Letter of Intent (LOI)/Application phase

1. **I'm not an American citizen or permanent resident of the USA. Can I apply?**
   Answer: Yes! Our programs are open internationally. You do not need to be a US citizen or permanent resident of the United States to apply.

2. **I was born in one of the countries on the list of LMIC countries, but I do research in the United States. Am I eligible for the Promote Diversity program?**
   Answer: Yes.

3. **Am I eligible to apply to the Promote Diversity program?** Answer: Eligibility requirements for the Promote Diversity program are the same as the regular program, except for the additional requirement of being:

   ● *underrepresented** faculty in biomedical and behavioral research on a national, international, or institutional basis.

   ● Please note that Promote Diversity applicants must submit a Diversity Self Statement (1 paragraph maximum) during the letter of intent (LOI) stage outlining their status and eligibility for this program.

   The diversity self-statement will be validated by the Alzheimer's Association and removed from the LOI. The self-statement will not be included in the information shared with reviewers and will only be used by Alzheimer's Association staff to confirm eligibility to this program.

   *Additional details regarding what may be defined as underrepresented include:

   Applicants from the United States will be subject to the definitions as stated by the National Institutes of Health: NIH-designated U.S health disparity populations: Blacks/ African Americans, Hispanics/ Latinos, American Indians/ Alaska Natives, Asian Americans, Native Hawaiians and other Pacific Islanders, socioeconomically disadvantaged populations, underserved rural populations, persons with disabilities (defined by the Americans with Disabilities Act [ADA] as a person with a physical or mental impairment that substantially limits one or more major life activities), minoritized sexual and gender populations, and individuals from economically developing nations of Africa, Asia and Latin America and the Caribbean.

4. **If I'm eligible for both the regular and the Promote Diversity Program Can I submit two letters of intent (LOI)?**
Answer: No. Only one LOI per applicant and per cycle.

5. **I submitted a letter of intent (LOI) while affiliated with one institution, but will be affiliated with a different institution by the time I proceed to the full application. Can I still apply?**

   Answer: Yes! Applicants should apply from the current institution and if funded, request a transfer to the new institution.

   Process: Applicants must submit their LOI and/or application with the institution they are affiliated with at the time of submission. If they are transferring prior to funding and/or shortly after, if awarded, the Association works with the applicant to make the transition. If they are transferring between the LOI and application stage, the applicant should work with their current or future institution grants team to see what will work best for the internal approvals needed at the institution level. No changes can be made to the institution listed on the application between LOI and application.

6. **I have an MD, but am in the process of completing a PhD. Am I eligible?**
Answer: No, per the RFA "Individuals currently enrolled in a Doctoral Program are not eligible, regardless of prior degree status"

7. **I'm applying to AARF/AACSF, but I may be promoted to assistant professor during the award, is that ok?**
Answer: Yes, you will be able to maintain the Fellowship and if you change institutions, we will work to transfer the award.

8. **If I receive an award and later transfer institutions, is that ok?**
Answer: Yes, we will work with you and your institution to transfer the award. We will need the following documents:

   - Release letter from current institution stating that they relinquish the award.
   - Final budget from current institution. If funds need to come back to us, the current institution will need to wire the funds back to us., We need to wait until they are received before we can send the funds to the new institution and officially change the institution in Proposal Central.
   - Acceptance letter from new institution accepting the terms of the grant signed by the previous institution. The acceptance letter should provide assurance that the resources are available to support the work/project of the grant by providing information such as employment start date.
   - Ethical approvals/exemption document from new institution.
   - Financial information sheet - bank and wire information from the new institution.
   - W8/W9 from the new institution.

- Institutional contacts at the new institution (signing official, financial officer, grants administrators, etc.).

9. **If I apply to AARG-NTF. Should I send my CV for prior evaluation?**
   Answer: Yes. Please send your CV to grantsapp@alz.org to receive an exemption before you submit your Letter of Intent (LOI).

10. **I am a newly independent investigator and want to pursue research on Alzheimer's disease. Should I apply to the AARG or AARG-NTF program?**
    Answer: The Association team is happy to discuss what may be best. Please send your CV to grantsapp@alz.org for evaluation.

11. **I am a newly independent investigator, but have done research in ADRD before. Should I apply to the AARG or AARG-NTF program?**
    Answer: Early career and independent researchers who have done previous work in ADRD should apply to the AARG or AARG-D program.

12. **If I'm applying for AARF/D or AACSF/D, does my mentor need to be in the same institution?**
    Answer: It is not mandatory for the mentor to be in the same institution.

13. **Can I have more than one mentor?**
    Answer: Only one is allowed to be listed/noted in the application on record but it is not uncommon for there to be multiple mentors. The additional mentors can be named in the area where others can be listed (key personnel/collaborators, etc.).
    For the LOI phase, please only submit the primary mentor Biosketch. For the application, you may add other mentors as key personnel/collaborators.

14. **Is preliminary data mandatory for the full application?**
    Answer: Preliminary data is not mandatory, but if you are proposing a new technique, make sure to support it with literature references and or pilot data. If it's hypothesis driven it should be well supported by literature.

15. **I was invited for a full application in the past cycle, but not funded. Should I submit an LOI again?**
    Answer: You must submit an LOI and it will be reviewed again. At this stage, you won't be able to mark it as a resubmission. However, if you are invited again to submit a full application, in that phase you may mark it as "resubmission" and work on the resubmission statement to address the comments and critiques of the reviewers. It is not mandatory to indicate that your application is a resubmission; you may indicate that it is a new application. However, if you submit as a new application reviewers won't have access to your previous application and review and no resubmission statement would be allowed.

16. How many times can I resubmit a project that is not being funded?
Answer: As many times as you wish; we do not have a limit on number of resubmissions.

17. For the resubmission, will the same reviewers review it?
Answer: We can't guarantee availability of the same reviewers. However, the reviewers will have access to your previous application and review comments.

18. Can I include or exclude reviewers?
Answer: We can't guarantee the ones you want included will review the application due to their availability. We do guarantee the reviewers you add to be excluded won't review your application.

19. I've had special personal circumstances that caused me to have a gap in my research time, making me ineligible for a program (e.g., I took maternity leave for a year and now I don't meet the years after terminal degree for eligibility).
Answer: Please reach out to grantsapp@alz.org and we will work with you.

20. Where do I get my assurance number?
Answer: For the final submission, you will want to select "yes" and then "pending" for your ethics approval. You can also reach out to your institution and ask for help with updating their "assurance number" in the portal. If your institution does not have an assurance number (if it provides ethical approvals, it should have this number) or if you have trouble updating this, please reach out to grantsapp@alz.org and copy pilots.projects@gbhi.org.You can also check for the number here:
https://ohrp.cit.nih.gov/search/fwasearch.aspx?styp=bsc
Here are instructions for for registering the IRB (and getting the FWA) if you don't yet have an FWA:
ttps://www.hhs.gov/ohrp/register-irbs-and-obtain-fwas/irb-registration/index.html

21. How do I contact Proposal Central Customer Support?
Answer: The grants team from the Alzheimer's Associaiton is happy to answer your questions, but for help with updating an institution, the applicant profile or EIN number, Proposal Central should be contacted.
Proposal Central Customer Service: 800-875-2562 (toll-free U.S. and Canada), +1 703-964-5840 (direct dial international) or by e-mail at pcsupport@altum.com. They are very helpful!

22. What is the EIN/TIN number and how do I get one?
Answer: As a US-based organization, the Alzheimer's Association needs to be able to report to the U.S. Internal Revenue Service (IRS) where its money went. This is done by identifying each recipient with an EIN or TIN. The grant is tax exempt, so your institution

should not need to do any reporting to the US IRS, but the Alzheimer's Association does need that number.

If you determine your institution will need to obtain an EIN, please visit: https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers. You will likely need to complete a form SS4. Please see this link for forms and instructions: https://www.irs.gov/forms-pubs/about-form-ss-4 .

Funded phase

1. **I've been awarded an AARF/AACSF and my mentor has changed institutions. Can I still maintain them as a mentor?**
   Answer: Your primary mentor does not necessarily have to be in the same institution. However, if you do need to change mentors, please contact grantsapp@alz.org and we will work with you.

2. **My mentor retired, what should I do?**
   Answer: Please identify a new mentor and send us their CV and information. Please contact grantsapp@alz.org and we will work with you.

3. **I received an NIH (K and/or R award) and/or other funding award during my AARF/AACSF. Am I able to maintain my fellowship?**
   Answer: This may be an issue related to the percentage of mandatory effort. The Alzheimer's Association Grants Team will work with you and your grants office to the best of our abilities for you to maintain both awards, if possible. However, we do not override institutional policies. Please contact grantsapp@alz.org.

4. **I got funded through another organization; am I able to maintain my award?**
   Answer: Yes. The Alzheimer's Association Grants Team will work with you and your grants office to the best of our abilities for you to maintain both awards, if possible. However, we do not override institutional policies. If there are overlapping aims, please contact grantsapp@alz.org and we will need updated aims for review and evaluation.

5. **If I receive an award and I transfer institutions, is that ok?**
   Answer: Yes, we will work with you and your institution to transfer the award.

6. **Do you transfer awards between different countries?**
   Answer: Yes, we will work with you and your institution to transfer the award.

7. **What should my start date be?**
   Answer: You choose your own start date within 6 months of the award notification. It must start on the first of the month (e.g., **cannot** start on January 17). The Alzheimer's

Association will only issue payment once the award letter is signed and ethical approvals, as applicable, are submitted and approved by the Association.

8. **How do I get the first payment?**
   Answer: Your first payment will be issued after your award letter is signed and ethical approvals been submitted to and approved by the Association.

9. **What enables my subsequent payment?**
   Answer: Once all annual reports are submitted and approved by the Alzheimer's Association and your unspent funds balance is below US$10,000.00, the next payment will be issued.

10. **If the grants office in my institution has issues with a condition of the award/award letter, what should I do?**
    Answer: Please send an email to grantsagreements@alz.org.

11. **When transferring funds, what form of currency does will be shown?**
    Answer: The total award is in U.S. dollars and it doesn't change even if the exchange does. The wire transfer is initiated in U.S. dollars, but your institution will need to check with their bank about whether the payment will be converted to local currency upon receipt. Conversion rates are the responsibility of the institution as are wire costs.We don't have control over that and it's done differently in different places.

12. **Are rebudgets allowed?**
    Answer: Yes, we will work with your institution. Please contact grantsapp@alz.org.

Any additional questions, please contact grantsapp@alz.org