

# Soci t  Alzheimer Society

## Alzheimer Society Research Program (ASRP) 2022-2023 Application Guidelines

Application deadline:

November 4th, 2022, 5:00 p.m. (EST)

### Table of Contents

1. INTRODUCTION .....	3
1.1. Conflict of Interest .....	3
1.2. SurveyMonkey Apply .....	4
2. GENERAL PROVISIONS .....	4
2.1. Submission Procedure .....	4
2.2. Review Criteria and Process .....	4
2.3. Notification and Acceptance .....	5
2.4. Other Funding Sources .....	5
2.5. Payment .....	6
2.6. Transfer .....	6
2.7. Closing .....	6
2.8. Leaves of Absence .....	6
2.9. COVID-19 .....	7
2.10. Extensions .....	7
2.11. Eligibility .....	7
2.12. Co-Investigators and Collaborators .....	7
2.13. Engagement of People with Lived Experience .....	7
2.14. Host Institution/Location of Research .....	7
2.15. Ethics and Safety Certificates .....	8
2.16. Progress/Final Reports .....	8
2.17. Research Related Activities .....	8
2.18. Open Access Policy .....	9
2.19. Knowledge Translation (KT) and Exchange Support .....	9
2.20. Acknowledgments .....	9
2.21. Intellectual Property .....	9
3. RESEARCH PROGRAM .....	10
3.1. Awards .....	10
<b>3.1.1. Doctoral Awards - \$129,000 .....</b>	<b>10</b>
<b>3.1.2. Postdoctoral Fellowships - \$150,000 .....</b>	<b>10</b>

# *Soci t  Alzheimer Society*

<b>3.1.3. Research Allowance</b> .....	<b>10</b>
<b>3.1.4. ASRP/ FRQS Training Awards</b> .....	<b>11</b>
<b>3.1.5. Information Relating Specifically to Award Applications</b> .....	<b>11</b>
<b>3.2. Grants</b> .....	<b>13</b>
<b>3.2.1. ASRP New Investigator Operating Grants - \$200,000</b> .....	<b>13</b>
<b>3.2.2. Proof of Concept Grants - \$100,000</b> .....	<b>13</b>
<b>3.2.3. Canadian Institutes of Health Research – Institute of Aging (CIHR-IA)</b> .....	<b>14</b>
<b>3.2.4. Information Relating Specifically to Grant Applications</b> .....	<b>14</b>
<b>4. ASRP PARTNERS</b> .....	<b>15</b>
<b>5. CONTACT INFORMATION</b> .....	<b>15</b>

## 1. INTRODUCTION

The Alzheimer Society Research Program (ASRP) is a successful collaborative initiative of our Federation, within which all the provincial Alzheimer Societies, the Alzheimer Society of Canada (ASC), partners and donors pull together to support research directed at both eradicating dementia and ameliorating the lives of those affected by it.

The ASRP provides grants and awards to support Canadian studies that promise new insights into causes, prevention, diagnosis, treatment and management of Alzheimer's disease and other dementias.

### Awards

- **Doctoral Awards** provide an opportunity for promising individuals, pursuing a PhD, or combined master's degrees and PhD, to begin the process of becoming future independent investigators in the field of Alzheimer's disease and other dementias.
- **Postdoctoral Awards** are for graduates with a PhD or MD who wish to gain additional research experience within an established research environment.

### Grants

- **New Investigator Operating Grants** are designed to help launch the careers of outstanding researchers who are within the first six (6) years of their initial academic appointment.
- **Proof of Concept Grants** are designed to fund innovative, potentially high-risk, and high-reward research that pushes beyond the boundaries of our existing understanding of dementia.

The various awards and grants are described in detail in Section 3.

**The ASRP now supports an open competition.** With an aim to support research that will improve the lives of those with lived experience, the ASRP invites applicants from all disciplines to apply. Eligible proposals may be cross-cutting or interdisciplinary in nature. Priority will be given to applications that will have a significant impact on the lives of those living with dementia and their caregivers.

### 1.1. Conflict of Interest

The ASRP and all documents and information provided for the purpose of peer review are subject to the conditions of the Privacy Act and Access to Information Act. All information contained in applications, internal and external reviews and panel discussions is highly sensitive. As such, all Panel Members (Peer Reviewers, Citizen Reviewers and Relevancy Reviewers), Alzheimer Society Staff and Observers will not discuss with applicants or reviewers any information relating to the review of a specific application. Therefore, the applications and any discussions thereof are treated as strictly confidential and may not be used for any purpose beyond that for which they were originally intended. All materials related to the review process are stored in a secure manner to prevent unauthorized access. They are transmitted using secure carriers and technologies. When they are no longer required, paper documents must be destroyed using a secure method such as shredding or returned to ASC for destruction, and electronic documents must be deleted.

As such, the ASRP makes every effort to ensure, not only that decisions are fair and objective, but also that they are seen to be so. Individual panel members are asked to avoid any actions that might give the appearance that a **conflict of interest** exists or could reasonably be viewed as affecting their objectivity. When a reviewer is uncertain as to whether a conflict exists, he/she informs ASC of the potential conflict and ASC will make the final decision as to whether they may appropriately review certain ASRP applications.

# Société Alzheimer Society

The ASRP follows the direction of the [Tri-Agency's Responsible Conduct of Research](#), which describes the policies and requirements for applying for research funding, managing funds, conducting research, and disseminating results. ASC implements rigid assessments of **conflict of interest** amongst its peer reviewers, donors, and external reviewers, to eliminate any potential risks that would pose a threat to the integrity of the research, the researcher or the Alzheimer Society and its affiliated partners. **Conflicts of Interest** may arise when a stakeholder's interests and intent towards an area of research intersects with any personal, commercial, or financial interest or benefit pertaining to the individual, their employment, or partnerships and former or prospective professional associations. Conflicts may also arise when activities or situations places an individual, such as a researcher, in a real, potential, or perceived conflict between the duties or responsibilities related to research, and personal, institutional, or other interests.

## 1.2. SurveyMonkey Apply

All applicants are required to submit online applications through the Alzheimer Society of Canada SurveyMonkey Apply platform, [asc.smapply.ca](http://asc.smapply.ca). To download PDF copies of the application forms and other available resources, click on the Pages – Resource Files tab, in the top menu bar of the applicant dashboard.

Please note, the main grant/award forms are multiple pages in length. To complete the full online application form, applicants must select “**next**” to move to the next page. The last page of the main application form will display a “complete” button. Applicants must select “**complete**” for official submission of their ASRP application.

## 2. GENERAL PROVISIONS

The procedures outlined in this section apply to all the funding categories described in Section 3 below; individual funding categories should also be reviewed for additional requirements and information specific to those categories.

Grants and awards are intended to support researchers based in a Canadian university or affiliated institution and are not provided to support research sponsored by for-profit organizations. The geographic requirement may be waived for grants/award funded through a partnership agreement with an organisation based outside of Canada, or for postdoctoral applicants who can demonstrate unambiguously that the anticipated research training is not available in Canada.

### 2.1. Submission Procedure

The ASRP does not accept applications and supporting documents via mail or email. All applications (LOI and full application submissions) and supporting documents must be submitted online through ASC's Survey Monkey Apply portal (English: [asc.smapply.ca](http://asc.smapply.ca) / French: [asc.smapply.ca/lang/?lang=fr](http://asc.smapply.ca/lang/?lang=fr)). **All applications must be submitted by November 4<sup>th</sup>, 2022, 5:00 PM EST. LOI submissions for the Proof-of-Concept grants stream were due by July 11<sup>th</sup>, 2022.**

**Incomplete applications will not be processed.**

### 2.2. Review Criteria and Process

Applications are reviewed by groups of experts, which includes **citizen reviewers**, who are people with lived experience of dementia (people with dementia and/or caregivers, and Alzheimer Society client services staff) and researchers, through a peer review process.

Applications are evaluated on the basis of scientific merit, novelty, clarity, and their relevance to Alzheimer's disease and other dementias.

# Société Alzheimer Society

Within their role, **citizen reviewers** will evaluate the importance, clarity, and relevance of the *lay summaries* for each application received through the ASRP competition. In reviewing for relevance, the citizen reviewers will consider the following:

- The project's relevance to a person with dementia,
- The project's relevance to a caregiver,
- The project's relevance to client services staff (nurses, social worker, dementia educator etc.)

The final decision on funding is made by the ASC Board of Directors following recommendations by the Research Policy Committee. Copies of reviewers' reports, peer review score and ranking are provided to applicants following the panel meetings. Final letters of offer are sent out at a later date. ASC does not enter discussion on specific items in the reviews provided to applicants, on reasons for the rejection of applications or on budgetary modifications made by the Review Panels. ASC makes every effort to ensure the confidentiality of each application.

## 2.3. Notification and Acceptance

Official notification of results is provided in the Spring of the year following the submission date. These results are transmitted to the applicants electronically and will be posted on the ASC's website. It is the applicant's responsibility to ensure that ASC is provided with a current email address and to notify the Research Department of any updates that need to be made to the contact information provided in the original application. Successful applicants must notify ASC electronically that they are accepting the offer within ten (10) business days of their receiving the result of their application electronically; failure to comply with this requirement may lead to withdrawal of the offer. Unless there are exceptional circumstances approved by ASC, the grant/award must be taken up on the first of any month between July 1 and October 1 of the first funding year. The business officer of the university or institution concerned is informed of the details of the grant/award upon its initiation.

## 2.4. Other Funding Sources

Full disclosure of other grants and/or awards currently held or applied for, and any relevant agreements that pertain to the application (including university provided start-up funds), must be made at the time of application. Copies of the summary page(s) from the application(s) that generated these grants/awards, together with the page(s) describing the funds requested and the funds awarded must be included in the application to the ASRP. Explicit and detailed descriptions must be provided as to any overlap between an application to another agency and that to the ASRP. Applicants who do not hold current grants and/or awards and have not submitted applications to other agencies are also required to indicate this. *Applications will not be reviewed if the requested information pertaining to other on-going or applied for funding sources is not provided.*

ASRP award/grant recipients may not concurrently hold another award comparable to the funding offered by the ASRP. Applicants who have been offered other support are requested to consult ASC Research Department (research@alzheimer.ca) as soon as possible. If funding is accepted from other sources for the same project as the ASRP award, ASC must be immediately notified; the ASRP award may be revoked or revised. In the event that funding being offered from the other source is of greater value, a top-up may be considered whereby the awardee will be permitted to hold the additional award, provided that the total monthly value of the award during the period of overlap with the ASRP award, does not exceed 50 per cent of the monthly value of the ASRP award. Awardees are permitted to hold additional awards provided that their total annual value does not exceed 50% of the ASC award that has been offered.

ASRP award/grant recipients are required to notify any other granting agencies with whom they have pending

# Société Alzheimer Society

award application(s) of the acceptance of this ASRP award, and to provide the granting agency with the summary of their ASRP proposal.

During the period of ASRP funding, any changes that pertain to an overlap in funding with another agency must be reported as soon as possible to ASC. ASRP grants and awards will not be made to an applicant who is already funded through the ASRP (as the **principal investigator** on a grant or as an **awardee**) unless that funding expires before the new grant/award would begin, regardless of the specific area of research involved. Renewal applications will not be accepted.

## 2.5. Payment

Funds for all ASRP grants and awards are administered through the finance officer of the university or institution concerned. Payments are made in quarterly installments using **Electronic Transfer Funds (EFT)** in April, July, October, and January, but the first payment date will be adjusted according to the start date of the grant/award.

Progress reports and financial reports are required at the end of each year. Financial reports are to be in the standard financial report format used by the finance office of the host institution. It is the responsibility of the applicant to keep track of all reporting requirements.

**Note: Failure to provide annual reports may result in a delay or a stoppage in the release of further funds. ASC will contact the institution's finance administrator and supervisor (if applicable) should payments be suspended. In the event of any outstanding final reports, ASC reserves the right to refuse any subsequent applications for funding.**

## 2.6. Transfer

ASRP grants and awards are made for research or training at the universities or institutions specified in the application. Transfer of a grant or award to another institution to which the grantee/awardee has relocated may be allowed at the discretion of ASC and, if applicable, the sponsoring provincial body, donor, or partner. Training awardees may not change supervisors without permission of ASC.

## 2.7. Closing

Should an awardee be unable to continue the research or training program for which he/she is receiving support, ASC should be notified immediately, and provisions be made for the return of unexpended funds.

## 2.8. Leaves of Absence

Recipients requesting a leave of absence must provide a written statement explaining the reason for their request at least 3 months before their anticipated date of leave. A timeline of when they expect to resume their project and confirmation from the supervisor acknowledging the statement (if applicable) is also required. It is the practice of ASC to suspend a grant or award for the duration of the parental leave of absence, which can be taken for a period of up to 12 months. The ASRP grant/award will be prorated and will continue to be paid until the last official day at the host institution before the leave has begun. The grant/award will be suspended for the duration of the leave and shall recommence when, and if, the grantee/awardee returns to the host institution. Upon return to active status, ASC will require written confirmation from the grantee or supervisor (for doctoral and postdoctoral awards) verifying an active return to the project and registration at the host institution (for doctoral awards). Once this has been received, funding will recommence. Other leaves of absence will be considered on a case-by-case basis.

## 2.9. COVID-19

The Alzheimer Society of Canada will continue to support our grants and awards applicants and recipients to the best of our ability amidst the challenges posed by the COVID-19 pandemic.

The Alzheimer Society Research Program (ASRP) recognizes that the COVID-19 pandemic may affect applicants' and recipients' work, research, and timelines. As a result, grant/award applicants are asked to describe within their application how their proposed project will account for present COVID-19 restrictions to further demonstrate how project objectives will be met.

## 2.10. Extensions

ASC will allow extensions for awardees/grantees to use funds remaining in their account, for a period of up to 12 months past the expiry date of the award/grant. A formal request for an extension must be submitted to ASC at least two months before the funding expiry date, explaining the basis of the request. A detailed financial statement from the institution's Finance Administrator is also required to support a request for an extension. It is the responsibility of the grantee/awardee to inform co-investigators and other concerned individuals of the outcome of extension requests.

## 2.11. Eligibility

The principal investigator (*and any co-investigators*) on a research grant must be based in, or be an independent researcher (i.e., professor, associate professor, assistant professor, and professor emeritus) with a Canadian university or affiliated institution (i.e., Teaching hospital). People with lived experience of dementia are eligible to serve as co-investigators on a grant application but are not permitted to apply as a principal investigator. A researcher based outside of Canada would be eligible as a co-investigator only if his/her participation in the project occurred entirely in a Canadian university or affiliated institution. These conditions apply also to doctoral and postdoctoral supervisors.

## 2.12. Co-Investigators and Collaborators

In accordance with the definitions provided by the Social Sciences and Humanities Research Council (SSHRC) and in line with the Canadian Institutes of Health Research, a co-investigator is defined as an individual, participating in a grant application, who makes a significant contribution to the intellectual direction of the research or research-related activity, who plays a significant role in the conduct of the research or research-related activity, and who may also have some responsibility for financial aspects of the research. A collaborator is an individual, participating in a grant application, who may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of the research or research-related activity.

## 2.13. Engagement of People with Lived Experience

All applicants are strongly encouraged to include people with lived experience (PWLE) in their research and provide an explanation of their involvement. People with lived experience include people living with dementia and/or their caregivers. PWLE can be involved at any stage of the research project, e.g., as collaborators/co-applicants, in design, as participants, etc. If an applicant does not plan to include people with lived experience in their research, they must provide justification as to why they are not included. Further details and examples of the engagement of people with lived experience can be located on the Pages – Resource Files section of the [asc.smapply.ca](http://asc.smapply.ca) application portal.

## 2.14. Host Institution/Location of Research

The host institution must take full responsibility for the conduct of the research being funded, in accordance

# Société Alzheimer Society

with all ASRP policies. These include maintaining integrity in research and scholarship, full ethical review and surveillance, compliance with accepted biohazard and animal care regulations, and full financial accounting and control.

## 2.15. Ethics and Safety Certificates

Responsible Conduct of Research (RCR) is at the cornerstone of the ASRP's commitment to excellence in dementia research. As such, the ASRP is committed to the [Tri-Agency Framework for Responsible Conduct of Research](#). The ASC, in its administration of the ASRP, follows this framework's policies and requirements in the management of its funds, research performance and dissemination of research results.

At the time of application, the applicant, the President (or Principal of Institution), the Head of the Department, and the Dean of Faculty (or Director of Institution), must sign a statement indicating that the proposal will be reviewed by the appropriate ethical review committee prior to the commencement of the project. Funds will not be released until ASC has received copies of all necessary ethical and safety certificates.

In the case of animal experimentation, lab procedures must be consistent with the Guiding Principles enunciated by the Canadian Council on Animal Care.

In cases of human research, the proposed research must be reviewed in a manner which conforms to the guidelines as outlined by the Tri-Council Policy Statement, "Ethical Conduct for Research Involving Humans."

When observations are being made on behaviour or lifestyle of patients either in the home or institutions and/or information is being requested of caregivers or health professionals involved, the applicant must indicate within the proposal that issues of privacy and confidentiality will be discussed with these individuals and that written agreement will be obtained.

Where biological and chemical hazards are involved, documentation must be provided demonstrating that the procedures meet the requirements as outlined in Health Canada's Laboratory Biosafety Guidelines.

For awards, the supervisor is responsible for signing the application form indicating that all appropriate ethical guidelines will be met.

## 2.16. Progress/Final Reports

The ASRP relies on the generous contributions of its members, provincial Alzheimer Society partners and the general public for funding. It is very important that the Society be able to report to its stakeholders about the research their contributions fund. Progress reports are due 3 months after the end of each interim grant/award funding year (i.e., for funding longer than one year). Final reports are due 3 months after the end of the final grant/award funding year. Last payment will be withheld from the recipient until the final progress report is submitted. A final financial report must also be submitted within 3 months of receipt of final payment. Reports must be completed on the applicable [Progress/Final Report form](#), available through the ASC website.

An important component of the progress and final report is the **lay summary**. These summaries may appear on ASC's website and are made available to the provincial chapters of the Society and, when applicable, to the partner co-funding the application. *It is important to the objectives of the Society and its partners, and to the expectations of our constituents, that these summaries be understandable by lay people.* ASC reserves the right to make editorial amendments to summaries which will be returned to the grantee/awardee for review.

## 2.17. Research Related Activities

### Involvement with National/Provincial/Local Alzheimer Societies

Donors and members of the general public are interested in local research on dementia and all recipients are encouraged to be in contact with their local Alzheimer Society. *Acceptance of an ASRP grant/award is understood to indicate that during the tenure, or after it has ended, the grantee/awardee may be invited to*

# Société Alzheimer Society

*present his/her findings in their province, by arrangement with the national/provincial Alzheimer Society.* Information regarding contact with the recipients' provincial Alzheimer Society will be provided in a *Welcome Letter*, a few months following the initial ASRP grant/award offer acceptance.

## 2.18. Open Access Policy

**Open Access:** The Alzheimer Society of Canada is committed to promoting and increasing access to the results of ASRP funded research, to further the awareness and the use of research results, by policy makers, health care administrators, clinicians, and the public. Open access will allow for a broader dissemination of knowledge, with the potential of increasing the impact of the research results that are shared. Through the ASC Open Access Policy, researchers are encouraged to make their work publicly available in achieves such as PubMed Central, researcher's Host Institution website, and/or open access journals.

The Alzheimer Society of Canada believes that unrestricted public access to research findings is a crucial part of upholding the values and responsibilities of the ASRP. Open access allows for wider audiences to be reached which will ultimately promote research advancement which is integral to the ASC mission. Open Access Policy Requirements:

- i) Once Open Access publications are made available, ASRP recipients will be required to provide a 2-3-minute video blog explaining their research in non-technical terms so that it is relevant to the general public. Videos can be created from smartphones/laptops/computer cameras and must have clear picture and sound quality.
- ii) ASRP recipients are to make their articles "open access" immediately at the time of acceptance.
- iii) ASRP recipients are to prepare a 500-word summary of their publication which can be posted on the ASC website or published in a newsletter for the public.

\*Please note that ASRP applicants may utilize funds from their grant or award to cover open access publication fees.

All public presentations of the research findings and all journal publications must be reported to the ASC. A reprint of each publication must be forwarded to ASC. Grantees/awardees are required to advise ASC prior to scheduled press releases or major media events, and as soon as possible following a journal publication of ASRP-supported studies so that ASC can appropriately highlight the researcher and his/her research.

## 2.19. Knowledge Translation (KT) and Exchange Support

Sharing research findings resulting from ASRP funded grants and awards is an important priority of the Alzheimer Society. As a recipient of the ASRP, support will be provided to help you share the results from your research project to an audience that includes the Alzheimer Society Federation, the public, and people with lived experience. Further details will be provided to successful recipients in the notification of their award/grant.

## 2.20. Acknowledgments

Any communication relating to research conducted with the financial support of the ASRP must acknowledge the support of the Alzheimer Society and, where applicable, the partners. Copies of the communications should be sent to ASC as soon as they become available. Alzheimer Society logos and brand standard guidelines will be provided when appropriate.

## 2.21. Intellectual Property

ASC and, where applicable, ASRP partners, do not wish to own or have a vested interest in intellectual property which may emanate from any of the research projects it is supporting. Neither does ASC wish to dictate terms to host institutions as to how they handle intellectual property. ASC does, however, insist that the host institution have a clear policy regarding intellectual property, and that such policy be in force at the time any

grant/award is made. ASRP-funded research is intended to contribute to the development of knowledge related to Alzheimer’s disease and other dementias rather than the promotion of commercial interests.

## 3. RESEARCH PROGRAM

### 3.1. Awards

#### 3.1.1. Doctoral Awards - \$129,000

These awards are offered for a period of **three years** and are available to students enrolled in or accepted into a Canadian university-based program leading to a PhD degree. In the former case, students will be eligible if, at the time of application, they have been enrolled in a PhD program for 18 months or less. In the case that a student has transitioned directly from their bachelor’s program to their PhD program, the student must be within 30 months of enrolling in their PhD program at the time of application. The value of a doctoral award is \$43,000/year, which includes a \$500/year research allowance, made out to the award recipient’s supervisor. The research allowance will be issued to the supervisor in October of each year and may be carried over into the next funding year. If the award is not used in full by the end of the funding period, the remainder must be returned to ASC within 6 months following the conclusion of the award.

The award application form on Survey Monkey Apply (English: [asc.smapply.ca](http://asc.smapply.ca) / French: [asc.smapply.ca/lang/?lang=fr](http://asc.smapply.ca/lang/?lang=fr)) will provide the applicant with an opportunity to explain how the ASRP project proposal relates to their doctoral thesis. The ASRP Doctoral award is meant to act as a **salary award**, to assist the trainee in maintaining funding throughout their academic careers.

Non-terminal master’s and combined MA or MN or MSc or MSW/PhD dual degree program students are eligible to apply for a doctoral award through the ASRP. If there are questions relating to the eligibility or timelines for applications for doctoral awards, please contact [research@alzheimer.ca](mailto:research@alzheimer.ca).

#### 3.1.2. Postdoctoral Fellowships - \$150,000

These awards are for graduates with a PhD or MD who wish to gain additional research experience, preferably in an established research environment in Canada that is not the one in which they gained their PhD or MD. The geographic requirement may be waived for awards funded through a partnership agreement with an organisation based outside of Canada, or for applicants who can demonstrate unambiguously that the anticipated research training is not available in Canada. Postdoctoral award applicants who are applying to conduct research in an out-of-Canada research environment must specify why their proposed research is conducted outside of Canada or how it can be translated to the Canadian landscape if that is the goal.

**Applications for a postdoctoral fellowship will not be accepted if the applicant has already received, or has completed, or is already in receipt of a postdoctoral fellowship or its equivalent.**

Postdoctoral awards may be requested for a maximum of two years. Applicants who apply for a postdoctoral fellowship prior to their being awarded a PhD or MD degree must provide proof that such awards have been obtained before the start deadline for a postdoctoral fellowship. Applicants with a degree other than a PhD will normally be expected to have already undertaken some research training, and this is considered in evaluating the application. The value of a postdoctoral fellowship is \$75,000/year. These fellowship awards include a \$5000/year research allowance directed to the recipient’s supervisor. The research allowance will be issued to the supervisor in October of each year and may be carried over into the next funding year. If the award is not used in full by the end of the funding period, the remainder must be returned to the ASC within 6 months following the conclusion of the award.

#### 3.1.3. Research Allowance

The research allowance will be issued to the supervisor in October of each year and may be carried over into

the next funding year. Postdoctoral Fellows receive \$5000/year and Doctoral Awardees receive \$500/year.

**Eligible Expenses:** The research allowance may be used to cover the cost of travel to scientific meetings and registration to attend conferences. Research equipment such as tablets, emerging technology and specialized hardware/software not provided by the institution and necessary for the purpose of this project may be allowed. Materials and research supplies such as glassware, chemicals, lab kits, etc. are also permitted.

**Non-Eligible Expenses:** Computers of any kind, programs, printers, computer related devices, telephones, and telephone related charges are *not* accepted as allowable uses of the research allowance, *nor* are payments for servicing equipment, for consultation services, for expenses incurred or time subscribed by volunteer subjects participating in the research project, or for the stipend of the student.

### 3.1.4. ASRP/ FRQS Training Awards

This program is a collaborative effort between Fonds de recherche du Québec - Santé (FRQS) and the ASRP. It aims to increase the number of doctoral and postdoctoral researchers who will be working on Alzheimer's disease and other dementias in Quebec. FRQS will co-fund the highest-ranking Quebec candidates (from the doctoral and postdoctoral programs combined) selected for funding in the ASRP competition, that have also met FRQS' required score for funding in the FRQS' training grants competition. The program offers up to three years of support for Doctoral awardees and two years for Postdoctoral Fellows which can be renewed for one additional year by FRQS only if progress is deemed especially satisfactory. Stipends in this program are the same as those described above.

*Candidates for these FRQS funding opportunities must submit applications both to FRQS and to the ASRP.* Research supported under this Program must be carried out at a university or allied institution within the province of Quebec.

**Acknowledgments** Any communication of research must acknowledge the ASRP and Fonds de recherche du Québec - Santé (FRQS) as sources of support. Copies of the communications should be sent to ASC as soon as they become available.

### 3.1.5. Information Relating Specifically to Award Applications

#### (i) Supervisors:

- a) Supervisors may not sponsor more than **one** doctoral and **one** postdoctoral application in the same ASRP competition. In the event that two doctoral or postdoctoral awardees have indicated the same supervisor, the supervisor will be asked to choose only one application to be considered in the competition. In order to avoid disappointment, applicants are strongly encouraged to consult with their supervisor ahead of time regarding any other students he or she may be supporting in the ASRP competition.
- b) A supervisor may sponsor **two** doctoral or postdoctoral applicants only if they are sponsoring both applicants as a **co-supervisor**. If they are the sole supervisor for either applicant, the supervisor is only permitted to sponsor one trainee.
- c) Supervisors must provide a letter of support which contains a statement that the research project to be undertaken by the applicant will be funded for the period described in the application. If the project of the student/fellow is contingent on a source of funding of their supervisor, the supervisor must disclose this information, and the student's award must begin after the supervisor's funding begins. *No application will be accepted in the absence of such a letter.* Please note applicants with co-supervisors must include a letter of support from each supervisor.

# Soci t  Alzheimer Society

## (ii) All Doctoral and Postdoctoral candidates must:

- a) Write a statement supporting the likelihood that the training award could lead to a research career in Alzheimer's disease and other dementias.
- b) Ensure that all necessary authorizations from the supervisor and sponsoring department/university have been arranged prior to applying.
- c) Not concurrently hold another equivalent training award. Candidates must disclose receipt of additional awards received. Trainees must also state overlap between projects submitted to ASRP and other funding agencies.

## (iii) Review Criteria: In determining the quality of award applications, the Review Panels focus on:

- a) The applicant's academic and research background. Undergraduate and graduate transcripts are required for doctoral awards only. Submission of foreign language transcripts must include official translations.
- b) The nature and quality of the proposed research and its presentation and relevance to Alzheimer's disease and other dementias. It is expected that the project described in the trainee's application will be presented in his/her own words. Any perceived overlap between the content in the application of the supervisor (if applicable) and the trainee will be considered plagiarism and will result in a withdrawal of the application.
- c) Two reference letters, **in addition to the supervisor's statement**. Reference letters must be from individuals who have supervised wholly or in part, or are very familiar with, the applicant's previous work. The supervisor cannot be listed as a reference. Letters of support will not be accepted in replace of or in addition to the required reference letters.
- d) The track record of the proposed supervisor. A summary of the supervising investigator's supervisory experience must be uploaded as part of the supervisor's Common CV and include details of all trainees supervised over the last five years. While not a requirement, within the supervisor's list of publications, it is **recommended** that authors who are past or current trainees be highlighted in some way. It is strongly recommended that the trainee review the supervisor's CV before submitting it as part of their application. The supervisor's CV must be in the [Canadian Common CV](#) format.
- e) The research environment where the applicant will work. Doctoral awards and postdoctoral fellowships are to be held in Canada except when the award is presented within a partnership agreement with an agency outside Canada. Under the single exceptional circumstance where the candidate can demonstrate unambiguously that the anticipated research training is not available in Canada, a postdoctoral fellowship may be held at a university or affiliated institution outside of Canada.
- f) It is strongly advised that award applicant seeks the support and review from their supervisors prior to submitting their application. Applications that have been reviewed by supervisors and applicants who seek assistance from supervisors are able to submit stronger, more fulsome proposals to the ASRP competition.
- g) If a student and a supervisor submit the same project for ASRP funding, the roles must be carefully declared so that academic integrity can be maintained. Trainees must explicitly state how their project differs from their supervisor's. In the case that a similar project is funded through another source but is not supported by the ASRP, the trainee is still required to identify the difference between these projects and roles, to abide by ASC's policies of academic integrity.

## (iv) Earnings from Other Sources

Awardees may work to a maximum of 10 hours per week or as allowed by their local institution as long as it does not interfere with the successful execution of their studies.

## (v) Ineligible expenses related to Postdoctoral Fellows (PDFs):

Deductions for Canada Pension Plan (CPP), Employment Insurance (EI), provincial health taxes and benefits

such as medical, dental, or private pension plans, are considered ineligible expenses and cannot be deducted from Alzheimer Society Postdoctoral Fellowship Awards, unless mandated by the Host Institution as a result of a formal agreement (e.g., unionization of PDFs).

## 3.2. Grants

### 3.2.1. ASRP New Investigator Operating Grants - \$200,000

The **New Investigator Operating Grant** is a prestigious funding opportunity designed to help launch the careers of outstanding researchers who are entering their first phase of an academic appointment. The intent is to help the grantee establish his/her laboratory and generate enough preliminary data to support fully competitive research grant proposals in national and international funding competitions.

Applicants must be within six (6) years of their first academic appointment and in a recognised Canadian institution at the application deadline date, and documentation must be provided from the institution to show that the applicant has been appointed to a salaried position that will continue for the duration of the grant. The six-year stipulation may be extended if the appointment was interrupted by a significant medical or maternity leave of absence. Proposals are invited in all areas of research that are relevant to Alzheimer's disease and other dementias. Applications for the New Investigator Grant are **not permitted** to include co- investigators. Collaborators may be listed.

**The ASRP will provide up to \$200,000 for a period of up to four (4) years.** These grants are not renewable. The grant is strictly to support the research project operating costs. Recipients of past ASRP Young/New Investigator grants are ineligible to apply for a New Investigator Operating Grant.

### 3.2.2. Proof of Concept Grants - \$100,000

The Proof-of-Concept Grants program will favour those applications that focus on challenging new directions in research into Alzheimer's disease and other dementias. The Proof-of-Concept Grant will support investigators with innovative, potentially high-risk, high-yield exploration into dementia research. **The maximum amount awarded is \$100,000; the grant can be held for a maximum of three (3) years.**

Principal investigators must hold a position equivalent to the rank of Assistant Professor or higher, in a Canadian research-intensive University. Adjunct professors at or above the level of Assistant Professor are eligible to apply. Each grant application must designate a principal investigator, who will be the administrative contact for the grant, should the grant be awarded.

The Proof-of-Concept Grants program is looking to support those applications that observe the following guiding principles:

- a) Applications must propose novel research questions that challenge the *status quo* in research into Alzheimer's disease and related dementias.
- b) Applications involving interdisciplinary teams are welcome, but the principal investigator must be an established researcher.
- c) While preliminary data are always helpful in determining the validity of any test hypothesis, the Proof of Concept grants program will consider research that is at the earlier stage of conception (little preliminary data if at all, or potentially unorthodox research rationale or approach).
- d) Also encouraged to apply to the Proof of Concept grants program are researchers outside the field of Alzheimer's disease and dementia who are proposing novel research that applies to projects clearly relevant to Alzheimer's disease and related dementias.

**Please note, Proof of Concept grants were required to be pre-screened** through a Letter of Intent (LOI) process to ensure they met this grant application's requirements/eligibility in August of 2022. Only those applications that were deemed to be truly *Proof of Concept* (as defined above) were invited to submit a full application for

peer review and review amongst citizen reviewers. Proof of Concept LOI guidelines and detailed requirements are provided in full on the Survey Monkey Apply Resource Files page.

### 3.2.3. Canadian Institutes of Health Research – Institute of Aging (CIHR-IA)

ASRP/CIHR-IA Grants will be granted through the ASRP 2022-2023 competition. The Alzheimer Society of Canada and CIHR Institute of Aging share the goal of helping **New Investigator Grantees** establish their laboratory and generate enough preliminary data to support fully competitive research grant proposals in national and international funding competitions.

The CIHR-IA strongly supports capacity building and training activities. They are a fundamental part of all knowledge creation initiatives and contribute to development of the next generation of researchers in the field of aging brain health and dementia.

CIHR-IA will fully fund three (3) New Investigator Grants selected for funding in the ASRP competition. The program will offer up to four years of support for New Investigator Grantees.

To be eligible, New Investigator Grant applicants' proposals **must** fit within one of the following three topic areas:

1. Resilience in brain aging, identify and reduce risks that could result in cognitive impairment
2. Care, Programs and Services for People Living with Cognitive Impairment and Dementia
3. Strategies to improve the health and wellbeing of informal and formal caregivers

Acknowledgments: Any communication of research must acknowledge the ASRP and CIHR-IA as sources of support. Copies of the communications should be sent to ASC as soon as they become available.

### 3.2.4. Information Relating Specifically to Grant Applications

- a) Applicants cannot apply for more than **one** grant in total per competition, regardless of their role (e.g., individuals cannot submit one application as the principal investigator and another application as a co-investigator). However, applicants can be listed as collaborators on multiple applications.
- b) Doctoral students and postdoctoral fellows are not eligible to apply as principal investigators for research grants and cannot be listed as co-applicants.
- c) Co-investigators must meet the same eligibility criteria as that required for a principal investigator and are required to upload a Canadian Common CV. This requirement will be waived if a person with lived experience of dementia is applying as a co-investigator.
- d) Letters of collaboration must be provided as part of the application and must be on university/institution letterhead.
- e) In accordance with the policy of the "Health Charities Coalition of Canada" (HCCC), the ASRP does not fund indirect costs (i.e., costs associated with the administration of the grant and/or the maintenance of the lab – heating, lighting etc.)
- f) Requests for equipment only will not be considered for funding. The application may include a request for equipment funds up to \$5,000 per year. Computers of any kind, programs, printers, computer related devices, telephones, and telephone related charges are *not* accepted as allowable expenses, *nor* are payments for servicing equipment or consultant services.
- g) Travel expenses from the grant must not exceed \$2,500 in any one year; *the purpose of the proposed travel must be for the purpose of the PI, as stated in the original application, and must be clearly relevant to the objectives of the research project being supported by the ASRP.* Travel expenses for study participants must

# Société Alzheimer Society

be separately outlined within the budget form and budget justification within the application. Participant and partner travel, however, can be listed as a separate line item within the proposed budget, separate from the \$2,500/year expense.

- h) Applications may include a request for research technicians or assistants, whose rates of pay must be in accordance with the salary scales of the host institution. The roles of and justification for employing these individuals in the research project must be clearly and explicitly described in the application. The principal investigator (including New Investigator) and co-investigator(s) are not eligible to receive remuneration from funds provided by the ASRP.
- i) Costs are not transferable (i.e., if a requested expenditure in any one category is less than the allowable maximum, the difference cannot be used to supplement an expenditure requested for any other category).

## 4. ASRP PARTNERS

The ASRP is committed to a policy of partnership development in further strengthening its Training Awards and Research Grants Programs. ASRP is working closely with the following partners within this year's competition and is pleased to acknowledge their support.

**Fonds de recherche du Québec - Santé (FRQS)** reports to the Minister of Economic Development, Innovation and Export Trade, supports health research to foster the well-being of Quebecers. Its mandate is to promote and provide funding for research, to disseminate knowledge, and to contribute to training, as well as to establish partnerships crucial to the development of Québec's research and innovation system and its international reach. Web site: [www.frsq.gouv.qc.ca](http://www.frsq.gouv.qc.ca)

### **Canadian Institutes of Health Research – Institute of Aging (CIHR-IA)**

CIHR established the Institute of Aging (IA) "to support research, to promote healthy aging and to address causes, prevention, screening, diagnosis, treatment, support systems, and palliation for a wide range of conditions associated with aging." The Institute of Aging's mandate is the aging person in an aging society, and the effects of different diseases and conditions on aging. Its goal is to improve the quality of life and health of older Canadians by understanding and addressing or preventing the consequences of a wide range of factors associated with aging. By partnering with the ASC on their New Investigator Grants program, CIHR is supporting partnership development with a key stakeholder in dementia research, as well as strategic and targeted capacity building in dementia research. This aligns with CIHR Institute of Aging commitment to support early career investigators. Web site: <https://cihr-irsc.gc.ca/e/8671.html>

## 5. CONTACT INFORMATION

Enquiries relating to the ASRP should be directed to:

### **Research Department**

Alzheimer Society of Canada

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