

GRANT APPLICATION GUIDELINES



National EpiFellows Foundation

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MISSION STATEMENT

The National EpiFellows Foundation (NEF) aims to foster the development of current trainees and recent graduates of epilepsy training programs. The NEF is dedicated to providing a forum for discussing current issues and developments in the field of epileptology.

RESEARCH AWARDS

Each year, the NEF awards research grants of up to \$20,000 each. In addition, 1 grant applicant will be the recipient of our annual Fritz E. Dreifuss Award. This award is named in honor of Fritz E. Dreifuss, MB, FRCP, a leader in the field of epilepsy for more than 25 years and the first chairperson of the NEF Advisory Board. The award is presented each year to the fellow who writes the most compelling and clinically sound research grant proposal. All grant applications are reviewed on a competitive basis by the NEF Advisory Board. Proposals are encouraged in all areas related to epilepsy, including, but not limited to, basic mechanisms, clinical considerations and treatment, epidemiology, and psychosocial aspects.

ELIGIBILITY

The applicant must hold an MD degree or the equivalent, have completed residency training or be in the final year, have no more than 3 years of post-residency experience, and be in or accepted to a formal Epilepsy Fellowship. It is expected that the candidate will have some clinical duties in addition to research activities.

In addition, the applicant must be sponsored by a full-time faculty member of a university medical school or research institution, with the recommendation of the sponsor and the director of the Epilepsy Fellowship.

DEADLINES

The deadline for NEF research grant applications is Monday, March 31, 2008. Funding normally will begin in July of the year of the application.

INSTRUCTIONS TO APPLICANTS

The applicant's institution, the sponsor, and the applicant will be jointly responsible for the accuracy and validity of the information contained in the application.

An application and checklist form is provided by the NEF. Applications should be typed single-spaced (10- or 12-point type; 10 or 12 cpi).

A complete application consists of:

1. A completed National EpiFellows Foundation application and checklist form, including all required signatures
2. Institution sign-off sheet
3. The applicant's curriculum vitae (CV). This should include name, personal data, education and training (beginning at the college level), experience in research (if any), training or research faculty under whom the applicant has served, and a bibliography. The CV should be no more than 3 pages; modified National Institute of Health (NIH) format is acceptable.
4. Personal goal statement (optional; 250-word limit)
5. A letter from the sponsor that provides a description of the available facilities and resources, as well as an assessment of the applicant's achievements and potential as an independent investigator. The sponsor should outline the projected research time for the fellow.
6. The sponsor's CV and bibliography; NIH bio sketch (2-page limit)
7. The applicant's research proposal (5-page limit)
8. The applicant's proposed budget
9. Human Research Committee approval form (pending funding)
10. Animal Research Committee approval form (pending funding)
11. Committee on Biohazards approval form (pending funding)

ADMINISTRATION

- NEF research grants will be awarded to the institution on behalf of the fellow. The institution will then administer the funds.
- The primary intent of the grant funds is to support fellows in their research activities. Payment of other salaries is discouraged.
- The NEF will not fund indirect research costs. Individual institutional requirements can be considered on a case-by-case basis.
- Grants may be used for research supplies or salary support for protected research time for the fellow. No more than \$15,000 of the grant can be used for salary. The applicant must be able to show the protected research time.
- 30% of the applicant's time must be devoted to the research grant.
- 1/2 of the total grant award will be distributed to each grant recipient in July. The remainder of each award will be released 6 months later, upon receipt of a one-page report from the grant recipient, discussing progress and any problems he or she has encountered.

SPECIAL CONDITIONS

- NEF grant recipients are required to present a poster detailing their research at the NEF Forum, 1 year following their start date. (For example, the 2006 NEF grant winners presented posters at the 2007 NEF Forum.) The NEF Forum is held annually in conjunction with the AES Annual Meeting (generally held at the end of November/beginning of December). Round-trip travel and hotel accommodations for 1 night will be covered by the NEF. Prior to this event, grant recipients will be contacted with the details.
- If any human/animal subjects or biohazards are involved, written committee approval is needed prior to grant disbursement.
- Applications can be submitted pending IRB approval, but funds will not be provided until the IRB process is finalized and the research is approved.
- If the grant recipient changes institutions, the remaining funds should be transferred with him or her. If the grant recipient does not wish to transfer funds, these funds should be returned to the NEF.
- The NEF will not approve cost extensions.

PUBLICATIONS

- Publications, including abstracts of presentations at scientific meetings, resulting from a project supported by an NEF research grant must carry the following acknowledgment: "Funding for this project was received from the National EpiFellows Foundation."
- Copies of abstracts and papers from this research should be provided to the NEF.

The National EpiFellows Foundation is supported by Pfizer Inc.