FUNDING OPPORTUNITIES: APPLICATION INSTRUCTIONS FOR CORE RFPS

Before Getting Started

Review the ADDF's Research Priorities, Funding Opportunities, and Scientific Resources pages.

- It is highly recommended that you access the ADDF Funding Portal to begin the application process well in advance of any deadlines. Please note, new applicants should allow 1-2 business days for registration.

- Review the RFP for which you're applying.

- Read the Application and Funding Policies.

- Review the detailed instructions for the Body of the Application for full proposal requirements.

STEP 1

Submit a Letter of Intent (LOI) through the ADDF Funding Portal.

- **Fill in general project details, including but not limited to:**

  - Project Title

  - Total Amount Requested from the ADDF (USD)

  - Project Start Date, Duration (Months)

  - Primary and Secondary Research Topics

  - Stage of Discovery

  - Type of Therapeutic

  - Primary Disease Indication

  - **Required for resubmissions**: you will be asked to attach a written point-by-point response to each of the reviewers' comments and upload as "Applicant Response to Reviewers."

- **Complete more in-depth project details as follows:**

    - Scientific Rationale and Background (2,000 characters allowed)

    - Specific Aims (2,000 characters allowed)

    - Summary of Key Supporting Data (2,000 characters allowed)

After your LOI is submitted, it will be reviewed to evaluate whether the proposed project is consistent with the ADDF's mission and funding priorities. LOI decisions will be sent within three weeks of submission. Only invited full proposals will be accepted.

STEP 2

If invited, submit a full proposal through the ADDF Funding Portal.

Information you submitted with your LOI will carry over to the full proposal. This information can be edited or expanded upon at this stage.

The full proposal pulls information directly from the LOI, which can be edited at this stage. In addition to these auto-filled sections, you will be asked to write an Executive Summary (5000 characters allowed). The remainder of the application is as follows:

1. **Body of the Application:** Review the instructions for the required sections and forms for the Body of the Application. Compile the four sections below into a single PDF and upload as "Body of the Application."

    - Project Description

    - Budget and Justification

    - Biographical Information

    - Compound Report Card (for therapeutic programs only)

2. **Business Packet (for biotech applicants):** All of the following are required. In the event that these materials are not available, please provide justification. Compile into a single PDF and upload as "Business Packet."

    - Statement of Need

- Business Plan or Corporate Strategy—include company description and history, mission statement, market analysis, risk analysis, milestones, scientific and financial goals, and future plans

- Description of Management Structure—include a list of board members

- Financial Statements — balance sheet, income statement, cash flow statement

- Company's Current Annual Budget

- Description of Investors to Date

- Intellectual Property Summary—note all IP linked to the project, including pending or granted IP, and if you expect to generate new IP; if the patent(s) are openly available online, please include the link(s) in lieu of attaching full files.

3. **Supplemental Materials:** All of the following are optional. If not submitting Supplemental Materials, upload a PDF stating "N/A." Otherwise, compile all the materials into a single PDF and upload as "Supplemental Materials." These materials can include:

- Letters of support//collaboration

- Quotes from vendors or contract research organizations (CROs). Please include competitive quotes from more than one vendor where possible. Visit ADDF ACCESS to work directly with a concierge who can help you obtain competitive quotes from quality vendors.

- Figures that cannot be embedded into the body of the application but are *directly relevant* to the application and may be helpful to the review committee.

- IRB-ready clinical protocols

Limit the number of additional attachments included. You may also include unpublished manuscripts. Publications that are publicly available online should be linked to in lieu of attaching the full files. Up to 3 published papers will be accepted. *Do not* include presentation decks or full patents.

ADDF ACCESS

The ADDF offers access to a network of consultants, research resources and CROs specializing in services for CNS diseases. For advice and support on selecting and working with CROs during proposal development or for further information on resources available, please visit www.alzdiscovery.org/access.

ADDF FUNDING PORTAL

LOG IN OR **CREATE ACCOUNT**

If you have any questions about the online application system or process, please contact the Grants and Mission-Related Investments Team at grants@alzdiscovery.org.

Alzheimer's Drug Discovery Foundation

A GuideStar-Rated Charity

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