<div style="background:red;color:white;text-align:center">**REQUEST FOR APPLICATIONS**</div>

CURE EPILEPSY RESEARCH CONTINUITY FUND

CURE Epilepsy's grant programs seek to accelerate promising research leading to new treatments and cures for people living with epilepsy. CURE Epilepsy prioritizes innovative projects that address CURE Epilepsy'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 is made possible through a gift from the Cotton Family in honor of Vivian Cotton. The fund provides financial relief to epilepsy researchers whose work has been impacted by the COVID-19 pandemic. The goal of this program is to keep epilepsy research moving forward during these unprecedented times in support of CURE Epilepsy's mission to cure epilepsy.

CURE Epilepsy: 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. Requests for reimbursements should be made for expenses incurred between 3/1/2020 and 6/1/2021. Applicants will be asked to submit a description of the originally funded grant narrative, a description of the specific work that was impacted, how their work and career was impacted by the COVID-19 pandemic and associated institutional shutdown. If approved, applicants will be required to submit receipts for reimbursement by CURE Epilepsy. Applications will be accepted until September 17, 2021.

- CURE Epilepsy will review the research grant description to ensure an epilepsy focus and alignment with CURE Epilepsy's mission. All research must have been already funded and initiated. See Eligibility Requirements for further details.
- CURE Epilepsy 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 copies of receipts and proof of payment at the time of application. This information should be uploaded to proposalCENTRAL. CURE Epilepsy will not reimburse unsupported and unpaid expenses.
- Reimbursement checks will be made payable to and mailed directly to the accredited research institution where the expense was incurred. Payments will <u>not</u> be made to individual researchers.
- Decisions regarding reimbursements will be made at the sole discretion of CURE Epilepsy. CURE Epilepsy will evaluate applications and at its discretion may elect not to provide reimbursement. An application submission is not a guarantee of payment.
- CURE Epilepsy 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 Epilepsy to publicize its support in managing the impact of COVID-19 on your research efforts AND grantee will acknowledge CURE Epilepsy in research publications.

REQUEST FOR PROPOSALS

ELIGIBILITY REQUIREMENTS

This award is available only to early-stage career investigators. Please refer to the 'Grant Application Instructions For proposalCENTRAL' section for further information on how early career investigator is defined. *Priority will be given to current and previous CURE Epilepsy grantees, first-time research continuity fund applicants, and researchers who can secure and document matching funds from their institutions*. Matching funds are not mandatory to apply for this funding. All materials must be submitted in English.

To be eligible, applicants must satisfy *all* 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 Epilepsy employees, members of CURE Epilepsy's Scientific Advisory Council or its Board of Directors and their immediate family members are not eligible to apply for this award.

PROGRAM TIMELINE

Activity	Key Dates
Request for Applications	Monday, August 2, 2021
End of Application Submission Period	Friday, September 17, 2021 – 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, institutional overhead, and institutional expenses such as network charges, computer maintenance and services, insurance dues or other miscellaneous expenses not directly related to performing the project are not eligible for reimbursement.

CURE Epilepsy Research Continuity Fund

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

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 Epilepsy funded grant. If yes, provide the title of your CURE Epilepsy grant(s) and year funded in the space provided. If no, enter *N/A*. Confirm that you are an *early career investigator*.

2. *Download Templates and Instructions*: Access a copy of these guidelines and download a biosketch template if you do not already have one completed. CURE Epilepsy 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 a 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 **only early-stage career investigators**. Early-stage career investigators are 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, postdoctoral fellows with at least three years of postdoctoral experience and clinical fellows.

5. *Institution and 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. **All expenses should have**

been incurred between 3/1/2020 and 6/1/2021. If no expenses exist for a certain category, you may leave the category blank. Reimbursements for limited equipment purchases may be provided on a case-by-case basis and will require strong justification. **Indirect costs, institutional overhead, and institutional expenses such as network charges, computer maintenance and services, insurance dues or other miscellaneous expenses not directly related to performing the project are not eligible for reimbursement.** All expenses must be converted to U.S. dollars (USD). *Please note that you may receive a warning message due to the dates being outside the expected range, but this will not prevent submission.*

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 the funded grant abstract with specific aims 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/career 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 and in advancing your career.
    c) If applicable, provide document from your institution demonstrating commitment to match funds.
    d) Biosketch for PI: Applicants may use NIH biosketch format if preferred over the provided template.
    e) Co-PI Biosketch: Upload biosketch for each co-PI, if applicable.
    f) 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 11. **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@CUREepilepsy.org or 312-255-1801.

CURE Epilepsy Research Continuity Fund