



**LETTER OF INTENT (LOI) GUIDELINES**  
**2017 CURE Epilepsy Award – Request for Applications (RFA)**

CURE’s investigator-initiated grants program seeks to push the envelope and accelerate promising research leading to disease-modifying breakthroughs for people living with epilepsy. CURE prioritizes highly innovative, risky, paradigm-shifting projects that address CURE’s mission to cure epilepsy, affirming our core belief that the only acceptable final goal is “no seizures, no side-effects.”

**CURE: Our mission is to cure epilepsy, transforming and saving millions of lives.  
We identify and fund cutting-edge research, challenging scientists  
worldwide to collaborate and innovate in pursuit of this goal.  
Our commitment is unrelenting.**

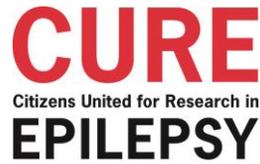
CURE strongly encourages multidisciplinary, collaborative projects, especially those that include investigators and expertise from fields outside of epilepsy.

The following 2017 priority areas reflect CURE’s focus on advances that have the potential to truly transform and save lives. Prevention and disease modification/elimination are critical goals and consistent with our mission.

- 2017 Priority areas
  - Transformative research to enhance our understanding of the cellular, molecular, genetic and systems-level mechanisms that lead to any of the epilepsies, facilitating the continued investigation of disease-modifying or preventative strategies
  - Innovative approaches that can prevent, modify and/or arrest the development of acquired epilepsy after stroke, tumor, viral infection, etc.\*
  - Research that will inform the development of novel therapies to prevent onset or halt the progression of the severe pediatric epilepsies
  - Research focused on new, effective treatments for the >30% of the epilepsy population who are pharmacoresistant
  - Novel research that furthers our understanding of the causes and ultimate elimination of SUDEP

\*Due to the exciting launch of our Post-Traumatic Epilepsy Team Science Initiative in collaboration with the Department of Defense, this priority area has been slightly revised to exclude epilepsy as a result of head injury.

- Based on CURE’s current research objectives, lower priority will be given for research in the following areas:
  - Research that focuses solely on a comorbid condition without also seeking to address/understand the accompanying epilepsy



- Research that focuses solely on improving localization of the epileptic seizure focus

**Eligibility:** This award is available to both established and early career investigators\*. Researchers who serve on CURE’s Scientific Advisory Council are ineligible to apply for or sponsor a grant for the duration of their term. International applicants are welcome. All materials must be submitted in English.

*\* Generally, early career investigators are university faculty at the assistant professor level (or hold an equivalent position in a non-university research organization). Established investigators are university faculty at the associate professor level or above. Post-doctoral fellows may not apply for this award.*

**Budget:** Requests may be made for up to a total of \$250,000 paid over 2 years. 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. Indirect costs are not supported.

**2017 FUNDING CYCLES**

	<b>Cycle 1</b>	<b>Cycle 2</b>
<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

**Letter of Intent:** All applicants must submit a Letter of Intent (LOI) via our online application portal proposalCENTRAL (<https://proposalcentral.altum.com>). In order to begin an application, applicants will need to create a proposalCENTRAL professional profile, if one does not already exist. Please fill in all required fields in the online application form (instructions below).

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

- 1) *Title Page:* Enter proposal title (maximum 150 characters, including spaces).
- 2) *Download Templates & Instructions:* Download additional copies of these guidelines, if needed.
- 3) *Enable Other Users to Access this Proposal:* Use this optional section to grant access to a collaborator or co-investigator.
- 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 an early career or established investigator.
- 5) *Institution & Contacts:* Information should auto-populate from the applicant’s profile.
- 6) *Collaborators/Co-Principal Investigator:* Please enter information for any co-investigators or collaborators, if applicable.
- 7) *Keywords:* Add at least 3 keywords that best describe the specific focus of your research proposal.

- 8) *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.
- 9) *Attach LOI (Letter of Intent)*: Once the LOI is finalized per the instructions below, attach by uploading the PDF into this section of proposalCENTRAL.
- 10) *Validate*: The system will check for required components that have not been completed. Applicants will not be able to submit until all required fields are completely filled out.
- 11) *Submit*: Make sure to hit *Submit* after your application has been validated!

**Letter of Intent Instructions:**

In your uploaded letter of intent, please provide the following:

- 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. Address how your approach/question is novel and truly innovative.
- 2) **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, with the above stated priority areas, and with CURE's desire to boldly push epilepsy research forward by leaps rather than by incremental steps (1 page maximum).

LOIs are evaluated by scientific reviewers and the CURE Lay Review Council for the following six criteria: innovation, feasibility, scientific merit, relevance to CURE's mission, relevance to CURE's priority areas, and potential to be transformative for people with epilepsy. Please briefly consider these six evaluation criteria in your LOI.

*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.