

# RESEARCH AND TRAINING WORKSHOPS GRANT PROGRAM

## Overview & Application Guidelines

Last Updated July 09, 2024

### **BACKGROUND AND PURPOSE**

AES welcomes applications for funding to support scientific conferences and workshops focused on epilepsy research and training. Proposed conferences or workshops should address important and timely topics in epilepsy research of interest to AES members. AES support may be used for speakers' transportation and lodging, participation by junior investigators and trainees, publication of proceedings, and other direct costs, but AES funds may not be used for indirect costs. Applications for workshops held outside the U.S. should propose to use AES funds to support participants from the U.S. to the extent appropriate and feasible.

Applications for workshop funding are reviewed by the AES Research and Training Council, and the number and funding amount of awards made each year are contingent on available funds.

Preference will be given to workshops that:

- have not previously or recently received an AES Research and Training Workshop grant.
- prioritize bringing a research community together to share recent findings, develop a grant proposal, develop a clinical guideline, or similar.
- include AES members as participants or attendees.
- that describe plans to support and encourage the participation of trainees and junior investigators.
- that allow open attendance rather than participation by invitation only. If open attendance is not feasible for the workshop being proposed, please include a brief explanation of how attendees will be selected.
- broadly disseminate workshop proceedings and other materials.

**Commitment to DEI:** The AES Research and Training Council will prioritize proposals with a clear commitment to DEI. This may include: - a diverse panel of speakers (for example, balance in gender, race, etc.) – plans to ensure support for trainees/junior investigators will support a diverse group of trainees/junior investigators – workshops that address health disparities - or other metrics as appropriate for the workshop being proposed.

### **OTHER POLICIES**

Awardees are required to submit a final report and a financial report at the end of their award term.

## **RESEARCH AND TRAINING WORKSHOP GRANT APPLICATION GUIDELINES**

### **Applications must be submitted through ProposalCentral**

(<https://ProposalCentral.altum.com/>).

- Applicants who do not yet have an account with ProposalCentral will need to register as a new user and provide the requested professional profile information before proceeding.
- Once logged in as a user, go to the Grant Opportunities tab, and filter the list to display American Epilepsy Society Awards.
- Locate AES Research and Training Workshop Grant Program and click on Apply Now to begin an application. Required components of the proposal include the following sections to be completed as online forms or submitted as individual proposal attachments in PDF format. Additional instructions will be available on screen in ProposalCentral and within downloadable templates for proposal attachments. No applications, nor any parts of or updates to the application, will be accepted if submitted after the deadline or if sent directly to AES offices by electronic or U.S. mail.

#### **1. Title Page:**

- a. Enter the title of your proposal (max 75 characters)
- b. Project period: Enter the start and end date for your grant. The start date should be at least 12 weeks after the proposal due date. The end date should be 60 days after the conference/workshop.
- c. Total Amount Requested: Enter the total amount requested.

#### **2. Download Templates and Instructions:**

- a. All proposal attachment templates and this application guideline document can be downloaded here from ProposalCentral. A template is available for the Workshop Summary.

#### **3. Enable Other Users to Access This Proposal:** This screen allows you to give other users access to your grant application, if necessary, such signing official or financial officers at your institution. Please inquire internally at your institution to understand who, if anyone, should be able to access your proposal.

#### **4. Applicant/PI:** Applicant information is pre-loaded from the applicant's Professional Profile. Doublecheck that the information is complete and correct. If it is not, click Edit Professional Profile to update.

#### **5. Institution:**

- a. Institutional information is pre-loaded from the applicant's Institutional Profile. Double-check that the information is complete and correct. If it is not, click Edit Institutional Profile to update.

6. **Key Personnel:** Provide the names and institutions of collaborating investigators, other than the applicant, on this page.
7. **Workshop Questions:** Please provide the date of the event, the location, total funding requested, whether this event will offer CME credit, and registration fee.
8. **Proposal Attachments:** Upload any required and optional attachments for your proposal.
  - a. **Workshop Summary: 5 pages maximum.** Please include the following information in the narrative:
    - i. Description & Outline of Workshop Sessions or Training Course
    - ii. Target Audience
    - iii. Educational Objectives & Expected outcomes
    - iv. Sponsors & Collaborators
    - v. Speakers
    - vi. Commitment to DEI: Please detail how this workshop demonstrates a commitment to DEI.
    - vii. Draft Budget (including estimate of total expenses and all confirmed and pending support or income). AES support may be used for speakers' transportation and lodging, participation by junior investigators and trainees, publication of proceedings, and other direct costs, but AES funds may not be used for indirect costs. Applications for workshops held outside the U.S. should propose to use AES funds to support participants from the U.S. to the extent appropriate and feasible.
    - viii. Promotion and Dissemination Plan (Describe and/or provide examples as additional attachment(s), if brochures or other durable materials will be produced.)
9. **Demographic Information (optional):** All demographic information is voluntary. Applicant information is pre-loaded from the applicant's PROFESSIONAL PROFILE. AES is committed to supporting a strong, diverse, and inclusive research workforce. If you choose to provide information such as gender, race and ethnicity, or disability status, it will be used to help AES understand our granting programs through analysis of deidentified aggregated data. Such demographic information will not be available to the reviewers of your research proposal.
10. **Validate:** Click the VALIDATE button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before submitting your application.
11. **Signature Page:** The Applicant/PI and the Signing Official must e-sign the application prior to submission in order for the application to pass validation. All signatories must log in to ProposalCentral to sign the application. Signatures needed are:

- a. Applicant/PI: Please type your full name and hit sign. This will trigger an email to your designated Signing Official asking them to log in and sign.
  - b. Signing Official: The Signing Official you listed in Section 5 (Institution and Contacts) will be listed here. After you complete your e-signature, the Signing Official will receive an email asking them to log in and complete their e-signature. They need a ProposalCentral account in order to complete their signature, and can access the application through the “Proposals” tab. The Signing Official’s signature is required for you to submit your application.
- 12. Submit:** You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation will be sent to the applicant.

## CONTACT INFORMATION

If you encounter technical difficulties with ProposalCentral, please contact their help desk at [pcsupport@altum.com](mailto:pcsupport@altum.com) or 1-800-875-2562 (toll-free US & Canada). If questions arise about your application and the review process, contact the AES Grants team at [grants@aesnet.org](mailto:grants@aesnet.org)