



Application Instructions for Postdoctoral Research Fellowships

Thank you for your interest in the Postdoctoral Research Fellowships for Basic Scientists and for Neurologists. The application process is divided into two steps. First, applicants are invited to submit a Letter of Intent (LOI). Based on favorable peer-review of the LOI, applicants will then be invited to submit a full application.

All applications must be submitted online through the Parkinson's Disease Foundation (PDF) web site at: <http://grants.pdf.org>; no paper copies will be accepted. If your institution is a PDF Research Center, please contact PDF Grants (grants@pdf.org) before applying.

Online Submission

After registering at PDF's online grants system, you may submit your application. Please check the PDF website for information on application opening and closing dates. You will be asked to provide the following information and upload the following documents:

Part A. Letter of Intent

Step 1

Contact Information

- Project title.
- Applicant's contact information (name, degree, phone, email, and institution).
- Mentor's contact information, as applicable (same as above).

Biosketches

- Upload biosketches for yourself and your mentor. Please follow NIH format. Briefly: 1) list name, title and education/training; 2) include a statement explaining your qualifications for your role; 3) list positions and honors; 4) list peer-reviewed publications relevant to the application; 5) list research support (current, pending and recently completed). Please limit the biosketch to three pages each. For an example see: <http://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>.

Step 2

Letter of Intent

- Describe the proposal and its relevance to Parkinson's disease in a concise and straightforward manner including your hypothesis, aims and how you plan to achieve them, expected outcomes and relevance to the field (max 3000 characters, including spaces — this is about 500 words).

Keywords

- Select three to five descriptive keywords. If there are not any keywords that accurately describe your research, you can add your own. Please note that reviewers will be selected largely based on the choice of keywords.

Part B. Full Application

If selected to proceed with a full application, applicants will be notified by email and given access to move forward with the next steps in the online application system.

Step 3

Administrative Information

- Administrative/Institutional contact information (name, phone, email, and address of official to be notified if award is made).
- Upload Administrative Signature Page (see page three, or download from the PDF website).

Step 4

Grant Information

- Briefly list current, pending and previous funding (including support by PDF).
- Project abstract describing the proposal and its relevance to Parkinson's disease in a concise and straightforward manner that is directed to the general scientist (max 1000 characters, including spaces). *The abstract of funded applications will be posted on the PDF website.*
- Review your selected keywords.
- Upload the proposal package.

The Proposal Package is a single .pdf document comprising:

- Proposal (six pages max).
- Literature cited (one page max).

Use the following guidelines for organizing and formatting each component of the proposal:

Proposal Organization: Please use the following sections within the proposal.

- Project Abstract (same as submitted online, 1000 characters max, including spaces).
- Background of proposed study and relevance to PD.
- Specific aims.
- Details of proposed experiment, including methods.
- Budget – not required. Only salary support is provided for fellows.

Proposal Formatting:

- Font: Must be Times New Roman (no smaller than 12 point and no less than 15 characters per inch). Symbol font where necessary (e.g., Greek letters) is acceptable.
- Spacing: Maximum of 15 characters per inch and maximum six lines per inch (i.e., single spacing).
- Margins and Size: Page size must be U.S. standard (8.5" x 11") with a minimum of 0.5" margins on all sides.
- Figures: May be included as part of text or at end. A descriptive legend with a minimum font size of 10 point is acceptable.

Literature cited: A minimum of 10-point font is acceptable on this page. List references alphabetically by first author.

Nota Bene: Administrative rejection of the application may occur if the guidelines are not followed.



PDF Grants Administrative Signature Page

APPLICANT NAME _____
First Name Last Name Suffix

MENTOR NAME _____
First Name Last Name Suffix

PROPOSAL TITLE _____

APPLICANT ORGANIZATION

Name
Address

ADMINISTRATIVE OFFICIAL TO BE NOTIFIED IF AWARD IS MADE

Name	
Title	
Address	
Tel	Fax
E-Mail	

OFFICIAL SIGNING FOR APPLICANT ORGANIZATION *(if different from above)*

Name	
Title	
<i>SIGNATURE OF SIGNING OFFICIAL NAMED ABOVE</i>	DATE

Upload this page as a .pdf in Step 3 of the FULL Online Application. Not needed for Part A of LOI.