NAN CLINICAL RESEARCH GRANT APPLICATION
Submission Guidelines and Considerations for a Successful Application

DETAILED BUDGET:

Personnel:

☐ List all key personnel that will be contributing to the project, including % time/effort and salary support requested. Include key personnel, even if no salary support is being requested.

☐ If PI is not requesting salary support, provide an explanation for this in the *budget justification* section. This is important to help inform feasibility of the project. For example, a postdoctoral trainee may already have protected time for research that can be allocated to the project if funded (in such a case, include %time/effort that will be allocated to the project).

Equipment, Supplies, Participant Costs, and Other Costs:

☐ List all equipment (i.e., software, computer), material (i.e., testing stimuli), and any other costs (i.e., participant reimbursement) associated with the proposed project.

☐ The maximum award budget is $15,000 <u>in total</u> regardless of whether the proposed project is to be conducted over 1 or 2 years. Up to 10% of the total award budget can be allocated to cover indirect costs (i.e., *direct costs + indirect costs = maximum of $15,000*). For example, $13,500 direct costs + $1,500 indirect costs = $15,000 total budget.

☐ Conference travel is not allowed in the budget.

Budget Justification:

☐ Describe the specific functions of each of the personnel involved in the project.

☐ Explain and justify budgeted equipment, supplies, and any other study-related expenses.

☐ If the project is related to ongoing funded research, explain any scientific overlap with these projects. Include a description of how the requested funds would be independent of other research support/activities.

SPECIFIC AIMS (1 page max):

☐ Introduce the research project: What is the topic, what is known vs unknown, describe the proposed project.

☐ Briefly describe each aim clearly and concisely, and have a specific hypothesis for each aim. Hypotheses are not required for qualitative aims, which generally are inductive and

intended to generate (rather than test) hypotheses.

RESEARCH PLAN & STRATEGY:

- ☐ 5 pages maximum

- ☐ Formatting should be single-spaced, ½ inch margins, Time New Roman 12 point font.

Background:

Describe the background of the proposed project clearly and in sufficient detail to justify the proposed project.

Significance for Clinical Neuropsychology:

- ☐ Describe the innovative/novel aspects of the project.

- ☐ Explain how the project will contribute to the field of neuropsychology (e.g., enhance the value of neuropsychology to patients and referral sources; refine, improve, or develop new approaches or methodologies, measures, or interventions).

- ☐ Indicate how the aims and goals of the project are consistent with the NAN RFA.

- ☐ Explain how this project will help lead to future funding for the PI.

Experimental Design and Methods:

- ☐ Describe the source of participants, sample size, data collection methods, predictor and outcome variables, and statistical analyses for each aim. Include a power analysis to support feasibility or explain why no included. Present in enough detail for reviewers to evaluate the strength of the study design and proposed data analyses.

- ☐ Are the overall research strategy, methodology, and analytic plans well-reasoned and appropriate to address the project's proposed aims?

- ☐ For proposals that plan to use <u>existing data</u> sets, include preliminary descriptive data that help ensure adequate sample size meeting study criteria.

- ☐ For proposals that plan to collect <u>new data</u>, include (if available) the number of persons seen yearly at the study site that would likely meet study criteria (e.g., 100 persons a year with MCI seen through the PI's neuropsychology clinic).

- ☐ Is there a plan to address potential problems, including potential confounding variables?

- If applicable, are there plans to address relevant biological variables, such as sex.

- Are there alternative strategies that should be addressed?

- Provide a timeline for study completion that demonstrates the feasibility of completing the project within 1 to 2 years (consistent with the funding timeframe requested).

- If the PI is a postdoctoral trainee, what is the plan to complete the project if the project extends beyond the timeline indicated above?

- Briefly describe the plan for protection of human subjects, if applicable.

Environment:

- Describe how the scientific environment in the applicant's setting, including available resources, will contribute to the probability of successful completion of the proposed project. Some examples include:

  - institutional support
  - established relationships with recruitment sources, such as a specialty clinic, that will facilitate recruitment
  - equipment and other physical resources
  - availability of biostatistics expertise for consultation (if not listed as key personnel)
  - unique features of the applicant's scientific environment, participant populations, or collaborative arrangements

Diversity:

- Describe the ways in which diversity is/is not relevant to the project. Is the inclusion or exclusion of minorities and members of both genders justified in terms of the scientific goals and research strategy proposed?

- The Diversity section does not count toward the page limit, although this section should not be used to circumvent page limits in other sections.

BIOGRAPHICAL SKETCH

- Provide a NIH formatted biosketch for the PI, mentor (if applicable), and all other individuals listed as key personnel.

- Make sure the biosketches describe how the individual is well suited to contribute to the project and its successful completion.

- If a mentored proposal, the mentor's biosketch should include information as to how the mentor's research experience will help support the proposed project.

☐ If a mentored proposal, a letter of support from the mentor must be provided that describes (a) the mentor's commitment to the proposed study, (b) specifics about the mentor responsibilities and role in the proposed research project, (c) the mentor's expertise in the proposed topic research, and (d) plan for project completion if the applicant leaves for another institution.

General NAN Grant Guidelines:

1. Create one PDF document for entire application
2. Email application on or before deadline (**June 1, 2020**) to: NANGrants@nanonline.org

Resubmission:

Applicants may resubmit an application reviewed during a previous grant cycle. The application should include a 1-page *response to reviewers'* critiques, as well as marked changes or additions to the application (bold, italic, or other indication). The resubmission must, however, adhere to the 1 page limit for the Specific Aims page and 5-page limit for the Research Strategy & Plans.

General Grant Writing Tips and Suggestions

▪ If you have limited or no experience in grant writing, work closely with a more senior research mentor.

▪ You are strongly encouraged to contact the NAN grants committee (Robert.M.Roth@Dartmouth.edu) as early as possible in your grant writing process with specific questions, including appropriateness of project (given the focus of the RFA), or to request a mentor for the proposed research or grant writing.

▪ Start discussing your research idea and preparing a draft well before the deadline so that you can ask a mentor and/or other trusted and knowledgeable colleague to review.

▪ Send your research methodology to multiple individuals for review of clarity and details.

▪ Seek advice/materials from your institution's Office of Sponsored Projects/Programs or Office of Grants and Research.

▪ Attend grant writing seminars/workshops at NAN and/or other relevant conferences.

▪ Consider purchasing the Grant Application Writer's Workbook (Robertson, Russell, & Morrison), which is available from the National Institute of Health. http://www.grantcentral.com/workbooks/national-institutes-of-health/

▪ Below are online or additional suggested resources for tips on grant writing:
   a. http://grants.nih.gov/grants/writing_application.htm

b. https://public.csr.nih.gov/ForApplicants/PlanningAndWriting
c. https://www.apadivisions.org/division-41/education/students/webinars/woolard-webinar-slides.pdf
d. Webinars:
    i. http://grants.nih.gov/grants/outreach.htm#webinars
    ii. https://www.youtube.com/watch?v=EX4gO69AGo0
    iii. https://www.apa.org/members/your-growth/grants-funding/index.aspx
e. Learn more about the peer review process:
   http://public.csr.nih.gov/aboutcsr/contactcsr/pages/contactorvisitcsrpages/nih-grant-review-process-youtube-videos.aspx