

## **ELIGIBILITY**

1. **I have previously received AAN Research Program funding. Am I eligible to apply for the Career Development Award?**  
Yes, you would be eligible to apply.
2. **I am not a neurologist, am I eligible for the AAN Research Program Awards?**  
It depends on which award you are applying for. You are required to be a neurologist if you are applying for the Career Development Award. For all OTHER Research Program awards you do not need to be a neurologist.
3. **Do you have to be an American citizen to apply?**  
No, you do not have to be an American citizen to apply.
4. **Do I need to be certified to practice medicine in the US?**  
No, you do not need to be certified to practice medicine in the US to apply.
5. **I am a non-US citizen, but did residency training in the US and am currently “X” fellow at “X” institution. I am planning to stay for an additional two years of research and would like to apply for an AAN Program award. Is it possible to do this on a J1s visa in general?**  
There are no visa requirements for the grant, so you may apply for the grant with the J1 visa.
6. **Can there be only one applicant per institution?**  
We accept multiple applications from institutions.
7. **I currently have other funding, am I eligible to apply?**  
As long as the award is not a K (or K equivalent) or an R award and it ends by the start of the AAN funding (June 30<sup>th</sup>), then you are eligible to apply.  
  
If the funding does not end by the start of the AAN funding (June 30<sup>th</sup>), supplementation of the award with other grants is permissible but it cannot exceed the total annual amount of the AAN award.
8. **What if my funding exceeds the total annual amount of the AAN award but all of the additional funding is for project support, not for salary?**  
The only portion of your additional funding that would apply to the policy under number seven is salary support. Note that this policy applies to grants you *currently* have as an applicant. Please review to question number 18 for grants received after you have been notified of the AAN award.
9. **Does my faculty position (or lack thereof) make a difference in whether or not my proposal is funded?**  
It depends. Please refer to the section titled “Eligibility” on the RFA for the award you are interested in.
10. **I am an associate professor. Am I eligible for the Career Development Award?**  
Yes.
11. **If I apply and do not receive an award, can I reapply next year?**  
Yes. Applicants have successfully reapplied and received funding in subsequent years.

**12. Are Advance Practice Providers (APPs) eligible?**

No.

**13. Can applicants who do not hold an MD apply for a Research Program award? I have a doctoral degree and have completed a post-doctoral fellowship, but do not hold an MD. If I am eligible to apply, how will I be evaluated? (The RFA specifically mentions evaluating candidate's potential to be a "clinician-scientist.")**

It depends. To be eligible for the Career Development Award you must be a neurologist. You would be eligible for all other awards other than the Career Development Award. You will be evaluated based on the criteria in the RFA; in your case, as you are not a clinician, the term "clinician scientist" has a broader meaning; you will not be penalized for not being a clinician as long as your proposed project meets the mission of the AAN Research Program awards.

**14. I will be in the middle of a fellowship when the AAN grant starts. Am I still eligible?**

Yes, provided that you are able to meet the required 80% protected research time (or 75% for some awards).

**15. Can I apply to fund a PhD?**

No, you cannot use the award to fund a PhD.

**16. I did PhD and post-doc work after residency (I have an MD and a PhD). To be eligible for the awards, I noticed that the date I finished residency affects my eligibility for the awards. How does this eligibility criteria apply to me?**

If you hold both an MD and a PhD, your eligibility is based entirely on the date you completed residency.

**17. 14) The RFAs state that you need to have finished residency or a post-doctoral fellowship within the last five years for a Clinical Research Training Scholarship, within seven years for a Clinician Scientist Development Award and within five to 10 years of the start date of the award for the Career Development Award. I did one year of a clinical fellowship after finishing residency. For these purposes, does my one year of clinical fellowship count as part of residency?**

No. If you have an MD and did a fellowship, your eligibility is still based entirely on the day you completed residency.

You are eligible for:	If you...
Career Development Award	<p>Hold <u>both</u> an MD and PhD and Finished residency between June 31, 2009 &amp; July 1, 2014</p> <p>OR</p> <p>Hold an MD and finished residency between June 31, 2009 &amp; July 1, 2014</p>
Clinician Scientist Development Awards	<p>Hold <u>both</u> an MD and PhD and Finished residency June 31, 2012 and July 1, 2019</p> <p>OR</p> <p>Hold <u>only</u> an MD and finished residency between June 31, 2012 and July 1, 2019</p> <p>OR</p> <p>Hold <u>only</u> a PhD and defended your thesis between June 31, 2012 and July 1, 2019</p>
All two-year awards including: Clinical Research Training Scholarships, Practice Research Training Scholarships and Neuroscience Research Training Scholarships	<p>Hold <u>both</u> an MD and PhD and Finished residency June 31, 2014 and July 1, 2019</p> <p>OR</p> <p>Hold <u>only</u> an MD and finished residency between June 31, 2014 and July 1, 2019</p> <p>OR</p> <p>Hold <u>only</u> a PhD and defended your thesis between June 31, 2014 and July 1, 2019</p>

## **RECEIVING OTHER FUNDING**

**18. Which situations require a Research Program recipient (other than a Career Development Award recipient) to forfeit the rest of their Research Program award?**

a) If an AAN awardee receives notification that they have received another equivalent award any time before the start date of their AAN award (notification received any day up to June 30th), the researcher is required to notify the AAN and to forfeit the AAN award.

If an AAN awardee receives notification that they have received another equivalent award after the start date of their AAN award (notification received July 1 onward), including a K award, which begins after the July 1<sup>st</sup> start date of their Research Program award, they are required to notify Kristin Kutzke, Grants Program Manager. They are also to submit a letter on institution letter head, signed by their mentor with the following information: the name of the additional funding they received, the total amount, a new budget for how they will use the remainder of the Research Program award. A budget narrative should accompany the new budget. The documentation is submitted to the Research Program Subcommittee for their review. If approved, the recipient will be notified and the correspondence is documented by AAN staff.

In this instance, an equivalent award is defined as “any award or cumulative awards which equal the amount of the AAN award per year for any purpose including salary support, research costs, etc.”

b) The recipient is no longer able to meet the 80% required protected research time (or 75% depending on the award).

c) The recipient leaves their institution to go into private practice full or part time.

d) The AAN reserves the right to require a recipient forfeit an award for reasons other than those described above.

Please note that the revised budget will undergo a review process and is not guaranteed to be approved.

**19. Can you provide a specific example of an “equivalent award”?**

For example, if you receive the Clinical Research Training Scholarship which provides \$150,000 (\$75,000 per year) and you were offered additional funding which provided \$75,000 or more per year of funding, this would be considered an award of “equal or greater dollar amount.”

**20. Does it matter how much of the Career Development Award and other awards are used for salary vs. research costs?**

No, this is left up to the institution.

**21. When identifying the total amount of other funding, do I include the “total budget” or the “budget for salary support?” For example, some might include “fringe” and/or “overhead” and/or other fees?**

Total budget.

22. **I hold a smaller career development award primarily for salary support (\$75,000 per year for three years, from 2015-2018) from a Canadian government research funding agency (Canadian Institutes for Health Research, CIHR). Can I apply for a Research Program award even though the funding will overlap?**

It depends on which award you are applying for. You would be eligible for the Career Development Award because the total amount of the CIHR award per year (\$75,000) does not exceed the amount of the Career Development Award per year (\$150,000). If you are applying for any other Research Program awards, you would not be eligible because your CIHR would exceed the yearly amount provided by the other AAN awards offered.

23. **My annual salary support from my institution exceeds the amount of the Research Program award per year. Does this disqualify me from applying?**

No, the "equal or greater dollar amount" restriction does not apply to money provided by your institution, only external sources.

24. **I have previously received a K award. Can I apply for the Career Development Award?**

No, if you have received either a K or an R award you are ineligible to apply for the Career Development Award. However, you are encouraged to apply for K and R awards while applying for a Career Development Award and after receipt of the Career Development Award.

Note that if you have received an institutional award (such as a KL2 and K12 which has or will end by the start date of the award July 1<sup>st</sup>) you ARE eligible to apply for the Career Development Award.

25. **I am a recipient of the Career Development Award and my K (or R) award has been funded. What is the AAN policy on this? Please contact Kristin Kutzke at [kroehl@aan.com](mailto:kroehl@aan.com) and she will walk you through the policy.**

26. **I currently have a K award, R25, etc. can I apply for an AAN Research Program award and then defer the AAN award until the R25 runs out?**

No, you cannot apply with the intention of deferring the AAN Award.

27. **24) Are mentors allowed to charge effort to the Career Development Award?**

No.

### **RECIPIENT QUESTIONS**

28. **Would I be able to transfer institutions after I receive my award?**

Yes, we require five letters in order to transfer institutions:

- a) Letter from you stating your intentions to transfer
- b) Letter of approval from your current mentor
- c) Letter of approval from your current department chair
- d) Letter of approval from the mentor at your new institution
- e) Letter of approval from the department chair of the new institution stating that f) The required percent of your time will be protected for research (typically 80%)

We also require a final financial reconciliation from your current institution. After we have that, a new contract signed by you, the AAN, and your institution would have to be signed. Your funding would then be sent to your new institution.

29. **What is the procedure for applying for a no-cost extension?**

Please submit a one-page letter on institution letterhead via email to Kristin Roehl, Grants Program Manager, justifying why you are requesting the no-cost extension.

30. **I am going to apply for a no-cost extension. Can any of the remaining funds be used for salary support during the no-cost extension?**  
Yes, please mention this in your no-cost extension request letter that all or part of the funds will be used for salary support.
31. **I have a general question about the AAN's re-budgeting policy. Are recipients of the awards that provide salary support and educational/tuition support allowed to re-budget funds into or out of either category?**  
One cannot use the education/tuition component for salary support. The purpose of the award is training. If it is for something else such as travel, supplies, etc. that may be allowed.
32. **My institution has a question about how I can be paid. Per my position, I am a salaried employee and am paid via "salary/fringe" and not "stipend." This will not change the amount I am paid from the award, simply the method. Is this acceptable?**  
Yes, this is acceptable.

#### **APPLICATION ATTACHMENTS**

33. **What if I don't have any current/pending funding?**  
Please simply state that you do not have any current or pending funding.
34. **The application calls for my CV. Should it be in traditional CV format or a bio sketch?**  
Please use a NIH biosketch format.
35. **Should the NIH bio sketch be in the new or old format?**  
Please use the new format.
36. **Do you require that the Research Plan be in NIH format?**  
No, you can use any format you wish for the research plan.
37. **I am currently preparing my application. To whom should the recommendation letters should be addressed?**  
Kristin Kutzke, Grants Program Manager
38. **My mentor is wondering if I (as the applicant) will have access to what they write in support of my application?**  
No, this information is not available to you as the applicant.
39. **Should I upload my documents in Word or PDF format?**  
PDF format is required.
40. **I have applied for AAN Research Program funding in the past and I received feedback from the reviewers. In which document of the application should I address the feedback?**  
You should address the feedback throughout your application. For example, if the feedback indicated that your proposed coursework was sub-optimal, address the comments in the "Document describing arrangements for formal course work." If the feedback was in regards to the research plan, then please address the comments in the "Research Plan."

41. **One of my references would like to send a DVD of our pilot data. Is this recommended?**  
No, it is not recommended that you send DVDs. Still pictures are allowed provided that you do not exceed the maximum page numbers per document.
42. **The application asks me to enter contact information for two references. Are these two individuals in addition to my mentor or can I enter my mentor's information as one of the references.**  
No, you are required to enter the name and email address for four individuals: your mentor, your department chair, and two references. If you have a second mentor, he/she can be one of your references. If your chair is also your mentor, please enter his/her name in both the chair and mentor fields.
43. **The application requires that I “describe arrangements for formal coursework including: quantitative clinical epidemiology, biostatistics, study design, data analysis, and ethics.” I have taken all or most of this coursework already. How do I address this in my application?**  
Please list the applicable courses you have already taken and indicate that you have already completed them.
44. **Should letters of reference be signed and then scanned as PDF files or can they be unsigned word documents?**  
Letters of reference should be signed and scanned as PDF files.
45. **Can my letters of reference be sent with my proposal?**  
Yes. In fact, with our online application, data is not saved. It is preferable to send everything at one time although it is not absolutely necessary to do this.
46. **Do I need to upload my documents all at once?**  
No, you can save and come back to your application at any time.
47. **The application asks for the name and email address for the chair of the department. Can the letter be from my program director?**  
No, the letter must come from the department chair.
48. **Are there any particular guidelines as to how advanced the area of coursework should be for the categories of epidemiology, biostatistics, study design, data analysis, and ethics?**  
Courses should be appropriate for your development stage. If you are in the early stage of your career and have never taken a course in clinical research, then start with the basics. If you are more advanced, then take a more advanced course that will be helpful for your career. Justify whatever courses you are taking. What is necessary is a description of the resources that are available to you at your institution in order to assist you with your research.
49. **Is it okay for my letter of support from the chair to come from a department other than neurology?**  
Yes.
50. **Is there a preferred font type and size for my attachments?**  
Please follow the font guidelines as provided by the NIH.
51. **Are figures/tables counted in the research proposal page limit?**  
Yes, they would count against the page limit.

**52. Are references in addition to the page limit for the research proposal or are they included in the proposal?**

References will not count against the page limit. In other words, you can include additional pages for references.

**53. Is a preliminary data section necessary?**

It depends. If you are applying for the Career Development Award then yes, a preliminary data section is strongly recommended. For all other awards other than the Career Development Award it is not necessary. However, if you do have a preliminary data section, it should be included in your research proposal.

**54. Is a signature page or an institutional signing letter required?**

No. It is not required.

**MISC.**

**55. How is the overall application scored?**

The applicant's ability and promise as a clinician-scientist based on prior record of achievement and career plan, letters of reference, and curriculum vitae—30 percent; quality and nature of the training to be provided and the institutional, departmental, and mentor-specific training environment—30 percent; and quality and originality of the research plan—40 percent.

**56. Who makes the decision about awards?**

A review committee.

**57. Can I be considered for more than one award?**

It depends. If you are applying for any Research Program funding opportunities OTHER than the Career Development Award, the answer is **yes**, you can be considered for more than one award. Only send in one application. Apply for the one you would most prefer. The review committee will consider your application for **all** of the awards for which you are eligible, regardless of which you ranked first. If you are applying for the Career Development Award, you are NOT eligible for any other awards and vice versa. If you are applying for a Clinician Scientist Development Award (CSDA), you are also eligible for two-year funding opportunities, despite the difference in length and funding.

**58. What other awards does the AAN have?**

This information can be found by visiting AAN.com and selecting "Research and Awards."

**59. Are there one-year awards?**

Currently, there are no one-year awards.

**60. I am currently at institution A, but I will be transferring to institution B. I will be using the AAN grant at institution B. Should I enter the contact information for the chair at institution A or institution B?**

You should enter the information for the chair at institution B (the institution where you will be using the grant).

**61. Does the AAN require I add a scholastic performance section to my biosketch?**

No.

**BUDGETING**

**62. When does funding begin?**

Funding begins within 30 days of having a signed agreement between the institution and the American Academy of Neurology. Funding begins on July 1.

**63. Is the AAN Research program funding per year support to be used only for salary support? How is the research project being paid?**

This is up to you and your institution. You can use AAN Research Program funding for Direct Costs. For a list of what is considered a “Direct Cost” see question directly below.

**64. Does the award cover indirect costs?**

No, the award only covers direct costs. Direct costs include: salary; travel to research-related meetings; MRI/CT scans; participation costs; reimbursement for patients; equipment; fringe benefits; tuition; classes; publication costs; research-related personnel (research coordinator, data analysis staff, etc.). Indirect costs include: facility and administrative costs and AAN/other neurological society membership dues.

**65. Is there a salary limit or salary cap?**

No, there is no salary limit or salary cap (that is left up to the institution).

**66. Can I use funding to subcontract to another institution?**

Yes, but your institution will need to be responsible for submitting the funds to the other institution. In other words, the AAN will only be responsible for submitting funds to your institution, not the subcontracting institution. Note that if you have an award that is sponsored by both the AAN and another organization, the decision about whether or not subcontracting is allowed will be made on a case-by-case basis.

**67. Am I required to submit a budget with my application?**

It depends on which award you are applying for. For all awards OTHER than the Career Development Award you do not need to submit a budget. If applying for the Career Development Award then, yes, you will need to upload a budget.

<b>Optional Career Development Award Budget Template</b>	
<b>Career Development Award Applicant</b>	
<b>Project Title</b>	
	<b>Amount</b>
<b>EXPENSE</b>	
<b>Salaries &amp; Wages</b>	
<b>Fringe Benefits</b>	
<b>Consumable Supplies</b>	
<b>Travel</b>	
<b>Other Expenses</b>	
<b>Patient Care</b>	
<b>Capital Equipment</b>	
<b>Non-Capital Equipment</b>	
<b>Subcontract Expense</b>	
<b>Other</b>	

Other	
Other	
TOTAL COSTS	

**68. Should I include a narrative with the Career Development Award budget?**

Yes, please include a narrative of how the funds will be used (no longer than one page).

**69. Is there a recommended template to use for the Career Development Award budget attachment?**

Yes, please see below for an optional template. You are also allowed to use your own template.

**PROTECTED RESEARCH TIME**

**70. I am a post-doc and not a clinician. The application requires me to submit a letter from my chair stating that 80 percent of my time will be protected. In my case, this is not applicable since I do not have clinic responsibilities.**

Once you submit, your chair will receive an email requesting confirmation that they support the submission of your application. When they follow the link in the email, it will take them to a form to complete. Your chair can explain in that form that the 80 percent protected time is not applicable to your situation and you will meet or exceed that requirement.

**71. Would I be eligible if I were to apply this year and still complete advanced post-doctoral work the following year while on the AAN grant?**

You would be eligible; however, note that your chair would still need to sign a letter agreeing that 80 percent (or 75 percent, depending on the award) of your time would need to be protected for research.

**72. Does time spent in courses and completing coursework count toward the 75-80 percent?**

Yes.

**73. Are there any requirements about being involved in patient care at that time?**

It depends on which award you are applying for. The Career Development Award and the Susan S. Spencer Clinical Research Training Fellowship limit patient care to 25 percent of your time. For all AAN Research Program awards OTHER than the Career Development Award and Susan. S. Spencer Clinical Research Training Fellowship, your patient care is limited to 20 percent of your time.

**74. I noticed that the applicant's clinical responsibilities cannot exceed 20-25 percent (depending on the award) of the recipient's time. Is there a requirement of a minimum percent effort that an applicant should devote to the proposed project?**

Yes, if the award restricts their clinical responsibilities to 20 percent then their minimum percent of effort to the proposed project is 80 percent. If the award restricts their clinical responsibilities to 25 percent, then their minimum percent of effort to the proposed project is 75 percent.

**75. Does the 80 percent of time that is calculated to dedicate to research only take in account the usual clinical work schedule?**

Regarding the 80 percent requirement, you should plan to devote four full work days per week to the research activities. If you have received an award with a 75 percent requirement, you should plan to devote 3.75 work days per week to the research activities.

### **MENTOR**

**76. Does my primary mentor need to be a neurologist?**

No.

**77. Does my mentor have to be at the same institution where I will be conducting my research?**

We strongly encourage your mentor to be from the same institution where you will be conducting your research. If your mentor is not at your institution, please provide evidence of a strong mentor-mentee relationship.

**78. Are co-mentors permitted?**

Yes, multiple mentors are permitted. One mentor should be designated as primary mentor to handle administrative issues. When applying, you can enter your second mentor's contact information as a reference. Both your mentor and your references will receive an email with a link. The link will bring them to a form where they can recommend you.

**79. Does the mentor have to be a member of the AAN?**

It is not a rule that the mentor has to be a member of the AAN; however, it is preferred.

**80. What is the best way to handle collaborators at other institutions?**

The primary mentor should spell out what the collaborator is doing when your mentor submits their form supporting your application.