



ISTAART Grant Program for Conferences and Convenings (IGPCC)

BACKGROUND

The Alzheimer's Association International Society to Advance Alzheimer's Research and Treatment (ISTAART) is an inclusive global network of scientists, clinicians and dementia professionals who share common goals: the pursuit of knowledge, collaboration and breakthroughs. ISTAART's exclusive benefits include access to 29 unique Professional Interest Areas (PIAs), year-round networking and informative webinars.

PIAs are made up of ISTAART members with common subspecialties and interests, providing a flexible forum to share information, learn and collaborate. PIAs provide a networking forum for ISTAART members, share latest research in common subspecialties, provide mentoring and leadership opportunities and career guidance, promote collaboration and more. Information on ISTAART PIAs can be found [here](#).

The ISTAART Grant Program for Conferences and Convenings (IGPCC) will help foster and facilitate PIA-driven efforts to expand and accelerate research discussion.

Examples of initiatives that can be funded through the mechanism include:

- Convene a PIA-led conference or educational workshop.
- Host a PIA-led event at a national or international conference (excluding all Alzheimer's Association International Conference - AAIC meetings)

This list of potential initiatives is not exhaustive - if you have an idea for a program, please reach out via grantsapp@alz.org to see if your program fits within the scope of this RFA.

PROGRAM OBJECTIVE

The IGPCC was created to provide a unique opportunity to ISTAART PIAs to increase training and networking organized by members for members. This will help facilitate the exchange of information and provide opportunities to convene and address emerging issues in new and innovative ways. Further, this program will help facilitate new networking opportunities between individuals in the field. Overall, this will increase visibility of dementia research worldwide, through ISTAART.

FUNDING AND AWARD PERIOD

The Alzheimer's Association anticipates funding up to 10 proposals per fiscal year based on available funds. Each award can be up to \$25,000 in total direct funding based on the needs of the initiative planned. If the initiative planned is not within this funding range, contact

grantsapp@alz.org for more details. No indirect costs will be provided. The applicant's institution must be able to manage the receipt of funding for distribution as necessary; this is considered a grant. The funding amount is dependent upon the size and scope of the program.

Applications will be accepted and reviewed quarterly throughout the year. Funding must be awarded to the primary ISTAART member's institution prior to the event and funds need to be used within 6 months of the completion of the event. Final reporting - financial and initiative summary - is due 6 months after the completion of the event (more information below). At all programming, ISTAART must be recognized for the funding (details outlining recognition are below). The application timeline is below in key dates. Additional details on allowable costs are outlined in the budget section.

KEY DATES

Letters of Intent are not required for this funding program. However, it is recommended you email grantsapp@alz.org prior to submission of an application to verify your initiative is within the scope of this program.

Applications must be submitted and received by 5:00 PM Eastern Time on the respective deadline or they will not be reviewed until the next cycle. Hard copies or emails of applications will not be accepted.

Deadlines

Applications are accepted for review 4 times a year. More information on the application process can be found in the proposal submission deadlines' section. Plan ahead based on the timeline of your event and allow for 6-8 weeks after the submission deadline to receive notice if your program has been funded.

Application Deadlines (Cycle C, D, and A are subject to change, reference the RFP for the most up-to-date dates):

Applications Due:

April 14, 2023, 5p.m ET (Cycle B)
August 4, 2023, 5p.m. ET (Cycle C)
October 20, 2023 5.p.m ET (Cycle D)
January 19, 2023 5.p.m ET (Cycle A)

Application Review:

April - May 2023 (Cycle B)
August - September 2023 (Cycle C)
October - November 2023 (Cycle D)
January - February 2023 (Cycle A)

Award Notifications

By mid - June 2023 (Cycle B)
By mid - October 2023 (Cycle C)
By mid - December 2023 (Cycle D)
By mid - March 2023 (Cycle A)

ELIGIBILITY

Only ISTAART PIA executive committee members may apply for funding. Cross-PIA collaborations are encouraged. The entire PIA executive committee needs to be in agreement of the proposal. If you are not on a PIA executive committee, please work with an executive committee member to submit an application. The individual submitting the application must be able to receive funding through their institution.

INELIGIBILITY

Non-ISTAART Members and ISTAART members not on a PIA Executive Committee are not eligible to apply but are able to help with the proposal.

Each PIA is limited to two unique awards through this program each year. If a submission is not accepted, the application is allowed up to two resubmissions.

Events / Programs not eligible for this funding mechanism include:

- Events at Alzheimer's Association International Conference (AAIC).
- Events not focused on advancing the field, networking, or increasing the reach of ISTAART PIAs

BUDGET

A detailed budget for the proposed program is required and must be submitted with the application. Funding limit for this mechanism is \$25,000. If your budget exceeds \$25,000, contact grantsapp@alz.org for more information. The Alzheimer's Association is only responsible for funding these awards. This funding can be combined with additional sources of outside funding (pending approval of the Alzheimer's Association). If using additional funding sources, detailed information on the partnership and how the Alzheimer's Association will be recognized is required.

Allowable costs under this award include:

- Travel and accommodation (flight, baggage, and hotel) for speakers and moderators
- Travel fellowships for students, postdoctoral researchers, and researchers based in low and middle income countries (LMIC)
- Set up - rental space (chairs, tables, sound system, video system, etc.)
- Event food and beverages
- Advertising for event
- Science writer to recap event
- Manuscript submission fees
- Outreach materials

Not allowable as direct costs under this award include:

- Any assistance from the Alzheimer's Association aside from advertising.
- No indirect costs

PROPOSAL SUBMISSION PROCEDURES

To submit an application, the required materials including templates and instructions will be available online at proposalcentral.com. Submission of a Letter of Intent is not required for this program, however, it is recommended to email grantsapp@alz.org to verify your application is within the scope of the program.

The full application must include the following attachments and must not exceed the maximum page limit allowed for each section.

- Goal of the initiative (1 page maximum)
 - Details on how this event fits within a specific PIA or broader ISTAART goals
 - Expected outcomes of this event
- Detailed program plan (3 page maximum)
 - Details on the planned event. This includes but is not limited to...
 - How is this being promoted?
 - Who is the intended audience of this program?
 - How will ISTAART and the Alzheimer's Association be recognized?
 - How will you evaluate this program's effectiveness?
 - Information on what is included (and not included) in the event
 - Information on what is needed for the event
 - Who will attend the event
 - Attendees, speakers, and PIA Executive Committee members
 - Detailed information on how the event will promote diversity, equity, and inclusion.
- Detailed budget and budget justification - no page limit
 - Template provided but not required to be used as long as the budget is presented in a clear and concise format
 - External resources can be used to support this programming. Detailed information on the external sources is required. External resources must be approved by the Alzheimer's Association before funding.

Applications will be reviewed by the Alzheimer's Association and members from ISTAART Advisory Council with special attention to:

- Details and specifics of the initiative.
- Detailed budget with breakdown of all funds requested.
- Impact of this initiative to the progress and foundation of the PIA or other area within ISTAART.
- Consideration of inclusion and belonging in science in the proposed initiative.

All applications must be submitted by an ISTAART PIA Executive Committee Member. Additional ISTAART members are able to participate in the application process aside from submission.

It is imperative that you proofread your application before submission as you will not be allowed to make changes to the application after the deadline or once the application is under review.

Multiple and Overlapping submissions

A PIA can only apply for consideration of two unique initiatives per fiscal year (July 1, 2022 - June 30, 2023). If not approved, up to 2 resubmissions are allowed per application.

Review Process Overview

All applications are subject to a multistage review process carried out through an online system. The first stage, applications are reviewed internally to verify the application is within the scope of the program. The second stage includes review by the ISTAART Advisory Council

to review the application and provide recommendations. Final review for funding and approval will be by the Alzheimer's Association based on the council's recommendations.

Notification of Award

Applicants will be notified of their request for funding through proposal central. Information based on the application can be provided to the applicant. Award notifications will be sent out within 6-8 weeks of the application deadline.

Additional Information

Ethical / Regulatory Approvals and Reporting Requirements

If awarded for funding, the Alzheimer's Association and ISTAART require that any necessary ethical and/or regulatory approvals are kept current. Updated reporting throughout the lifetime of this award is requested.

ISTAART Acknowledgements

For all programs, ISTAART must be acknowledged verbally and on written documentation for providing funding for the program at the beginning and end of the event, and any resulting publications. If a fee is required to attend the program, plans should include a minimum of 20% discounted rate for ISTAART members as an incentive to increase ISTAART engagement. ISTAART will partner to help distribute information about the initiative, as applicable.

Please use the following declaration when acknowledging the funding source:

"Funding for this conference / event / manuscript (or relevant documentation) was made possible in part by the ISTAART Grant Program for Conferences and Convenings <<award ID>>, and Alzheimer's Association International Society to Advance Alzheimer's Research and Treatment (ISTAART), through the <<name>> Professional Interest Area (PIA). The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Alzheimer's Association; nor does mention by trade names, commercial practices, or organizations imply endorsement by the Alzheimer's Association."

Financial and Program Reporting

Financial reports must be submitted within 6 months of the initiative completion. Detailed program summary (including summary of event, number of attendees, and unexpected outcomes of the event) due 6 months after the event completion. All reports must be submitted electronically via proposalcentral.com.

Nondiscrimination and Harassment Statement

The Alzheimer's Association is committed to providing an environment free from harassment and discrimination. The Alzheimer's Association strictly prohibits harassment and discrimination based race; creed; color; religion; sex; sexual orientation; national origin; ancestry; age; veteran status; citizenship status; marital status; physical or mental disabilities; pregnancy, gender identity or expression (including transgender status); genetic information; and any other characteristic protected by federal, state or local law.

Photography and videography authorization

Consent must be given by attendees for photography and videography to be taken and shared at the initiatives.

COVID-19 Statement

The Alzheimer's Association is committed to providing a safe environment during the COVID-19 pandemic. All federal and local guidelines must be followed for any in-person events.

Guidance on best practices for events will be provided to funded awards based on the event.

This program announcement is posted on the website of the Alzheimer's Association at [alz.org/grants](https://www.alz.org/grants).

For additional information, please send all inquiries to grantsapp@alz.org.