

# PROCEDURES FOR PROCESSING GRANT APPLICATIONS AND MONITORING RESEARCH PROJECTS FOR COINS FOR ALZHEIMERS RESEARCH TRUST

## GRANT APPLICATION PROCEDURES

The grant cycle begins in September of each year and ends with awarding the grant at the trustees meeting in May.

The Peer Review Committee should be appointed before the grant cycle begins. (Details of this are described in the second section of these procedures.)

The first responsibility of the CART Grants Coordinator (Vice President for Research Grants) is to set up deadline dates for notices, applications, and other related matters. The Peer Review Chair should be consulted in the establishment of these dates along with the Executive Director and Treasurer.

1.

*The CART Grants Coordinator contacts the American Federation for Aging Research (AAR) office and requests that the grant announcement be updated on the AAR website. (The CART information remains on the AAR website all year.)*

- **Deadline date for updating website August 1.**

*The standing website of AAR is the primary medium for announcing the grant to researchers throughout the country. The active researchers on aging at leading institutions regularly monitor this website for grant sources.*

*The contact person at AAR is the Grant Program Director, Ms. Odette van der Willik (as of 2008). Email [odette@afar.org](mailto:odette@afar.org) Phone 212-703-9977*

*On this website (see copy in appendix) the potential researchers are invited to submit a Letter of Intent (LOI) to make a proposal for the grant. (No hard copy letters of intent are required.) The guidelines for the Letters of Intent are given on the website and on any mail outs.*

2.

*An invitation to submit Letters of Intent including guidelines for submission is also sent via USPS to major research centers (33 listed in 2008) designated as "Research Centers on Aging" by the US National Institutes of Health.*

*(Copy of letter and list of centers are in the appendix.)*

- **Mail our target date - SEPTEMBER 1**

3.

*The Grant Coordinator receives the on line Letters of Intent (LOI) and records them on a computer disc.*

- **Deadline for receiving Letters of Intent – Dec. 1 (or first working day after December 1)**

4.

*After the deadline for submission, The Grant Coordinator forwards a copy of all of the Letters of Intent via overnight mail on a computer disc (usually 35 to 55 LOIs) to each of the three peer review referees.*

- **Deadline for mailing LOI's to review committee - December 7**

5.

*The Peer Review Committee members review the Letters of Intent and each of the three members select no more than five researchers' Letters of Intent to receive an invitation to submit full applications. (The full application form is included in the appendix.) With this process no more than 15 researchers are invited to submit full applications.*

- **Deadline for review committee to submit finalists to Grant Coordinator - January 4**

6.

*The researchers who have been selected from their Letters Of Intent as finalists are sent a formal application form (hard copy via USPS and a notification via email) for the grant and a letter inviting them to make formal application by the deadline. The researchers who were not selected as finalists are notified via USPS (email may also be used.) (Example of formal application and the non acceptance letter are included in the appendix.)*

- **Goal for notifying researchers and mailing full application forms - January 7.**

7.

*The formal applications must be submitted in hard copy with four copies of each and returned to the Grants Coordinator.*

- **Deadline for researchers to submit full application - postmarked by February 15 (or first working day after that date.)**

**(Special note: The National Institutes of Health usually has a February 1 deadline for its application for its grants. It is wise to put the CART grant deadline on a different date. It is also wise to vary the deadline two or three days later if necessary so that the deadline does not fall on a non working date such as Saturday, Sunday, or a holiday.)**

*The Grants Coordinator acknowledges receipt of each application received via email and surface mail and notifies all applicants that if they are accepted for one of the grants that they must be present at the May Board of Trustee meeting to address the group and receive the award.*

8.

*The Grants Coordinator mails (overnight mail) a hard copy of each grant application to each peer reviewer.*

- **Deadline for sending grant applications to reviewers - February 17.**

9.

*The peer reviewers review the final grant proposals and develop a rank order recommendation for the top three. The Chair of the Peer Review Committee holds a teleconference during which time the Peer Review Committee compiles a list of the top 3 or 4 proposals and may recommend a rank order.*

- **Deadline for Peer Review decision - March 22.**

10.

*A CARJ selection Committee consisting of the Executive Committee of the Board, the Executive Director, Treasurer, and the Grants Coordinator holds a teleconference with the three members of the Peer Review Committee and receives the recommendation of that committee.*

*Following the joint teleconference the CARJ Selection Committee holds a teleconference meeting and selects the finalist(s) for the grant.*

- **Deadline Goal for final selection - March 25**

11.

*The winning researcher(s) is notified by telephone and USPS of the award and is reminded again that he/she must attend the CARJ Board meeting in May at this/her own expense. The researchers who are not awarded a grant are notified via USPS and may also be notified by electronic mail. (Examples of notification letters are included in the appendix.)*

- **Notification Goal - March 27**

## **SELECTION OF PEER REVIEW COMMITTEE**

*After the grant award is made at the May Board meeting, the Grants Chair in consultation with the Treasurer and Executive Director should recruit a Peer Review Committee of three or more people. The individuals should be accomplished and respected active professionals in the field of aging research. Frequently the previous year's committee members will serve and if so desired this will make the job easy.*

*If new members need to be recruited the Grants Chair may consult various professionals for recommendations. The professionals might include the American Federation for Aging Research staff, previous grant recipients, and previous Peer Review Committee members.*

*A chair of the Peer Review Committee should be appointed by the Grants Coordinator.*

*This committee should be in place before the first notice for applications is posted.*

## MONITORING AND ADMINISTERING GRANTS

*The funding for the grant is provided to the grantee in four equal amounts. The grantee is given a check for one fourth of the grant at the time of the formal awarding of the grant.*

*At the end of the first eight months of the two year cycle of the grant, the grantee is required to submit a written progress report as requested by the *WRI* Research Grant Coordinator. If progress is satisfactory a second funding check in the amount of one fourth of the grant will be issued to the grantee. This procedure will also be followed at the end of sixteen months and at the end the grant (24 months unless an extension is granted).*

*The Grant Coordinator provides a report form for the grantee to follow in submitting the reports. The form includes a financial section as well as statements on progress toward accomplishing the work that was proposed in the grant application.*