



REQUEST FOR APPLICATIONS

CURE EPILEPSY RESEARCH CONTINUITY FUND

CURE’s grant programs seek to accelerate promising research leading to new treatments and cures for people living with epilepsy. CURE prioritizes innovative projects that address CURE’s mission to cure epilepsy, affirming our core belief that the only acceptable final goal is “no seizures, no side-effects.”

The Epilepsy Research Continuity Fund (ERCF) is made possible through a gift from the Cotton Family in honor of Vivian Cotton. The fund seeks to provide financial relief to epilepsy researchers in the early stage of their career and whose work has been impacted by COVID-19. The goal of this program is to keep epilepsy research moving forward during these unprecedented times in support of CURE’s mission to cure epilepsy.

**CURE: Our mission is to cure epilepsy, by promoting and funding patient-focused research.**

We identify and fund cutting-edge research, challenging scientists worldwide to collaborate and innovate in pursuit of this goal. Our commitment is unrelenting.

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**REQUEST FOR PROPOSALS****PROGRAM DESCRIPTION**

The Epilepsy Research Continuity Fund will provide reimbursements of up to \$15,000 for research related expenses (examples provided in budget section) incurred as a result of institutional shutdowns during the COVID-19 pandemic and for which institutional support was not available or provided. Applicants will be asked to submit a description of the originally funded grant narrative, a description of the specific work that was impacted, and *how* the work was impacted by the COVID-19 pandemic and associated institutional shutdown. If approved, applicants will be required to submit receipts for reimbursement by CURE. Applications will be accepted until August 31, 2020.

- CURE will review the research grant to ensure an epilepsy focus and alignment with CURE's mission. All research must have been already funded and initiated. See Eligibility Requirements for further details.
- CURE assumes that the Principal Investigators (PI) observe the highest ethical standards in the conduct of research and that the Grantee Institution complies with all federal, state and local government regulations regarding the participation of human subjects and the use of animals in research.
- Expense reimbursement will require a consolidated invoice supported by copies of receipts and proof of payment. This information should be uploaded to proposalCENTRAL within six weeks of approval of funding. CURE will not reimburse unsupported expenses.
- Reimbursement will require grantee and institutional signature.
- Reimbursement checks will be made payable to and mailed directly to the accredited research institution where the expense was incurred. Payments will not be made to individual researchers.
- Decisions regarding reimbursements will be made at the sole discretion of CURE. CURE will evaluate applications and at its discretion may elect not to provide reimbursement. An application submission is not a guarantee of payment.
- CURE will take no responsibility for any claims, judgements, awards, damages, settlements, negligence or malpractice arising from this reimbursement.
- By signing the agreement, applicants and institutions authorize CURE to publicize its support in managing the impact of COVID-19 on your research efforts AND grantee will acknowledge CURE in research publications.



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ELIGIBILITY REQUIREMENTS

This award is available to early stage career investigators only. Please refer to the 'Grant Application Instructions For proposalCENTRAL' section for further information on the definition of an early stage career investigator. Special consideration will be given to current and previous CURE grantees. All materials must be submitted in English.

To be eligible, applicants must satisfy all of the following requirements.

- 1. Applicants should have already initiated an epilepsy-focused grant with approved funding of ≥ \$100,000.
2. The grant should have been approved after January 1, 2018 and be funded for a duration of no longer than five years.
3. Applicant's research must be affiliated with an accredited research institution.

CURE employees, members of CURE's Scientific Advisory Committee or its Board of Directors and their immediate family members are not eligible to apply for this award.

PROGRAM TIMELINE

Table with 2 columns: Activity, Key Dates. Rows include Request for Applications (Monday, August 3, 2020) and End of Application Submission Period (Monday, August 31, 2020 - 9pm ET).

BUDGET

This program will provide reimbursements for up to a total of \$15,000 in research costs. Some examples of expenses that are eligible for reimbursement are:

- Salary/fringe benefit continuation for PI/co-PI/technical staff.
• Newly required personal protective equipment and supplies.
• Per diem or replacement costs associated with study animals.
• Expired consumable laboratory supplies.

Indirect costs and institutional overheads are not eligible for reimbursement.

Please contact CURE's Research Team if you have questions about items that may qualify for reimbursable expenses at Research@CUREpilepsy.org or 312-255-1801.

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## GRANT APPLICATION INSTRUCTIONS FOR PROPOSAL CENTRAL

Grant applications must be submitted through proposalCENTRAL (<https://proposalcentral.altum.com>). To begin an application, applicants will need to create a professional profile, if one does not already exist. Below are guidelines for each section of the application.

1. *Title Page*: Enter title of your funded grant (maximum 150 characters, including spaces). Select *Yes* if you are former or current PI or co-PI on a CURE funded grant. If yes, provide the title of your CURE grant(s) and year funded in the space provided. If no, enter *N/A*.
2. *Download Templates & Instructions*: Access a copy of these guidelines and download a biosketch template if you do not already have one completed. CURE also requires ORCID ID submissions with all applications. Instructions for creating an ORCID ID can also be downloaded here. You will link your ORCID ID to your proposal in section 4.
3. *Enable Other Users to Access this Proposal*: Use this optional section to grant access to co-PI or staff, so they may review or enter information into the application.
4. *Applicant/PI*: This section should auto-populate from the professional profile. Double-check that the information is complete and correct. If it is not, click *Edit Professional Profile* to update the information. This award is intended to support **early stage career investigators** defined as university faculty at the assistant professor level (or hold an equivalent position in a non-university research organization), a researcher with an appointment as an Instructor or Research Assistant Professor, post-doctoral fellows with at least three years of post-doctoral experience and clinical fellows. Established investigators at the associate professor level or above are not eligible for funding through this award.
5. *Institution & Contacts*: Information should auto-populate from your profile.
6. *Co-Principal Investigators*: Enter contact information for co-PIs, if any.
7. *Specific Aims*: Provide a succinct description of the specific aims of your funded grant and address each of the points below.
  - i. *Aims*: Bulleted list of how aims will be tested.
  - ii. *Deliverables*: Bulleted list of tangible deliverables to result from this work if successful.
  - iii. *Impact*: Briefly explain how the project, if successful, will contribute to improved treatment, prevention, and cures.
8. *Budget Period Detail*: The maximum reimbursement provided for each award is \$15,000. Provide COVID-19 related expense details for the categories listed. If no expenses exist for a certain category, you may leave the category blank. Reimbursements for equipment purchases will not be provided. **Please note that indirect costs and institutional overhead**

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**are not eligible for reimbursement.** All expenses must be converted to U.S. dollars (USD).

9. *Budget Summary and Justification:* Review the summarized budget to make sure that details have been entered correctly. Provide a detailed justification of the expenses incurred as a result of institutional restrictions related to COVID-19. Indicate whether you have received additional support for these expenses from your institution or other funding agency by entering *Yes* or *No* in the space provided.
10. *Current and Pending Support:* Enter current and pending support.
11. *Proposal Narrative and Other Attachments:* Upload the following documents:
  - a) Upload a copy of the funded grant narrative including funding performance period, information on funding agency and grant or project number (if applicable).
  - b) Upload a document explaining how COVID-19 has impacted your research and a strong justification for why you need the funds. There is no format for this document. Be as specific as possible so that we can clearly understand how the funds will be beneficial to your research.
  - c) Biosketch for PI: Applicants may use NIH biosketch format if preferred over the provided template.
  - d) Co-PI Biosketch: Upload biosketch for each co-PI, if applicable.
  - e) Signed signature page: Review section 13 below for instructions.
12. *Validate:* The system will check for required components that have not been completed. You will not be able to submit until all required components are completed.
13. *Signature Pages:* Click *Print Signature Page* to obtain a PDF of the document that needs to be signed by you (the submitting PI) and an institutional representative. After signatures have been collected, scan and upload to Section 13. At this time, the program will accept applications without institutional signatures to accommodate any delays applicants may face due to COVID-19. However, please be sure to check with your office of sponsored projects or equivalent office *before* submission as some universities may not allow you to submit without signatures. **All signatures and approvals will need to be in place before an award is made.**
14. *Submit:* Please make sure to click *Submit* once your application has been validated by the system.

**Inquiries:** Questions regarding these guidelines are welcome and should be directed to the Research Team at [Research@CUREpilepsy.org](mailto:Research@CUREpilepsy.org) or 312-255-1801.