

**Frequently Asked Questions (FAQ)**

**Abbreviations:**

AACSFA: Alzheimer's Association Clinician Scientist Fellowship for All

AARFA: Alzheimer's Association Research Fellowship for All

AARGA: Alzheimer's Association Research Grant for All

RFA - Request for Applications

LOI — Letter of Intent

EIN — Employer Identification Number

TIN — Taxpayer Identification Number

PI — Principal Investigator

CV — Curriculum Vitae

NIH — National Institutes of Health

NCE — No Cost Extension

Co-I — Co-Investigator

USD — U.S. Dollars

**Eligibility:**

**Q. For AARFA, the RFA says applicants must be within 10 years of their terminal degrees. I'm over that 10 year period, but I took a leave of absence. Can I request an exception?**

A: You may be eligible for an exception; these will be reviewed on a case by case basis. Please reach out to [grantsapp@alz.org](mailto:grantsapp@alz.org) to request an exception.

**Q. I have a question on whether my project is within scope. Who can I talk to?**

A. The AARGA, AACSFA, and AARFA are broadly open to all topics related to Alzheimer's and other diseases that cause cognitive impairment and dementia. For any targeted program, please review the RFA carefully for its area of focus, budget considerations, and eligibility.

**Q. I'm an international applicant but in the US with a Visa, can I apply?**

A: Yes, there are no residency or citizenship specific requirements of applicants, so long as you meet the eligibility criteria and are a full-time employee of the lead institution.

**Q. I haven't received notification of my current submission, can I submit a new LOI to the next cycle that just opened?**

A: Sometimes our grant program timelines are back to back, with a small window of notification and the next cycle's deadline. We encourage applicants to submit an LOI. In order to be considered for any cycle, an LOI is required. There is no penalty associated with submitting a LOI to a new cycle while waiting to hear the results from your current submission. If you end up being awarded in the current cycle, we'll administratively withdraw the LOI.

**Q. I'm not considered a full-time employee. Can I still apply? I**

A: Unfortunately, no. Applicants must be considered a full-time employee by their institution at the time of LOI submission.

**Q. Can I be part of another LOI (as a collaborator or Co-I) even if I submit my own LOI?**

A: Yes, as long as the projects are distinct and do not overlap.

**Q. I'll be moving institutions after the LOI deadline, can I submit through my new institution?**

A: No, applicants must submit from the current institution where they are a full-time employee. If funded, we will work with you to transfer the award.

**Q. Does my mentor have to be at the same institution?**

A. No, the mentor does not need to be at the same institution.

**Q. Can I have more than one mentor?**

A: No, not officially. Applicants to the AARFA or AACSFAs must indicate only one mentor as primary in the application. The primary mentor is the only one eligible for the stipend at the end of the award. Additional mentors/co-mentors that may contribute to the training plan/ project can be listed as key personnel, consultant, or collaborator within the application. You will have space to describe the mentorship model in the training plan section of the application.

**Q. My institution is international and we do not have an EIN/TIN number, what can I do?**

A: If your institution does not have an EIN/TIN, you may enter zeros in the indicated section, in the following format: 00-0000000.

**Q. I was invited to submit a full application last cycle but was not funded /or did not submit. Do I have to submit another LOI?**

A: Yes. All applicants must submit an LOI for the current open cycle. Previously approved LOIs from a different cycle are not eligible.

**Q. Is preliminary data required during LOI/full application submission?**

A. If preliminary data is required, it will be clearly explained in the RFA. It is up to the applicant to determine any non-required elements that make up the strongest application.

**Q. The funding opportunity states that the postdoc must "hold a full-time position at a not-for-profit academic, medical, or research institution". My question is: in case of project approval can the Host Institution hire the winning postdoc on a new contract entirely paid by this AARF grant?**

A: Yes- so long as the applicant is a full time employee at the time of LOI submission and remains so for the award duration, there are no concerns with how the institution administers the employment of the applicant.

**Q. Is there a salary cap?**

A: Unless explicitly stated in the RFA, there is no salary cap.

**Q. I'm an Associate Professor but was an Assistant Professor for less than 7 years, can I apply to AARGA?**

A. No, Associate Professors do not qualify for the AARGA program. You must be an Assistant Professor (or equivalent) at the time of LOI submission.

**Q. My institution does not have an Assistant Professor track. What sort of information do I need to provide to determine my eligibility?**

A. To help the Association make a determination, please provide a clear description of your role and activities. It is also helpful to provide a quick explanation of the career track used at your institution. Questions to ask yourself are - is my position considered by the institution full-time independent faculty? Am I able to serve as PI on an independent grant? Do I have my own dedicated research space and any needed personnel (as appropriate) to help carry out the project? Do you mentor students?

**Q. I've previously held a part time or adjunct position of Assistant Professor (or equivalent) position. Does that period count to the 7 year eligibility period?**

A. It may; the Association would need a clear explanation of your other responsibilities within that part-time position - for example, if you were on clinical duties or otherwise. This should be explained clearly within your biosketch as well. Please contact [grantsapp@alz.org](mailto:grantsapp@alz.org) to help determine your eligibility in this sort of instance.

**Q. I'm a Research Assistant Professor (or equivalent). Am I eligible to apply to the AARGA?**

A. Yes, Research Assistant Professors are eligible to apply provided you meet the other stated eligibility requirements, including the 7 year cap.

**Q. I was previously a non-tenure track Assistant Professor (or equivalent) but now am on a tenure track. How does that work with the 7 year limit?**

A. The 7 year limit applies to both tenure-track and non tenure-track roles. For example, if you were in a non-tenure track Assistant Professor position (including Research Assistant Professor) for four years, and are currently in your second year of a tenure track Assistant Professor position, you have one more year of eligibility for the AARGA until you hit the 7 year maximum.

**Q. I've completed my postdoctoral training but don't yet have a tenure-track position - currently. I'm an Instructor/Research Associate/equivalent. Should I apply to the AARGA or AARFA?**

A. The AARGA is for Assistant Professors/Research Assistant Professors. The recommendation would be to apply to the AARFA, if you meet the eligibility requirements. If you have questions, please contact [grantsapp@alz.org](mailto:grantsapp@alz.org).

**Q. I'm applying to AARFA but will be promoted, can I still apply?**

A. Yes, so long as you meet the eligibility requirements at the time of LOI submission. individuals must not hold an independent faculty position (e.g., Assistant Professor or equivalent) at the time of award. For example: if your LOI is invited to submit a full application and that application is within funding range and funded, you will not be able to accept the award if you are in an Assistant Professor position. After the award has been issued and at some point during the award period move into an Assistant Professor position, the Association will work with you.

**Q. I'm an Assistant Professor but estimate I may be promoted to an Associate Professor during the award period, can I still apply?**

A. Yes, so long as you still hold the position of Assistant Professor or equivalent) at LOI submission and at time of award. After the award has been issued and at some point during the award period move into an Associate Professor position, the Association will work with you.

**Q. I'm a student but will be graduating soon, can I apply?**

A. Applicants must meet the eligibility requirements at the time of LOI submission. If you have not begun an eligible position as listed in the RFA at the time of LOI submission, we encourage you to submit once you have.

**Questions after award notification:**

**Q. When will I get my award letter?**

A. The Alzheimer's Association issues emails notifying applicants of the results of their funding application as soon as our policies allow. We don't want to keep the good news from you! Following the email, you will receive official award documentation. Expect to receive this in 5-10 business days after notification.

**Q. When does my award start?**

A. 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). In addition, for projects requiring ethic approvals, such as projects requiring institutional oversight of human/animal/recombinant DNA protocols, a copy of the approval must be submitted and accepted prior to starting the award.

**Q. How do I get my payments?**

A. The Alzheimer's Association will only issue the first payment once the award letter is signed by an institutional official and any ethical approvals, as applicable, are submitted and approved by the Association.

For subsequent payments, the corresponding interim reports (financial, scientific, and mentor, if applicable) must be submitted, signed by the appropriate individuals. In addition, your unspent balance must be below \$10,000 USD. Once both conditions have been met the Alzheimer's Association will review and approve and issue payment.

**Q. If the grants office at my institution has issues with a condition of the award/award letter, what should I do?**

A. Please send an email to [grantsagreements@alz.org](mailto:grantsagreements@alz.org) that includes the agreement document with the requested changes (in red-line) for review. The Association may or may not be willing to accept these changes.

Prior to applying for the funding opportunity, all applicants should confirm first with their institution that the conditions of award posted on our website are acceptable should the application be funded.

Please note that ONLY queries about the condition of award or award letter will be answered through this mailbox.

**Q. I've been awarded a Fellowship and my mentor has changed institutions. Can I still maintain them as a mentor?**

A. Yes - 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](mailto:grantsapp@alz.org) and we will work with you.

**Q. My mentor retired/is no longer able to serve in this role. What should I do?**

A. Please identify a new mentor and send us their CV and information. Please contact [grantsapp@alz.org](mailto:grantsapp@alz.org) and we will work with you.

**Q. I received an NIH (K and/or R award) and/or other funding award during my AARFA/AACSFAs. Am I able to maintain my fellowship?**

A. Maybe. 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](mailto:grantsapp@alz.org).

**Q. Why is the stipend not added to my final year payment?**

A. The stipends (\$10k to the PI, \$10K to the mentor) are not invoiceable funds that are used to support salary or other typical budget items. Rather, these are paid out at the conclusion of the project, to support project dissemination.

**Q. Is the additional stipend indicated in the AARFA/AACSFAs funding opportunities able to be paid as top up to the salary of the post-doc?**

A. No. The stipend, this money is intended to be used for the dissemination of the fellow's research and support activities that do so.

**Q. I got funded through another organization; am I able to maintain my award?**

A. Most likely. The Alzheimer's Association will work with you and your grants office to the best of our abilities for you to maintain both awards, if possible, so long as there is no scientific or funding overlap. If there are overlapping aims, please contact [grantsapp@alz.org](mailto:grantsapp@alz.org) and we will need updated aims for review and evaluation.

**Q. If I receive an award and I transfer institutions, is that ok? Even if the institution is in a different country?**

A. In general, yes, we will work with you and your institution to transfer the award to the new institution. The Alzheimer's Association reserves the right to determine this on a case-by-case basis. The Association will not renegotiate any accepted terms related to your grant with a new institution.

**Q. When wiring funds, what form of currency will be shown?**

A. The total award is in U.S. dollars and it doesn't change even if the exchange rate 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.

**Q. I'm not done yet with the experiments and need more time. Can you help?**

A. Yes, we can likely issue you a no cost extension (NCE). This will extend the grant's period of performance by a set amount of time (usually 6-12 months, but this can vary depending on the project and the need) to enable an investigator to complete the project. As the name suggests, no additional funds are awarded to the investigator for this period but they may continue to spend their existing funds to support the project.

**Q. Are rebudgets allowed?**

A: Rebudgeting, within reason, may be allowed. The Alzheimer's Association will work with you and your institution on a case-by-case basis. Please contact your grants administrator and/or [grantsapp@alz.org](mailto:grantsapp@alz.org).

**Any additional questions, please contact [grantsapp@alz.org](mailto:grantsapp@alz.org)**