



## LETTER OF INTENT GUIDELINES

### *2017 Taking Flight Award*

**CURE** seeks to promote the careers of young investigators to allow them to develop a research focus independent of their mentor(s). Researchers may propose basic or clinical studies, but this award mechanism is not intended to support clinical trials. Research that involves collaboration and a multidisciplinary approach is desirable. Applicant will be required to discuss how this avenue of research is independent from his or her mentor's research, and will lead him or her to a path of independent epilepsy research. We encourage studies that will provide new directions for epilepsy therapy, prevention and, ultimately, a cure and that will allow applicants to collect the data necessary to support a National Institutes of Health grant application.

**Eligibility:** These awards will be provided for senior postdoctoral fellows who have a minimum of 3 years postdoctoral experience, clinical fellows who are Neurology Residents in their Neurology training who are considering Epilepsy Fellowships, or newly appointed faculty within one year of having completed postdoctoral training. Individuals from any country are eligible to apply; you do not have to be a US citizen or working in the US to apply for this award. All materials must be submitted in English.

**Budget:** Requests may be made for up to \$100,000 for one year. Funding requests may include salary support for the PI, technical staff and/or collaborators; supplies, animal costs, etc.; and travel to an epilepsy-related conference if the PI is presenting his/her CURE-funded research. Funds are not to be used to purchase equipment. Indirect costs are not supported.

**Letter of Intent:** All applicants must submit a Letter of Intent (LOI). The LOI should clearly and succinctly outline the hypothesis to be tested, the specific aims, and provide a brief description of the research plan according to the guidelines in this announcement. All LOIs are evaluated by scientific reviewers and the Lay Review Council.

**Letters of Support:** All individuals invited to submit full applications will be required to submit two letters of support; one letter of support from their direct supervisor/mentor and one letter of support from another senior investigator/clinician familiar with the individual's expertise, experience, and potential to develop an independent investigator-initiated research program.

### 2017 FUNDING CYCLES

	Cycle 1	Cycle 2
<b>Letter of Intent Deadline</b>	November 16, 2016 – 9pm ET	April 12, 2017 – 9pm ET
<b>Full Application Invitations</b>	by January 6, 2017	by May 31, 2017
<b>Full Application Deadline</b>	February 16, 2017 – 9pm ET	July 12, 2017 – 9pm ET
<b>Anticipated Award Announcement</b>	May 2017	October 2017
<b>Anticipated Project Start Date</b>	July 2017	January 2018



All letters of intent must be submitted through proposalCENTRAL (<https://proposalcentral.altum.com>). In order to begin an application, applicants will need to create a professional profile, if one does not already exist. Please fill in all required fields in the online application form.

**Instructions for each section of the online application:**

- 1) *Title Page*: Enter proposal title (maximum 150 characters, including spaces).
- 2) *Download Templates & Instructions*: Find a copy of the guidelines for your reference.
- 3) *Enable Other Users to Access this Proposal*: Follow the instructions if you want to grant access to any other individuals.
- 4) *Applicant/PI*: This section should auto-populate from the applicant's professional profile. Double-check that the information is complete and correct. If it is not, click Edit Professional Profile to update the information. Indicate whether you are a senior postdoctoral fellow, a clinical fellow, or a new faculty member.
- 5) *Institution & Contacts*: Information should auto-populate from applicant's profile.
- 6) *Keywords*: Add at least 3 keywords that best describe the specific focus of your research proposal.
- 7) *Current and Pending Support*: List all current and pending support for you and any co-investigators. Pending support includes grants that have been submitted but for which decisions have not yet been communicated. Current and pending support is required for the PI and co-PI, but is not required for collaborators.
- 8) *Letter of Intent and Biosketch*: Upload PDF of Letter of Intent according to the guidelines outlined below. Upload biosketch.
- 9) *Validate*: The system will check for required components that have not been completed. Applicants will not be able to submit until all required components are completed.
- 10) *Submit*: Hit Submit after your application has been successfully validated.

**Letter of Intent Instructions:** In your uploaded letter of intent, please provide the following in a maximum of 2 pages:

- 1) **Lay Summary:** Your LOI will be reviewed by members of CURE's Lay Review Council and by scientific peer reviewers. Using non-scientific language (1/2 page maximum), please provide the following in the Lay Summary:
  - a. *Project Hypothesis and Goals*: Bulleted list of the hypothesis and goal(s) of the project.
  - b. *Aims*: Bulleted list of how those goals will be tested.
  - c. *Deliverables*: Bulleted list of tangible deliverables to result from this work if the aims are successful.
  - d. *Impact and Innovation*: Briefly explain how this project, if the aims are successful, will transform the field of epilepsy and contribute to improved treatment and prevention.
- 2) **Award Relevance:** Explain how this avenue of research independent from your mentor's research, and how will it lead to a path of independent epilepsy research? Please make sure to name your mentor(s)



somewhere in this section. (1/2 page maximum, this includes spaces)

- 3) **Scientific Summary:** Clearly and succinctly outline the hypothesis and specific aims, and provide a brief description of how the proposed research plan aligns with CURE's mission and with CURE's desire to push epilepsy research forward by leaps rather than by incremental steps (1 page maximum).

*Note: All genetic data generated with CURE funding is required to be deposited in CURE's [Epilepsy Genetics Initiative](#) (EGI) database.*

**Formatting Guidelines:**

- Type font: 12 point, 10 pitch
- Type density: No more than 15 characters per inch (including spaces). For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.
- Spacing: Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- Margins: Minimum of 0.5-inch top, bottom, right, and 1-inch left.

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