



Parkinson's Disease Foundation International Research Grants Program

Application Instructions

Thank you for your interest in the Parkinson's Disease Foundation's (PDF) International Research Grants Program (IRGP). The application process is divided into two parts. First, applicants are invited to submit a Letter of Intent (LOI). Based on favorable peer-review of the LOI, applicants will next be invited to submit a full application.

All applications must be submitted online through the PDF web site at: 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 or your application may be rejected.

Online Submission

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

Part A. Letter of Intent

Contact Information

- Project title.
- Type and amount of funding requested.
- Applicant's contact information (Name, degree, phone, email, and institution).
- Co-PI contact information, as applicable (same as above).

Biosketches

- Upload biosketches for yourself and for any Co-PI. 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 3 pages per investigator. For an example, also see:
 - <http://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>

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 3100 characters, including spaces—this is about 500 words).

Keywords

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

Part B. Full Application – *Invitation Only*

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.

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 3, or download a MS Word version from the online grant application page).

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 1100 characters, including spaces). *The abstract of funded applications will be posted on the PDF website.*
- Review your selected keywords.
- Upload the proposal package.

Proposal

- Proposal (6 pages max).
- Literature cited (1 page max).
- Single document

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

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

- Specific aims.
- Background of proposed study and relevance to PD.
- Details of proposed experiment, including methods.
- Budget and justification, briefly stated.

Proposal Formatting:

- Font: Must be 12 pt Times, 11 pt Arial or equivalent sized (≤ 15 characters per inch). Symbol font where necessary (e.g., Greek letters) is acceptable.
- Spacing: Maximum of 15 characters per inch and maximum 6 lines/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. Include a descriptive legend with a legible font size.

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

Nota Bene: The application may be rejected if these guidelines are not followed.



APPLICANT ORGANIZATION

Applicant Name:	
Proposal Title:	
Institution Name:	

ADMINISTRATIVE OFFICIAL TO BE NOTIFIED IF AWARD IS MADE

Name:			
Title			
Address:			
Email:			
Tel:		Fax:	

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

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

Upload this page with the FULL Online Application. Not needed for the Letter of Intent (LOI).