

## **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, in general you do not have to be an American citizen to apply. However, there may be a few awards that require you to perform your research at a US institution. To verify, please refer to the eligibility requirements listed on the RFA.
- 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 16 for grants received after you have been notified of the AAN award.
- 9. I am an associate professor. Am I eligible for the Career Development Award?** Yes.
- 10. 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. 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 70% protected research time.

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

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

**15. 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.

You are eligible for:	If you...
Career Development Award	<p>Hold <u>both</u> an MD and PhD and Finished residency between June 30, 2014 &amp; July 1, 2019</p> <p>OR</p> <p>Hold an MD and finished residency between June 30, 2014 &amp; July 1, 2019</p>
Clinician Scientist Development Awards	<p>Hold <u>both</u> an MD and PhD and Finished residency June 30, 2017 and July 1, 2024</p> <p>OR</p> <p>Hold <u>only</u> an MD and finished residency between June 30, 2017 and July 1, 2024</p> <p>OR</p> <p>Hold <u>only</u> a PhD and defended your thesis between June 30, 2017 and July 1, 2024</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 30, 2019 and July 1, 2024</p> <p>OR</p> <p>Hold <u>only</u> an MD and finished residency between June 30, 2019 and July 1, 2024</p> <p>OR</p> <p>Hold <u>only</u> a PhD and defended your thesis between June 30, 2019 and July 1, 2024</p>

## **RECEIVING OTHER FUNDING**

**16. 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 30), 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 start date of their Research Program award, they are required to notify Michelle Maxwell, Senior Manager, Research Program. 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.

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

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 70% required protected research time.

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.

**17. 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.”

**18. 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.

**19. 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. 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.

**23. 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.

**24. 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.

**25. Are mentors allowed to charge effort to the Career Development Award?**

No.

### **RECIPIENT QUESTIONS**

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**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 (70%)

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 Michelle Maxwell, Senior Manager, Research Program, 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.

**33. I received the Clinical Research Training Scholarship. Can I spread the funding out over a 3-year time period and take a gap-year in between?**

No, the award must be used in two consecutive years.

### **APPLICATION ATTACHMENTS**

**34. What if I don't have any current/pending funding?**

Please simply state that you do not have any current or pending funding.

**35. The application calls for my CV. Should it be in traditional CV format or a bio sketch?**

Please use a NIH biosketch 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 mentor letter be addressed?**

AAN Research Program Subcommittee.

**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 feedback?**

You should address 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.”

**40. 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.

**41. Regarding the AAN Career Development Award, is the six-page research plan supposed to include a section on training plans?**

Yes, please weave the training plan into the research plan.

**42. Is it okay for my letter of support from the chair to come from a department other than neurology?**

Yes.

**43. Is there a preferred font type and size for my attachments?**

Please follow the font guidelines [as provided by the NIH.](#)

**44. Are figures/tables counted in the research proposal page limit?**

Yes, they would count against the page limit.

**45. 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.

**46. Is there a page limit for the budget or personal statement required for the Career Development Award?**

No, there is no page limit for either the budget or the personal statement.

**47. 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.

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

No. It is not required.

**MISC.**

**49. 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, and curriculum vitae; quality and nature of the training to be provided and the mentor-specific, departmental, and institutional training environment; quality and originality of the research plan; innovation of the research plan approach; and project significance: the ability to progress the field or solve an important problem.

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

A review committee.

**51. 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 will be considered for all other relevant awards. Only send in one application. You select which award category you want to apply for (CDA, CRTS, CSDA, NRTS, PRTS, Seed Grant) and you will be considered for all relevant awards within that category. 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.

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

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

**53. 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).

**54. Does the AAN require I add a scholastic performance section to my biosketch? No**

## **BUDGETING**

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**62. When does funding begin?**

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

**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.

**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.



<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	

**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 70 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 70 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 70 percent of your time would need to be protected for research.

**72. Does time spent in courses and completing coursework count toward the 70 percent?**

Yes.

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

Patient care is limited to 30 percent of your time.

**74. I noticed that the applicant's clinical responsibilities cannot exceed 30 percent 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 30 percent then their minimum percent of effort to research activities is 70 percent.

**75. Does the 70 percent of time that is calculated to dedicate to research only take in account the usual clinical work schedule?**

Regarding the 70 percent requirement, you should plan to devote 4 full 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. However, one mentor should be designated as primary mentor to handle administrative issues.

**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.