

Application Instructions

All applications must be submitted online through the Parkinson's Disease Foundation website at: <http://grants.pdf.org>, no paper copies will be accepted. These instructions apply to the following: International Research Grants Program (IRGP), Postdoctoral Research Fellowships, and Postdoctoral Fellowships for Neurologists

The application process consists of a 3 step online form where you will be asked the following (*samples available online*):

- **Step 1 – Applicant Information**
 - Project Title
 - Applicant's contact information (Name, degree, phone, email, and institution)
 - Co-PI or Mentor's contact information (same as above)
- **Step 2 – Administrative Information**
 - Administrative/Institutional contact information (Name, phone, email, and address of Official to be notified if award is made)
 - PDF upload of Administrative Signature Page (download form on Parkinson's Disease Foundation website)
- **Step 3 – Grant Information**
 - Total Funding amount requested (\$75,000 for one year of IRGP support; and \$40-55,000 for one year for fellowships). Do not include indirect costs (*IRGP only*).
 - IRB or IACUC approval number (must be received prior to funding)
 - Current, Pending and Previous funding (including by PDF)
 - Project Summary describing the proposal and its relevance to Parkinson's Disease in a concise and straightforward manner and is directed to the general scientist (max 2500 characters, not including spaces)
 - PDF documents of the Proposal Package, Letter of Support from Mentor/Sponsor (*for Fellowship applicants*) or Letter of Support from Co-PIs (*for IRGP*)

The Proposal Package is a single PDF document comprising:

- Proposal Checklist – use as first page to proposal package
- Proposal (6 pages max)
- Literature cited (1 page max)
- Biographical sketches (limited to 2 pages per investigator, except for section describing research support)

The Proposal Package must adhere to the following guidelines:

Sections:

- Project Summary (same as submitted via online form, 2500 characters max, not including spaces)
- Background of proposed study and relevance to PD (suggested 500 words)
- Specific aims (suggested 250 words)
- Details of proposed experiment, including methods (suggested 1,500 words)
- Budget and justification (suggested 500 words)

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: No more than 15 characters per inch and no more than 6 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. Please list alphabetically by first author

Biographical sketches -- Please follow NIH format and include all individuals working on the project. A biographical sketch is also required for the Co-PIs of IRGP proposals and the mentor/sponsors of Fellowship applications. Briefly: 1) List name, title, and education/training; 2) List positions and honors; 3) List peer-reviewed publications relevant to the application; 4) List research support (current, pending, and recently completed). Except for the research funding section, the biosketch is limited to 2 pages per investigator. For an example also see: http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample.doc.

Nota Bene: To avoid administrative rejection of your application, please follow the instructions outlined above.

Questions? Email: grants@pdf.org

Proposal Checklist

Grant Type

- International Research Program Grant (IRGP)
- Postdoctoral Fellowship For Basic Scientists
- Postdoctoral Fellowship For Neurologists

Applicant Name: _____
First Name Last Name Suffix

Mentor/Sponsor Name: _____
(Only for fellowships) First Name Last Name Suffix

Applicant Institution: _____

Proposal Title: _____

- Administrative Signature Page** (uploaded at Step 2 of online application)

Proposal Package (to be uploaded as a single PDF in the following order):

- Proposal Checklist (this page)
- Proposal (6 pages max)
***Sections:** Project Summary, Background and Relevance to PD, Specific Aims, Methods, Budget*
- Literature cited (1 page max)
- Biographical sketches (two pages per investigator, except for research support section)
For Fellowships, a biosketch for the Mentor/Sponsor is also required



Administrative Signature Page

APPLICANT NAME: _____
First Name Last Name Suffix

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

Name	
Title	
Address	
Tel:	FAX:
E-Mail:	
<i>SIGNATURE OF SIGNING OFFICIAL NAMED ABOVE</i>	DATE