

INFRASTRUCTURE GRANT PROGRAM

Overview and Application Guidelines

Last updated January 25, 2024

BACKGROUND AND PURPOSE

AES Infrastructure Grants facilitate the creation of national or international multicenter research programs. Proposals are welcomed across the spectrum of epilepsy research, including basic, translational, and clinical research methodology to study epilepsy, seizures, and related disorders.

Each grant will provide financial support for organizational planning sessions, infrastructure development, and/or pilot projects to enable the research program to compete for subsequent investment by other organizations.

Infrastructure Grants provide up to \$50,000 for one year. Each grant may be renewed up to one time through competitive application, with no guarantee of renewal. The number of awards made each year is contingent on available funds. Allowable costs include the direct costs of research, travel and meeting costs, and staff or administrative costs that are directly applicable to the proposed work. Indirect or F&A costs are not covered, as the modest seed funds from this grant are to help investigators compete for the larger grants that cover the full costs of research.

ELIGIBILITY CRITERIA: All applications must meet the following eligibility criteria. In rare cases, exceptions may be made for an award fully funded by a partner organization. Contact grants@aesnet.org with any questions.

1. The contact principal investigator(s) should be members of the American Epilepsy Society
2. The contact principal investigator should be at an academic research institution in the United States. Collaborators may be based at international academic research institution as well as at non-profit or for-profit organizations.
3. Proposals should outline the one-year and the long-term goals for creating a multicenter research program to hasten the speed of discovery. Examples of eligible goals include, but are not limited to, establishing centralized databases, common protocols, shared resources, core laboratories, and exchange of rapidly developing techniques and technologies to collect and analyze large scale data.
4. Applications should include a minimum of three collaborators across three institutions.

REVIEW PROCESS AND CRITERIA: Infrastructure Grants are reviewed by the AES Research and Training Council with focus on the following criteria.

- Fit for Infrastructure: Does the proposal meet the criteria of an Infrastructure grant as a new multicenter research program with a minimum of 3 or more institutions, with the potential to catalytically advance epilepsy research with new infrastructure, tools, or other resources?
- Investigators and Environments: Does the investigative team have the resources, staff, and qualifications to carry out the proposed work?

- Budget and Workplan: Is the budget appropriate for the proposed workplan? Is the proposed workplan feasible and appropriate for a one year \$50,000 award?
- Support for the next generation. AES encourages but does not require inclusion of early career investigators as active participants in the proposed multicenter research program
- The research plan, including the strength of the scientific premise, the potential for innovation and significance to the scientific understanding and clinical care of patients with epilepsy
- Will the proposed research take place, at least in part, at U.S. Institutions? Preference will be given to applications that will strengthen U.S.-based research through national or international collaboration. If a non-academic institution is included, a justification should be added.

OTHER POLICIES

Infrastructure Grant Terms and Conditions are available for download through ProposalCentral and contain information on AES's policies related to use of human subjects, use of animal subjects, and other conditions of the award.

INFRASTRUCTURE 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 Infrastructure 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 desired Start Date and End Date. The award term should be one year.
- c. Research types: Please select the Primary Research Type, the percent of your research that is Basic, Translational, and Clinical, and, Primary Epilepsy Type.

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 Plan of Activities and the biosketch. No template is provided for the budget or letters of commitment.

3. Enable Other Users to Access This Proposal: This screen allows you to give other users access to your grant application, if necessary, such as 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.

NOTE: If your budget will be split across more than one institution (i.e., funds will need to be sent from AES to more than one institution), please add a contact from the other institution.

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 and Contacts:

a. Institution 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. Abstract and Keywords: Type up to 3,000 characters that provide a general overview of the content of your proposal as described in the Plan of Activities. Please select 2-5 key words and relevant Benchmarks for Epilepsy Research that best fit your proposed project.

8. Budget Period Detail: The total amount requested should not exceed \$50,000. Enter detailed budget costs below. Allowable costs include the direct costs of research, travel and meeting costs, and staff or administrative costs that are directly applicable to the proposed work. Indirect or FandA costs are not covered because the modest seed funds from this grant

9. Budget Summary and Justification: Enter Proposed Start and End Dates for your budget. Additionally, enter up to 3,000 characters to justify your budget totals by category. Allowable costs include the direct costs of research, travel and meeting costs, and staff or administrative costs that are directly applicable to the proposed work. Indirect or Fand A costs are not covered because of the modest seed funds from this grant.

10. Organization Assurances: Use this section to indicate use of human subjects, human tissue, or vertebrate animals, and to confirm institutional assurances. All assurances should be provided at the time of the application if available, and documentation must be provided before funding can begin for awarded proposals. See Award Policies above for more information.

11. Proposal Attachments: Upload any required and optional attachments for your proposal.

- a. **Plan of Activities: 5 pages maximum** (template available in section 2). Please include the following information in the narrative:
- i. An abstract or specific aims overview
 - ii. Background/significance
 - iii. Preliminary results (if any)
 - iv. Research plan, including the respective roles of each center. It should also include a statement of the intended roles of each PI and center to the proposed research program.
 - v. Plans for future funding

- b. **Biosketch:** Provide using NIH-style for major PIs and other key personnel whose expertise or background will be essential to the project. Template available if needed.
- c. **Letter of commitment from each site PI**
- d. **Signed Cover Sheet/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:
 - i. 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.
 - ii. 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. 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.

13. 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.

14. Signature Pages: 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.

- 15. 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 or 1-800-875-2562 (toll-free US and Canada). If questions arise about your application and the review process, contact the AES Grants team at grants@aesnet.org