

xii. Conference Grants Program

Mission and Background: The Alzheimer's Association has a long history of supporting scientific conferences that advance research on Alzheimer's disease. One of the principal goals of the Association from its inception has been to increase public awareness and to facilitate the exchange of information through the scientific and clinical communities. The support of conferences, workshops and meetings has been a key vehicle in achieving this goal.

The range of acceptable topics is as broad as the entire arena of Alzheimer's disease research and includes, but is not limited to:

- Patient care and outcomes
- Family and social support
- Care settings
- Etiology and pathophysiology
- Risk factors and epidemiology
- Diagnosis
- Management, treatment and clinical trials of new therapies
- Prevention

Population and patient diversity must be key considerations in the development of all conference proposals. Conferences, workshops and meetings that break new scientific ground, bring together investigators around not-yet-explored questions or assemble scientists from disciplines/specialties/perspectives who do not usually interact are of particular funding interest.

Objectives: The objectives for conference support are to

- Facilitate and speed the exchange of information relevant to Alzheimer's disease
- Convene experts to address emerging issues in Alzheimer's disease research
- Offer opportunities for new investigators and graduate students to participate in scientific meetings
- Facilitate the creation of networks among investigators in related areas
- Increase visibility of the research interests and programs of the Alzheimer's Association.

The Alzheimer's Association places a high priority on requests for conference support that (1) provide support for trainees, post-doctoral fellows, junior investigators or scientists, especially those from less developed countries, who could not attend otherwise, (2) provide an opportunity, where possible, for the conference organizer to work through a local chapter of the Alzheimer's Association and (3) address the issues of population and patient diversity in relationship to the other scientific foci of the conference.

Requests for support for other aspects of a conference or other participants will be considered.

Application Procedures:

The Alzheimer's Association will not accept applications from commercial conference entities.

Submission dates: Requests for conference support may be submitted at any time. It is recommended that requests be submitted at least three months before the conference.

Budget and allowable costs: Awards are based on available funds. At this time, support requests must be limited to no more than \$10,000 per conference. Most awarded conference support requests have been in the range of \$2000 to \$5000.

Application format: The request for conference support is to be submitted in a letter format over the signature of the senior organizer and the relevant business official. The letter is not to exceed four pages and should include:

- Title, location and date of the conference.
- List of the scientific organizers and their affiliations.
- 200-word abstract.
- List of the major participants (who are committed as of the date of submission) and titles of their sessions or presentations.
- Funding requested: total and purpose.
- Benefit: In three to four sentences, clearly state how funding this conference would advance the research mission of the Alzheimer's Association.
- Other sponsors: List other fiscal sponsors (corporate, foundation, government, other voluntary health organizations, academic institutions, private donors, etc.).
- Advertising plans: How is the conference being advertised? What are the target audiences?
- Include brochures, programs, or pamphlets describing the conference.

Review of conference support request: All conference support requests are reviewed and evaluated by the Medical and Scientific Advisory Council (MSAC), either during a regularly scheduled telephone conference call or during a face-to-face meeting. The MSAC will receive all materials on the conference support request before the conference call or meeting during which the review of the request is scheduled.

Notifications of applicants: Applicants will be notified of the acceptance of their request for funding or of the inability to provide support for the meeting. No information will be provided to the applicant regarding the discussions or deliberations of the MSAC on the support request.

Reporting requirements: For funded conference requests, final scientific and fiscal reports are required within 90 days of the completion of the conference. Copies of final brochures, pamphlets, and programs describing the meeting must be submitted, as well as the budget detailing the use of the awarded funds. Final scientific and fiscal reports must be submitted over the signature of the scientific organizer and the relevant business official.

Acknowledgement of contribution of the Alzheimer's Association: All conference materials must acknowledge the support of the Alzheimer's Association.

Submission procedures: Conference support requests and final reports of funded projects may be submitted by e-mail to Rachel.Souris@alz.org or mailed to:

Rachel Souris
Alzheimer's Association
225 North Michigan Avenue, Fl. 1700
Chicago, Illinois 60601-7633

For more information: Contact Rachel.Souris@alz.org or call (312) 335-5807.