

Instructions for Research Seed Money Application

Introduction

The National Ataxia Foundation (NAF) was organized in 1957 in the state of Minnesota as a voluntary non-profit health organization. In its continuing efforts to find the cause, treatments, and cure for the ataxias, the National Ataxia Foundation (NAF) provides limited, short-term financial support of ataxia research.

The National Ataxia Foundation uses **proposalCENTRAL** to facilitate the grant application and review process. This document includes NAF policies and guidelines relevant to its research program, however the instructions to submit a letter of intent and the full application is on the **proposalCENTRAL** website.

Description

NAF research grants are for new and innovative studies that are relevant to the cause, pathogenesis or treatment of the hereditary or sporadic ataxias.

Due to the larger availability of funding for Ataxia-Telangiectasia (A-T), those research proposals will receive a lower priority. However, a higher ranking will be given to those Ataxia-Telangiectasia research studies which lend themselves to an overall better understanding of the ataxia process.

Research grants are offered primarily as “seed monies” to assist investigators in the early or pilot phase of their studies and as additional support for ongoing investigations on demonstration of need. It is hoped that these studies will be further developed to attract future funding from other sources. Grants are awarded for one year only.

The average funds granted will be \$15,000 but funding may be considered for up to \$30,000 for projects deserving special consideration.

Each grant application must include a lay summary that will be used to show donors how their contributions to research has enhanced our understanding of ataxia. Lay summaries, name of principal investigator and name of associated institution will be published in NAF communication channels. The other parts of the grant application are considered confidential and will only be released to members of NAF’s Medical Research Advisory Board members, the review committee, NAF staff and NAF Board of Directors.

Guidelines

- Indirect costs are prohibited from being applied to NAF grant awards.
- Primary Investigator’s salaries may not be paid from Seed Money Research Grant awards.

- The National Ataxia Foundation will retain the right to unilaterally cancel any awards for non-compliance or non-performance.
- Awards are not transferable.
- No-cost extensions (NCE) will be considered for extenuating circumstances and require approval from NAF's research director. Please submit requests for an NCE to kelsey@ataxia.org.

proposalCENTRAL

To utilize the proposalCENTRAL online portal to submit letters of intent and applications, a user account needs to be created. Use this weblink <https://proposalcentral.com> to create an account. Creating an account can be done any time prior to submitting a Letter of Intent to apply.

Letter of Intent

Using the proposalCENTRAL online portal, please submit a full title and a one-page abstract of your research proposal, on or before September 16, 2019. You will receive an email when your Letter of Intent is approved, then you will be able to access the proposalCENTRAL portal to submit your application.

Submission of Application

Using the proposalCENTRAL online portal, please submit the full application on or before October 15, 2019. Dates of the proposed project should be March 1, 2020 to February 28, 2021.

Review Dates

Review by Medical Research Advisory Board takes place late December through early January.

Written notification of awards will be sent in late February 2020. Please do not call NAF about the status of your grant.

Review Process

All applications are reviewed and evaluated by a review committee appointed by NAF's Research Director. Members of NAF's Medical and Research Advisory Board participate in the review. The review committee will score and prioritize all grants received by the deadline and make funding recommendations. The Board of Directors will consider the recommendations and make the final approval and funding determinations.

Funding of awards is based on availability of funds, the priority score assigned to each application, and the relevance to the ataxias.

Disbursement of Funds

Awards are for one year only. Checks or electronic transfers will be issued in February and sent directly to the institution of the funded researcher named in the application. Electronic payment is preferred.

Non-funded applicants will also be notified in February.

Publications

When a paper or poster is published or presented before a scientific organization by an awardee, based on the work supported by an NAF grant, an electronic copy of the paper or a description of the presentation should be sent to the National Ataxia Foundation. All papers, posters and press releases shall carry a credit

line to the National Ataxia Foundation. In addition, a copy of any press release regarding the study funded by NAF should also be e-mailed to NAF at kelsey@ataxia.org.

Reports

A final scientific report and lay summary is to be submitted to the National Ataxia Foundation within four (4) months of completion of the research project. The scientific report is reviewed by NAF's Medical Research Advisory Board but is not made public.

Because the National Ataxia Foundation takes seriously its responsibility to report to its members on the use of their research contributions, the layperson final summary will be published in the organization's newsletter and posted on NAF's website. The summary must be written in such a manner as to be understood by the average layperson and should not contain privileged or unpublished information.