

## Instructions for Post-Doc Fellowship Award 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

Post-doctoral fellowship awards are to serve as a bridge from post-doctoral positions to junior faculty positions.

Applicants should have completed at least one year of post-doctoral training, but not more than two at the time of application and should have shown a commitment to research in the field of ataxia. The award will permit individuals to spend an additional third year in a post-doctoral position and increase chances to establish an independent ataxia research program.

A letter from the mentor should outline a program of studies for the applicant and delineate the candidate's future plans.

Non-U.S. citizens are eligible to apply for a Post-Doc Fellowship award. Post-Doc Fellowship applications are accepted from U.S. and international institutions.

It is anticipated that the average funds granted will be up to \$35,000. This award will be made to the sponsoring institution and can be used as salary support or for direct research expenses. Awards are for direct costs only and cannot be used for indirect costs or institutional overhead.

The title of each study funded by NAF, the name of the Post-Doc Fellow, institution, city, and state will be published on our web page, in our newsletter, annual report, social media pages and wherever NAF feels appropriate.

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 will be published in NAF communication channels and should not contain confidential information. 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.

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 [susan@ataxia.org](mailto:susan@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.altum.com/> to create a user account. This can be done anytime prior to submitting a Letter of Intent to apply.

## Letter of Intent

Using the proposalCENTRAL online portal, please submit a full title and abstract of your post-doc fellowship research proposal, on or before **October 15, 2018**

## Submission of Application

Using the proposalCENTRAL online portal, please submit the full application on or before **November 15, 2018**.

## Dates

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

Dates of proposed project should be **March 1, 2019 to February 29, 2020**.

Written notification of awards will be sent in late February 2019. *Please do not call NAF about the status of your grant.*

## Review

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.

## **Change in Status of Awarded**

Awards are to remain solely with the designated awardee and may not be transferred to any other personnel. If a recipient decides not to continue work in ataxia research, the award will be terminated. In the event that NAF terminated an award, the award amount will be pro-rated for the number of months it was in effect, and the pro-rated unused funds shall be returned to NAF. If an investigator changes institutions, the award may be transferred, contingent upon the successor institutions commitment to support the research for the full remaining term of the award.

## **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 [susan@ataxia.org](mailto:susan@ataxia.org).

## **Reports**

A final scientific report 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.

A layperson final summary is also required and should be submitted at the same time as the scientific report. 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, *Generations*. This summary must be written in such a manner as to be understood by the average layperson and should not contain privileged or unpublished information.