



Alzheimer's
Drug Discovery
Foundation

APPLICATION INSTRUCTIONS

Letter of Intent (LOI) Instructions

To begin the application process, click the link below:

<http://www.alzdiscovery.org/research-and-grants/applyforfunding>

Click on the Academic or Biotech tab on the left to submit the online **LOI**. Click “Submit New LOI”. You will need to log in or create an account to enter the online system.

Fill-in fields on the LOI web-based form include Contact Information, Scientific Rationale and Background (max 500 words), Project Deliverables (max 300 words), and Summary of Key Supporting Data (max 300 words).

You should receive a response to your LOI within two weeks.

***Please note that the Conference applications are a one step process. Click on the Conference tab to submit the full application. You will need to log in or create an account. See below for instructions.

Proposal Instructions

Should you receive an invitation to submit a full proposal and follow the instructions listed below: Please fill out the appropriate fields and refer to the **expectations section** when filling out each section. Please note that funding is provided as research contracts that are milestone based. Continued funding is dependent on milestone achievements.

The body of the application **should not exceed 10 pages of written text, not including figures, other support, or references. Please imbed figures in the text if possible.** Use at least 11pt. font and 1” margins

The “Body of Application” must contain the following sections (please indicate each section by number in the application)*:

1. Novelty and Relevance

- Relevance to current ADDF funding priorities as outlined in the RFP (<http://alzdiscovery.org/research-and-grants/request-for-proposal>).
- Please include a discussion of the novelty of the proposed project and its expected impact on drug discovery and development for Alzheimer’s disease, related dementias, and/or cognitive aging.
- Sufficient detail must be included to assess, the “druggability” of the target or rationale in the context of the disease in humans, including:



- What is known regarding the potential mechanism-related side effects in animals and humans of modulating this target? What are the potential safety considerations due to likely off target activities? What is the likely implication on peripheral targets?
- If you know of related programs in the field, please explain the advantages of your program.

2. Project Plan and Objectives

- Appropriateness and feasibility of the project plan and objectives. Inclusion of structured timelines, milestones and key goal objectives that will be obtained during the scope of the award. Discussion should include potential pitfalls of the program with sufficient risk assessment and criteria to substantiate continuation of the program at each milestone.
- Where appropriate, please outline if the goal is to develop a tool compound to validate a target or develop a clinical candidate. If the goal is to develop a clinical candidate, the project plan should take into consideration the desired clinical profile e.g. **route of administration, length of treatment time, patient population, toxicity and safety**. Please include future plans, where appropriate, regarding requirements for regulatory approval (i.e. feasibility of manufacture, intellectual property).
 - Resources required to conduct the study e.g. If a compound modification/optimization plan is proposed, do sufficient medicinal chemistry and pharmacokinetics capabilities exist within the investigative team and/or related contractors to support the project?
 - Critical next experiments in order to advance the program to attract additional funding/licensing.

** Please fill out and include the [Compound Report Card](#)

**Please fill out and include the [Preclinical Animal Study Worksheet](#) if relevant to the application

3. Supporting Data

- Strength and relevance of the supporting data (please refer to the expectations section below).

4. Experimental Design and Methods

- Appropriateness and feasibility of the methodology (please refer to the expectations section below).
- Please include structured timelines and milestones for the project with clearly defined criteria for advancement of the project.



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5. Description of Drug Discovery Team and Resources

Evaluation of the investigative team is not limited to the qualifications of the principal investigator but is additionally evaluated with respect to the resources available to the applicant. For example:

- Does the investigative team have access to the required reagents for the experiments proposed in the application?
- Does the investigative team have the required expertise for the studies proposed?
- Has the applicant consulted with individuals with drug/clinical development expertise for the development of a commercialization plan? Where appropriate, have these individuals been consulted during design of the early preclinical studies?
- Where internal expertise is not available, has the applicant identified external partners e.g. consultants, contract research organizations (CROs) for execution of the experimental plan (see ADDF ACCESS below)?
- Interdisciplinary teams across the fields of biology, medicinal chemistry, bioinformatics, pharmacology, toxicology, regulatory, intellectual property and clinical development are highly valued.

6. Intellectual Property (IP)

- Please provide information on existing IP and stage of prosecution (e.g. use, composition of matter).
- If no IP currently exists, please describe the projected plan to generate IP. Note if you expect the project to generate new IP.
- Please indicate any freedom to operate issues.
- Please also include a brief discussion on future directions and eventual path towards commercialization.

7. Other Support

- For Other Support, list other financial support, awarded and pending, and include grant title, principal investigator, percent effort of investigator, granting agency, amount, and projected funding period.

8. References

Expectations

Please address, where relevant, the following issues within the application.

For preclinical studies:



Biological “Druggability”

- Description of the target including any structural or computational biology known about the target (e.g. X-ray structure, binding site prediction, domain analysis, sequence comparisons).
- Availability of biological assays, duration and throughput, including how these assays translate *in vivo*, and in the context of the disease in humans.
- Systems biology analysis. Has the systems biology of the target been assessed? Is the target a node, or is there likely high possibility for redundancy?

Chemical “Druggability”

Please refer to and complete relevant sections of the [Compound Report Card](#).

Where appropriate within the proposal, include:

- Sufficient detail regarding the chemical properties of the compound(s) to allow for assessment of “druggability” by the reviewers. All information provided is kept under strict confidentiality. All reviewers are required to sign Confidentiality Disclosure Agreements (CDA) with the ADDF.
- Describe the starting point of the compound/compound series e.g. natural compound, commercially available compound, virtual screen, proprietary drug like lead, existing FDA approved drug.
- Considerations of available compounds with similar mechanism of action. Where appropriate, it is recommended that bench marking studies be included.
- Information on range of activity in primary, secondary and cellular assays.
- REMEMBER that hits are not drugs – When moving compounds from HTS into *in vivo* studies, the project plan, or supporting data, should include medicinal chemistry refinement, preliminary ADMET and PK/PD studies and/or dose finding to justify moving into *in vivo* proof-of-concept studies - include discussion/evidence for BBB permeability, dose optimization and details for expected route of administration.
- While PK studies are not required to be as comprehensive as IND-enabling studies, they are required to demonstrate with enough confidence that the drug will reach the target at sufficient concentrations to mediate an effect.

For animal studies:

- Please refer to ADDF's publication on best practices preclinical animal studies (Shineman et al., 2011). Please refer to, fill out and include the [Preclinical Animal Study Worksheet](#)



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For clinical studies:

The ADDF typically provides funding for early phase clinical studies (phase 0-IIa) (http://alzdiscovery.org/assets/content/static/2014_PACT_RFP.pdf). Biomarkers should be included as the primary endpoint. Applicants are strongly advised to consider the following points during design of the study and preparation of the application:

- Clear justification for the proposed study including discussion of supporting preclinical in vivo data.
- Full IRB-ready protocol: Protocol for submission to the IRB should be included even if IRB approval has not yet been sought or awarded.
- Demonstration of power analysis to define numbers to treat.
- Clear definition of the control/placebo to be used and discussion regarding ethical considerations.
- Validation of biomarkers (within the literature or pilot studies) to detect change in defined patient population within the specified treatment time of the proposed trial.
- Discussion and evidence to support recruitment for the proposed trial. Investigators should be cognizant of recruitment difficulties in MCI populations and provide evidence for ability to recruit the proposed patient population and number.
- Patient population should be clearly defined including detailed inclusion/exclusion criteria.
- Discussion regarding intellectual property and regulatory strategy.

Conference Applications are **required** to submit:

- Conference Agenda
- Budget and Budget Justification (ADDF Form)
- Biographical Sketch/CV (ADDF Form)
- Appendix Materials (if applicable)

Academic Institutions are **required** to submit:

- Body of Application (see above)
- Work Plan Deliverables (ADDF Form)
- Budget and Budget Justification (ADDF Form)
- Biographical Sketch/CV (ADDF Form)
- Appendix Materials (if applicable)
- Copy of IRB/IACUC approval (if applicable)

Biotechnology Companies are **required** to submit*:



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- Body of Application (see above)
- Statement of Need
 - This should be a brief explanation on why nonprofit funding is needed for this project.
- Work Plan Deliverables (ADDF Form)
- Budget and Budget Justification (ADDF Form)
- Biographical Sketch/CV (ADDF Form)
- Business Plan or Corporate Strategy
 - Include company description and history, mission statement, market analysis, risk analysis, milestones, and scientific and financial goals and future plans.
- Description of Management Structure
 - Include a list of board members.
- Capitalization Table
- Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement)
- Current Annual Budget
- Description of Investors to Date
- Intellectual Property Summary
 - Note all IP linked to the project, including pending or granted IP.
 - Note if you expect the project to generate new IP.
- Appendix Materials (if applicable)

* If any of the above materials are not available, please upload a page stating this.

Appendix Materials can include any publications, abstracts, letters of support/collaboration, quotes from vendors or contract research organizations (CROs), or figures that are directly relevant to the application and may be helpful to the review committee.

ADDF ACCESS

The ADDF offers access to a network of consultants, research resources and CROs for ADDF investigators. For advice and support on selecting and working with a CRO during proposal development, or for further information on resources available, please visit <http://addfaccess.ondeckbiotech.com>.

Follow on funding: ADDF funded investigators that wish to apply for follow on funding are encouraged to contact ADDF scientific staff 3 months prior to the end of the funding period. At this time, ADDF staff will encourage a conference call to discuss progress made towards the milestones and future plans for the program. The ADDF will then invite a full application for follow on funding through the standard application procedures.

Please note the following costs are not covered:



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- Indirect Costs/Overhead
- Capital Equipment
- Travel
- Publication Costs

ADDF makes all reasonable effort to notify the applicant of a decision within 90 days of the proposal deadline. 2015 deadlines for full proposals are March 10, June 16, September 22, and December 10. Letters of Intent should be submitted at least two weeks before these deadlines.

Should you have any questions about the online application system or process, please contact:

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