

Applicant Guidance 2018

Projects, fellowships and PhD studentships

Guidance to support your application for an Alzheimer's Society project grant, fellowship or PhD studentship is below. This document **does not** apply to our clinical training partnership call. Applications that do not follow the guidance are likely to be rejected at shortlisting or submission stage.

Introduction	2
Funding streams.....	2
Highlight notices: 2018	2
Submitting an application and review process	2
Resubmission policy	3
Online submission process.....	3
Eligibility criteria	4
Project grants	4
Fellowships	4
Junior fellowships.....	4
Senior fellowships	5
Clinician and healthcare professionals training fellowships	5
PhD studentships	6
Application development	7
Definitions	7
Creating the right team	7
Developing an application.....	7
Participant recruitment	8
Scientific case for support	8
Lay case for support	9
Finance guidelines	10
General finance guidelines	10
Project grants	11
Fellowships	11
Junior fellowships.....	11
Senior fellowships	12
Clinician and healthcare professionals training fellowships	12
PhD studentships	12
Appendix 1: Alzheimer's Society: Open access policy.....	13

Introduction

The aim of the Alzheimer's Society grants programme is to provide funding for new research in the areas of cure, care or prevention of all types of dementia – care for today, cure for tomorrow. Alzheimer's Society anticipates being an active partner in the research process, supporting the successful outcome and dissemination of research findings.

If you have any questions, please contact grantenquiries@alzheimers.org.uk

Funding streams

Alzheimer's Society has two funding streams, [Biomedical](#) and [Care, Services and Public Health](#). You'll be required to specify which funding stream your project falls into, although this may be changed by Alzheimer's Society staff if required.

Highlight notices: 2018

We welcome research proposals across cause, cure, care and prevention of all forms of dementia through our biomedical and care, services and public health funding streams. However, we wish to highlight several areas where we would welcome more applications to our regular grant rounds in the hope of funding in these areas.

Real-world utility of biomarkers: There are a number of biological markers including amyloid-PET and other neuroimaging approaches, CSF analysis; genotyping, advanced neuropsychology and others that may add value and guide clinical decision making. We welcome research proposals that seek to address facilitators and barriers to their implementation in real-world settings, as well as provide information about to which patient groups these tests should be offered and when, or about their utility, efficacy and impact on diagnosis, cost, or social and ethical implications of being offered to patients.

Drug repurposing: We've supported a programme of drug discovery particularly focused on drugs repurposing since 2014. We would welcome both preclinical and clinical applications that include the identification and testing of repurposed drug possibilities. In addition we fund clinical trials of drug candidates with our US partner the Alzheimer's Drug Discovery Foundation (ADDF) through cofounding in their PACT programme.

Submitting an application and review process

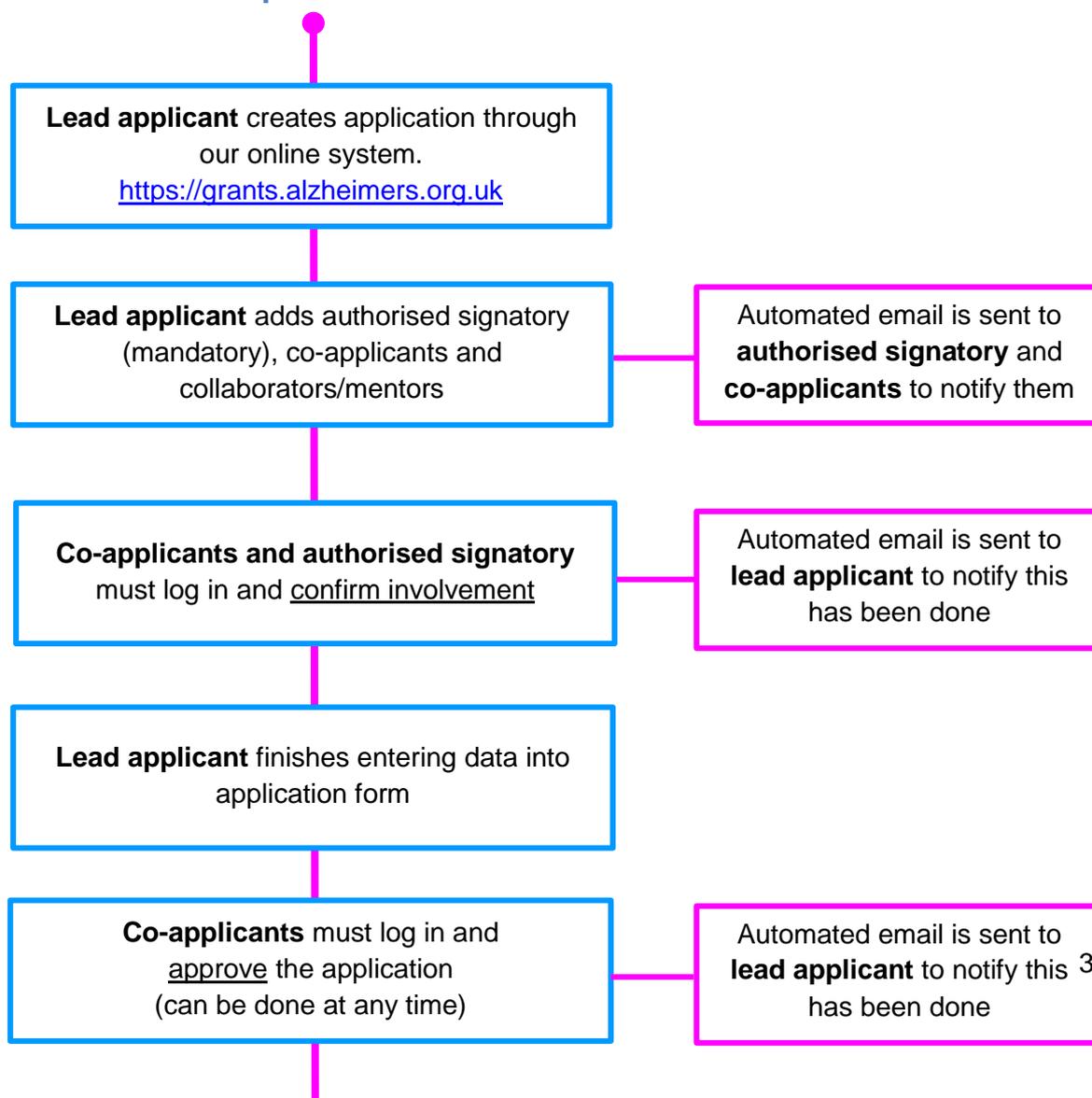
Applications must be submitted through our online grants system which can be accessed here: <https://grants.alzheimers.org.uk>. Paper copies are not required.

All applications that fulfil the eligibility criteria will be scientifically peer reviewed and lay reviewed by Research Network volunteers. Applications will be shortlisted based on those reviews. Shortlisted fellowship applicants will be invited to interview and all applicants will be given the opportunity to respond to reviewer comments. Applications, reviews, and rebuttals will then be considered by our Grant Advisory Boards. Feedback is provided to all applicants.

Resubmission policy

- Applicants may resubmit a revised application, for the same project, after rejection from the Grant Advisory Board, but only once.
- A resubmitted application can only be submitted after at least 12 months have passed since the original application was made. In other words, not to subsequent closing deadlines which are 6-months apart. In practice, the decision date from outcomes of the original application would usually preclude subsequent applications in the majority of cases.
- The Grant Advisory Board will expect the project to have been sufficiently revised to take into account any reviewer feedback and further developments in the research field. The Society may reject an application at the validation stage before peer review, if it is deemed that the application has not been revised sufficiently.
- Resubmitted applications will be reviewed as new applications and will not be advantaged over other applications; even if an application addresses the reviewer feedback this does not guarantee funding.
- At their discretion the Grant Advisory Boards may encourage the resubmission of an application but this will be clearly stated in the feedback to applicants. Please note that if an application is encouraged for resubmission this will not advantage the application over others submitted to the round.
- If applicants are unsure about resubmitting an application please discuss this with the office.

Online submission process



Eligibility criteria

We only accept applications for research projects that will take place at UK-based universities, NHS sites or other recognised higher research institutions. Please see details of individual awards below for further eligibility criteria.

Project grants

Principal investigators should have a contract of employment with the host university that exceeds the planned finish date of the research by at least 12 months.

Fellowships

All fellowship applicants should be eligible to work in the UK.

The fellow's supervisory team must have a previous track-record in dementia research and the application must demonstrate how this team will provide mentorship and support to the fellow during the award.

Information on how the team will work together should be provided in the application, along with details about how the research connects with the wider dementia environment at the fellow's institute.

Junior fellowships

Junior Fellowships are for post-doctoral researchers who have shown exceptional promise at the start of their research career. Applicants should demonstrate potential to be an independent researcher.

- Applicants should have submitted their PhD at the point of application submission or be within five years since the date of PhD viva. Allowances will be made for career breaks.
- For researchers who have combined research and practice, allowances will be made and applicants should be within four years full-time equivalent of research since their PhD at the point of making an application.
- Applicants should not already be in open-ended, university-funded posts (e.g. university lecturer).
- It is recognised that in some non-biomedical fields of research, a PhD has not been commonly supported. In exceptional circumstances, applicants without a PhD but with an equivalent track record and duration of research and other qualifications should contact the research office to discuss if they might be eligible to apply for the scheme.

The candidate should demonstrate:

- Capability to learn new approaches, communication activities, engagement with people with dementia and supporters, and methods/techniques;
- Ability to deliver ethically sound, high-quality and respected research and impact;
- Potential to become an independent researcher;
- Willingness to be an ambassador for the Alzheimer's Society and for dementia research more generally.

Of equal importance, applications will be assessed on the richness of the training environment and quality and relevance of the project.

Senior fellowships

A Senior Fellowship is for successful researchers who wish to build on a number of successful years of dementia or related neurodegenerative research, and who demonstrate the ambition and potential to be an independent investigator at the end of the award.

Applicants will have an established track record in an area of dementia research or related neurodegenerative research as evidenced by publications, collaborations or other grant funding (either as a co-applicant or principal applicant).

- Applicants should be three to ten years from the date of PhD viva. Allowances will be made for career breaks.
- For researchers that have combined research and practice, allowances will be made and applicants should be within three to ten years full-time equivalent of research since their PhD at the point of applying.
- It is recognised that in some non-biomedical fields of research, a PhD has not been commonly supported. In exceptional circumstances, applicants without a PhD, but with an equivalent track record and duration of research and other qualifications should contact the research office to discuss if they might be eligible to apply for the scheme.
- Applicants should not already be in open-ended, university-funded posts (e.g. university lecturer).

The candidate should demonstrate:

- Sustained ability to deliver high-quality and respected research and impact;
- Ability to be an independent researcher, and able to lead and train others;
- Knowledge of research outside their immediate area of interest, as well as an aptitude for identifying and engaging in new and multi-disciplinary research and debate;
- Willingness to be an ambassador for the Alzheimer's Society and for dementia research more generally.

Of equal importance, applications will be assessed on the richness of the training environment and quality and relevance of the project.

Clinician and healthcare professionals training fellowships

Clinician and healthcare professionals training fellowships are for practising professionals working in dementia health and care services to undertake study towards a higher research degree (usually a PhD) and who wish to develop a dual career that combines research and practice.

- The award is open to all professions working in dementia clinical and health services.
- Clinician applicants are required to have completed appropriate College Membership exams before taking up the award. If applicants have not completed membership examinations owing to their specialty training pathway, they should explain on the application form why this is and when they plan to complete the membership.

- Allied health professionals (AHPs) and nurses should have completed their professional training and hold registered membership of an appropriate body. AHPs and nurse applicants are expected to hold a Master's degree or equivalent post-grad research orientated qualification or experience.
- Professions with doctoral-level training should have completed the relevant qualification. For example, clinical psychologists should have completed a DClinPsy.

The candidate should demonstrate:

- An interest in the proposed academic field (though previous full-time research experience is not necessary);
- Potential as a doctoral researcher;
- Understanding of how research can be used in practice;
- Willingness to be an ambassador for the Alzheimer's Society and for dementia research more generally.

Of equal importance, applications will be assessed on the richness of the training environment and quality and relevance of the project.

The supervisory team must have experience of supervising PhD students to completion, as well as dementia research experience. Please refer to our PhD studentship guidance below for further details on the eligibility of the supervisory team.

PhD studentships

Applications should be made by the prospective supervisor. This supervisor must be based at the host institution where the student will obtain their PhD. Co-supervisors may be based at different institutions.

Applications can be made with or without a named student. If applying with a named student you will be required to include their CV as an attachment. Applicants should state why the named student is best placed to lead the project. If not applying with a named student then the position must be competitively awarded through open advertisement.

The supervisory team must have a previous track-record in dementia research. If the prospective supervisor does not have this track-record, the application should be supported by co-supervisors who do have experience in this area.

If you are an experienced supervisor (supervised at least 2 PhD students to completion) you must nominate a suitable co-supervisor – who is equipped to take over should you be unable to supervise the student for any reason.

If you are an early career supervisor (supervised fewer than 2 PhD students to completion) you must:

- Indicate the extent of your track record to date in research supervision.
- Involve a co-supervisor within your institution (preferably same department) who would meet the definition of 'experienced' – see above.
- Demonstrate how the co-supervisor will provide mentorship and support you as the lead supervisor as well as to the prospective student.

Application development

Definitions

Co-applicant

A co-applicant is considered to be a researcher who will have intellectual input into, and part ownership of, the research if the application is successful. They are expected to be actively involved in the project.

Supervisor

A supervisor/co-supervisor is considered to be a researcher who will provide mentorship and support to the applicant/student. One or more supervisors should have a track record in dementia research.

Collaborator

A collaborator is considered to be any individual named in the body of the application who will supply technical advice or reagents, but will not be involved in the day-to-day execution of the project. A letter of support or email correspondence must be attached from any collaborator indicating their support for the project.

Authorised signature

An authorised signatory is considered to be a research institution member of staff that confirms the institution is willing to administer the award if successfully funded. This person is usually a member of the institution's finance department.

Creating the right team

- The project team must include at least one person with a strong track record in dementia research, and the application should demonstrate how the project team will work together. It is strongly recommended that the team includes more than one person with track record in dementia research.
- For fellowship and PhD studentship applications, the supervisory team must have dementia research and supervisory experience. Please refer to the [Eligibility section](#) for more information.
- Applications that propose a clinical trial or study must demonstrate that a Clinical Trials Unit has been involved in the design and development of the project.
- Appropriate statistical support within the team should be demonstrated for all quantitative studies.

Developing an application

- Applicants must refer to published literature in their chosen area of research. Those that do not are likely to be rejected at shortlisting. They should demonstrate their understanding of the background of research on which the proposal is built and that the applicants are aware of other research going on both nationally and internationally in the research area. Information on current research in this area and how the proposed project relates to the wider research field must be provided in the application form.
- Applicants must provide information about how their research connects with the wider dementia research environment at their institute.

- Applications must include sufficient detail in the case for support regarding the research methods, to indicate to reviewers that the project is appropriately designed and feasible.
- Support from people affected by dementia who are part of our [Research Network](#) in developing future grant applications for submission to the Society is available all year round via the [Proposal Development](#) process. The deadline for requesting support with developing applications is one month before the grant deadline.
- Applicants may find consulting the NIHR Research Design Service (RDS) useful when developing their application. Contact details for your local RDS are available [here](#)
- Applicants should fully justify the costs claimed in the application and show that the project demonstrates value for money for the Society.
- Applicants that wish to use Alzheimer's Society services or staff as part of their research project (beyond recruitment of participants) **must** contact the office to discuss their application before submission. Email grantenquiries@alzheimers.org.uk

Participant recruitment

- If an application proposes to recruit participants, details must be given on all recruitment strategies and what may happen if the project fails to recruit.
- Applications **must not** solely reference Alzheimer's Society as the main avenue for recruitment to the project.
- Applicants should not approach local Alzheimer's Society staff about support with recruitment without first contacting the office at: researchpartnership@alzheimers.org.uk
- [Join Dementia Research](#) is a national service connecting people with research studies in their area.
- Alzheimer's Society is a National Institute for Health Research (NIHR) non-commercial Partner. Meaning that studies funded by us may be eligible to access NIHR Clinical Research Network (CRN) support. The NIHR CRN supports researchers in planning, setting up and delivering high quality research to the agreed timelines and study recruitment target, for the benefit of the NHS and its patients in England. Contact your local CRN team as early as possible when planning your study to access their support: www.supportmystudy.nihr.ac.uk

Scientific case for support

The scientific case for support will be peer reviewed and considered by our Grant Advisory Boards. This section is limited to **five** pages (excluding references) and should not use a font smaller than Arial 11pt with a minimum 2cm margin. We recommend you titling this attachment 'Scientific case for support: project title' and include page numbers on your document.

All figures should be included within the five page limit and **cannot** be attached separately. Applications that attach data and figures outside the case for support will be returned. You

are allowed to attach a one page GANTT chart/project plan to your application, outside of the Scientific case for support.

At the end of your case for support, please provide references in full (including title, all authors, journal, year, volume and page numbers). This does not count towards your five pages.

Suggested headings:

- Aims of the project and significance of the research. For biomedical applications outline the hypotheses to be tested.
- Work which has led up to the project (include any preliminary or feasibility data).
- Detailed experimental design and methods to be used (include any power calculations and statistical methods).
- How will the results from this research be used?
- Involvement of people affected by dementia and other relevant stakeholders.
- For PhD and fellowship applications: Training and educational environment.

Lay case for support

The lay case for support will be reviewed by Alzheimer's Society Research Network volunteers. It is the **only** part of the application that they will see (apart from the personal statement in fellowship applications) therefore it is important that it is not only comprehensible to such readers but also comprehensive.

- The lay case for support should be between 3 and 4 pages (maximum) and should use the headings below. Do not use print smaller than Arial 12 point. This section does not require referencing.
- We recommend you titling this attachment 'Lay case for support: project title'.
- The Research Network are lay readers, but are engaged and interested in both research and dementia. <http://www.alzheimers.org.uk/researchnetwork>.
- Presentation, spelling and grammar are important. You may wish to use pictures and diagrams if this improves comprehension and readability but these must be included within the page limit.
- Use plain, non-technical language. We strongly suggest you include a glossary for unavoidable scientific terminology and avoid using unexplained abbreviations or acronyms.

Mandatory headings for lay case for support (with suggested content):

Introduction of the research area and your project

- What is already known about the problem that the project will address.
- What you hope to find out.
- How the results of your study could benefit the lives of people affected by dementia to day or in the future – be as specific as possible.
- How your project complements national/international research in the area.
- Explain why the Society should invest in this project and how it offers value for money

- Describe any involvement of people affected by dementia in the preparation of your proposal.

Methods and techniques (we recommend you devote a page to this section)

- Describe the methods and techniques used in the proposal.
- Outline any advice given from any specialists about the proposal, e.g. statisticians.
- If you are including people as participants in your project, describe and justify the number of people you plan to recruit and how you aim to do this.

Dissemination and implementation

- Dissemination plans for the outcomes of your project – be as specific as possible.
- How your findings could be put into practice or developed after completion of the project.
- Outline any plans to involve the three Research Network volunteers (monitors) who will be assigned to support the project.

For PhD and Fellowship applications: Training and educational environment

- Outline the training that the fellow/student will undertake and support that will be available during the project.

Finance guidelines

General finance guidelines

Costs which may be claimed for:

- Any direct expense required to complete the project;
- Animal purchase and maintenance;
- Travel related to the project;
- Equipment up to £20,000 per item. Detailed justification is required regarding the expected use and demand of any equipment requested.

Costs which cannot be claimed:

- Indirect costs
- Publication charges (see [Alzheimer's Society's open-access policy](#));
- Institutional overheads
- Retrospective funding for work already completed;
- 'Top-up' funds for current research projects;
- Overspending on current grants;
- Advertising/recruitment of staff;
- Stationery;
- Staff facilities;
- Financial services (e.g. accounting, auditing);
- Routine care for patients;
- Databases (unless specifically required for the research project).

Requested salary costs should be based on a recognised pay model or the host institution's local salary scale, including London weighting if appropriate. Annual increments must be included, which should be based on the host institution's own salary scale. You should not include inflation on salaries. Alzheimer's Society will pay nationally-agreed pay awards during the duration of the grant.

Alzheimer's Society does not pay institutional overheads on research grants.

Project grants

Applicants may apply for direct research costs up to £400,000 for up to three years to support their research, providing budgets for staff salary, consumables and equipment.

Up to £1000 can be costed per application to allow the person(s) working on the project to attend any relevant conferences. Alzheimer's Society do not pay for conference travel as part of project grants.

Alzheimer's Society do not pay the salaries of researchers with a full-time salaried contract of employment. However, you can claim for the salary of co-applicants if they do not hold a full-time salaried position or if they need to be bought out of their contracts with their respective universities to work directly on the project. The applicants must ensure that no more than 100% of FTE is claimed by any co-applicant.

Any applicant on a project grant proposal wishing to apply for their own salary must submit the application jointly with a tenured senior member (preferably the head) of the department in which they propose to work.

Salaries cannot be claimed for project management time.

Costs for PhD studentships can be requested within project grants. PhD studentships within project grants are subject to the same eligibility criteria as a standard PhD studentship. For further information on this please see page 6 for eligibility and page 12 for costing guidance.

Fellowships

Junior fellowships

Applicants may apply for direct research costs up to £225,000 to support their research. This can include:

- Salary for the fellow;
- Materials and consumables;
- Part-time technician/ research assistant/ administrative support;
- £1,000 per year towards conferences and training.

Funding is available for up to three years full-time or four years part-time (which can include a period of study up to 12 months in another institute anywhere in the world).

Senior fellowships

Applicants may apply for direct research costs up to £400,000 to support their research. This can include:

- Salary for the fellow;
- Materials and consumables;
- Technician/research assistant/administrative support;
- £1,000 per year towards conferences and training.

The fellowship can include a period of up to 12 months in another institute anywhere in the world. The funding is available for four years full-time or five years part-time.

Clinician and healthcare professionals training fellowships

Applicants may apply for direct research costs up to £225,000 to support their research. This can include:

- Salary for the fellow;
- University PhD fees at EU rates;
- Materials and consumables;
- Part-time technician/ administrative support;
- £1,000 per year towards conferences and training.

The award is available for three years full-time. The fellowship can alternatively be taken part-time up to four years duration.

PhD studentships

Up to £85,000 may be requested over three years or up to five years part time (£91,000 for London-based applications).

There is a fixed student stipend of £15,000 in year 1 and £16,000 in years 2 & 3 (£17,000 in year 1 and £18,000 in years 2&3 for London-based students).

Alzheimer's Society will pay the EU rate for PhD student fees.

A maximum of £24,000 may be requested for materials and consumables over a three year period. Up to £3,000 can be requested for conference travel and dissemination.



Appendix 1: Alzheimer's Society: Open access policy

Overview

- Alzheimer's Society is committed to open and unrestricted access to results of Alzheimer's Society funded research.
- This policy applies to all peer-reviewed, primary research articles that are supported in whole or in part by Alzheimer's Society funding.
- Alzheimer's Society is a member of [Europe PMC](#)
- All publications arising from research that the charity funds must be deposited in Europe PMC within six months.
- There is no additional cost to grant holders for depositing a manuscript in Europe PMC
- Alzheimer's Society encourages publication in open access journals, and open access format. However, Alzheimer's Society will at this time not pay these costs.

Why open access is important

Alzheimer's Society is committed to open and unrestricted access to results of Alzheimer's Society funded research. Making research accessible to all increases transparency and facilitates rapid sharing of knowledge. Open access provides unrestricted online access to scientific publications to the wider research community and members of the public. This helps to accelerate progress in medical research and promote innovation; ultimately enabling charities to achieve their objectives more quickly.

In December 2012, the UK government committed to open access publication of all publicly-funded scientific research. Closer to home, one of the 12 commitments made by ministers at the [G8 summit](#) in December 2013 was to encourage open access for dementia research publications.

Models of open access

There are several models of open access. The 'Gold model' whereby the journal makes the final published PDF of the article available without journal subscription. The journal will normally charge the author an article processing charge between £500 and £2500 for this. The 'Green model' is where a copy of the accepted manuscript is deposited in an open access repository at no cost. Access may be subject to an embargo, depending on the publisher's self-archiving policy.

Europe PMC membership

Alzheimer's Society has joined [Europe PMC](#), which allows for all Alzheimer's Society funded grant holders to deposit papers into Europe PMC, through the 'green model', at no additional charge.

The Society is funding [Europe PMC](#), in partnership with other biomedical and health research funders. Europe PMC is a unique, innovative, online repository where you can search over 30 million abstracts and 3 million+ full-text research articles from PubMed and



PubMed Central. In addition, advanced text-mining allows you to search the full text of articles for key words, which is proven to increase the relevance of your search queries results.

What this policy means for Alzheimer's Society grant holders

- This policy applies to all researchers funded wholly or in part by Alzheimer's Society, from **1 May 2015**. We strongly encourage researchers funded before this date to comply with this Open Access Policy and self-archive previous publications supported by Alzheimer's Society.
- All grant holders must comply with our Open Access Policy and deposit an electronic copy of each peer-reviewed research publication, funded wholly or in part by Alzheimer's Society, in [Europe PMC](#). This should happen as soon as possible, and **no later than six months** after publication.
- Some journals such as Nature deposit publication manuscripts automatically on behalf of authors if it is indicated that the funder is a Europe PMC member. However, in the majority of cases grant holders will be required to self-archive manuscripts through Europe PMC plus <http://plus.europepmc.org>
- As open access costs and practices can be so varied the Society will not provide any additional funding to support gold-standard open access costs at this time. Historically, many of our grants finish with a small underspend which we are happy to consider requests to be used against open access charges.

Non-compliance

We do not wish to prevent our researchers from submitting research articles to the most appropriate journal, if it is not compliant with this policy. As a result, in exceptional circumstances you may publish in a journal that does not allow the article to be deposited in Europe PMC within 6 months. Researchers should contact Alzheimer's Society in advance of submitting their manuscript to make a case for publishing in such journals in advance.

Why Alzheimer's Society will not pay Gold standard open access publishing costs at this time

Based on the current number of publications citing Alzheimer's Society funding and costs of publication, we estimate the cost of such a policy could be in the region of £150k. As such, we have chosen not to implement this at this time. We will monitor this situation and review in June 2018.

Further Information

For further information about different publishers open access positions and embargo periods please view the [SHERPA/Romeo](#) website. If you have any questions please contact: grantenquiries@alzheimers.org.uk.