, or materials that may comprise risks and the precautions to be exercised. It is often valuable to assure that your Experimental Design and Methods clearly target the Specific Aims; for example, if hypotheses are stated in the Specific

Aims section, then the Experimental Design and Methods section should show precisely how those hypotheses will be tested. It is usually helpful to state clearly what dependent and independent variables will be used in analyses, the statistical analyses that will be performed to test the hypotheses using those variables, what statistical criteria will be used to assess the validity of the hypotheses, and what statistical power the analyses will have to test these hypotheses.

**D. Literature Cited.** List literature citations at the end of the Research Plan, preferably according to the editorial style of the American Psychological Association (APA). There is no page length limitation, but it is more important to be selective in your citations than to be comprehensive; literature cited should only help support, not replace your text.

**E. Biographical Sketch of Investigator/Program Director.** Please provide a brief summary of the scientific, technical, and academic qualifications of the principal investigator. Typically this includes current title and any academic affiliation, information about education and training, ongoing supported research, and a listing of relevant publications (do NOT include personal information or curriculum vitae). While other formats will be accepted, the preferred format for submission is the NIH-style “Biographical Sketch” (which has a maximum of 4 pages), following the PHS 398 format (see <http://grants1.nih.gov/grants/funding/phs398/phs398.html>).

**F. Affirmation.** All applicants are required to place their name on the human subjects and ethical affirmation at the bottom of the last page to indicate that they are able to follow these guidelines. Only successful grantees will be required to sign this form after the grants are awarded.

**G. Appendices.** Appendices are neither required nor encouraged. Under exceptional circumstances, limited information of a supplemental nature may be included in an appendix. Such information will not be considered central to the application by the review committee, nor will extensive material be read or copied. Applications judged to include too much material will be returned for revision. The goal is to include only absolutely relevant information.

### **Indemnification Agreement**

Successful principal investigators will be required to sign the attached Indemnity Agreement before a monetary award can be made. These forms are designed to insure that NAN cannot be held financially culpable in connection with any award which is made. In the event that the investigator is associated with an institution where the research will be conducted, an authorized institutional representative will also need to sign the form. **This form need not be submitted with the grant proposal, but only when an award is being made. However, researchers associated with an institution should assure that their institution is willing to sign before the grant is submitted.**

## Indemnity Agreement

Successful principle investigators will be required to sign an Indemnity Agreement before a monetary award can be made. These forms are designed to insure that the NAN Foundation cannot be held financially culpable in connection with any award which is made. In the event that the investigator is associated with an institution or agency where the research will be conducted, an authorized institutional representative will also need to sign the form. This form does not need to be signed at this time, but the investigator and institution(s) (if any) must agree to the statement below in this application:

The Individual(s) and Institutions / Agency(s) listed below agree(s) to defend, indemnify, and hold harmless the National Academy of Neuropsychology Foundation from all claims, injuries, damages and costs (including court costs and attorney fees), judgments, fines, settlements, or other liability arising from all work and research conducted pursuant to a grant from the National Academy of Neuropsychology Foundation.

Please indicate agreement by listing the following:

Name	Telephone
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

### **Institution / Agency(s) (if any)(one per institution)**

First Institution (name)\_\_\_\_\_

Name-Authorized Representative\_\_\_\_\_

Title/Position\_\_\_\_\_

Telephone\_\_\_\_\_

Second Institution (name)\_\_\_\_\_

Name-Authorized Representative\_\_\_\_\_

Title/Position\_\_\_\_\_

Telephone\_\_\_\_\_

*All successful applicants will need to sign a formal indemnification agreement prior to the disbursement of any funds.*