

How to Apply for ERF Grants: New Therapy – Commercialization Grants

Letter of Intent Due: March 1, 2012 by 11:59 PM Eastern Time
If LOI is accepted, Proposal is Due: April 12, 2012 by 11:59 PM Eastern Time

ERF encourages 1:1 matching grants to academic and commercial entities to support the commercialization of novel approaches to the treatment of epilepsy. These matching funds seek to leverage other resources, and accelerate the pace of therapeutic advances. Preference will be given to proposals that already have a commercial partner engaged to assist with development and to proposals that have committed or matched funding from the sponsoring institution, commercial partner or other third party source. We welcome a broad span of proposals from anywhere in the world.

Applicants must demonstrate background work beyond the basic science discovery stage.

All proposals will be evaluated by our Business and Scientific Advisory Boards based on specific criteria:

Business Advisory Board criteria:

1. Intellectual Property Strategy & Status; Freedom To Operate
2. Can this Get to Patients: Investment Potential & Likelihood of Ongoing Funding Support
3. Probability of Success / Time Factor
4. Fit with Program Mission / Patient Impact
5. Overall Impression

Scientific Advisory Board criteria:

1. Quality of Science
2. Probability of Successful completion of milestones / outlined program
3. Timeframe of Success
4. Fit with Program Mission / Impact on Patients
5. Overall Impression

Contact Joyce Cramer with scientific questions, joyce@epilepsytherapyproject.org

Investigators must submit a Letter of Intent on **March 1, 2012 by 11:59 PM Eastern Time**
The deadline for receipt of full Grant Proposals is on **April 12, 2012 by 11:59 PM Eastern Time**
Full proposals will be accepted only from Investigators whose Letter of Intent was approved.
(Instructions follow)

Letter of Intent

Applicants interested in any grant program must submit a Letter of Intent (LOI). If applicant is notified that LOI is considered suitable for full review, a full proposal can be submitted.

The Letter of Intent must be submitted electronically by using proposalCENTRAL. The proposalCENTRAL system can be accessed at: <https://proposalcentral.altum.com>.

THE DEADLINE FOR SUBMISSION OF LOI IS MARCH 1, 2012 BY 11:59 PM EASTERN TIME

LOI Content and Layout for New Proposals

1. Title of proposed project (maximum 50 characters)
2. Principal Investigator (name, title, affiliation, address, telephone, email address)
3. Co-Investigators (names, titles, affiliations) (only key co-PIs)
4. Anticipated total budget
5. Brief summary of project goals and plans/approaches (not to exceed ½ page)
6. Brief description of intellectual property position and potential for commercialization (one paragraph)
7. Brief description of what is unique about the project, and how it compares to any competitor (2 sentences)

LOI Submission for Revised Proposals (resubmissions)

Items 5-7. Briefly explain changes from previous application that address key critiques.

LOI Format

- Must not exceed 2 pages, inclusive of all information listed above (#5, #6, #7)
- Minimum 10 point font
- Convert LOI document to a PDF and then upload in proposalCENTRAL

LOI Submission

- Submit the completed LOI through proposalCENTRAL: <https://proposalcentral.altum.com>
- Once there, click 'Applicants: Click Here to Login, Register to Apply', and setup an account
- Click on 'Validate' to make sure all required fields have been filled in
- Click on the 'Submit' link to submit LOI in proposalCENTRAL

LOI Acceptance Notification

LOIs will be reviewed within one week, at which time Principal Investigators / Contact People will be notified if the proposal is not considered suitable for a full review. LOIs considered suitable must be submitted as full proposals by April 12, 2012 (see grant instructions, following).

Grant Application

Applicants for all types of grants must have received approval for a Letter of Intent (LOI) before proposal will be accepted.

DEADLINE FOR RECEIPT OF PROPOSALS IS APRIL 12, 2012 BY 11:59 PM EASTERN TIME

Proposal Content

Do not exceed the specified number of pages for each section, inclusive of all information

1. **Cover** – Page 1
 - a. Title of proposed project (maximum 1 line)
 - b. Institutional approvals for work involving humans or animals (project number and date of approval)
 - c. Principal Investigator (name, titles, affiliation, address, telephone, email address)
 - d. Key Co-Investigators (names, titles, affiliations)
 - e. Contact person if other than Principal Investigator (name, address, telephone, email address)
 - f. Institutional officers (financial officer and grant administrators) responsible for the proposal and award
2. **Summary Statement** – Page 2 (maximum 1 page)
 - a. What is unique and significant from a therapeutic perspective about the project, how will it lead to new treatments for epilepsy, and how it compares to any competitor
 - b. What proof of principle or indication of efficacy and safety currently exist
 - c. A project summary written in lay language for consumers (approximately 50 words)
3. **Commercialization Potential** – Page 3 (maximum 1 page)
 - a. Description of intellectual property position
 - b. Potential pathway for commercialization, including potential (contacted) or actual commercial partners
 - c. Timeline for work proposed; estimated time to reach patients
4. **Proposal** (maximum 6 pages, including references)
 - a. Background describing this approach to treatment (suggested limit of ½ page; omit the unmet need)
 - b. Procedures (most important section: emphasize what will be done during the first year). Include Go / No Go decision points and milestones, and specific milestones. (Note: funding will be based on achieving milestones)
 - c. Sample size (as needed) and statistical analysis plan
 - d. References (limit to a few abbreviated, essential references)
5. **Bio Sketches & Other Support**
 - a. Bio for Principal Investigators
 - b. Other Support: Title, role in grant, percent effort, amount of funding and years of current and pending support for each grant (including SBIR, STTR, RAID). Include all non-governmental funding (e.g. CURE, Epilepsy Foundation, American Epilepsy Society, other foundations) for work related to this proposal (past, present, pending) and how this impacts IP.

6. Budget

- a. Detailed budget and justifications for 1st year (and 2nd year, if needed). There is no specific limit for budgets. Ask for what you need and justify, including funding from other sources.
- b. Funds may only be used for direct costs. Funds may NOT be allocated for travel, administrative purposes, or equipment. Salary for pre/post-doctoral trainees should be justified based on full-time work on this proposal.
- c. Must describe milestones for payments

7. Collaborators

- a. Include letters from key collaborators indicating the extent of their participation (no bio sketches). Specifying their planned contributions (list only investigators who will actively participate in the program, not merely mentor, advisor, or extra name). They should be uploaded in the 'Upload Attachments' section of proposalCENTRAL.

Supplementary materials are discouraged, but may be included as an Appendix, IF ESSENTIAL.

Note: Save and upload the Summary Statement, Commercialization Potential, Proposal, Bio Sketches and Collaborators Letters as PDF files in the 'Upload Attachments' section.

Revised Proposal Content (resubmissions)

Provide a response to the critiques received from the earlier submission (maximum 4 pages) (ask for extra space, if necessary)

- Respond to questions, and provide additional information to support the resubmission
- List Go / No Go decision points and milestones
- Update the project summary written in lay language for consumers (approximately 50 words)
- Update budget

Note: Save and upload this resubmission as 'Resubmission Response' in a single PDF file in the 'Upload Attachments' section.

Proposal Submission

- Submit the completed proposal through: <https://proposalcentral.altum.com>
- Click on 'Validate' to ensure all required fields have been completed and all required attachments have been uploaded. Check the attachments to make sure the correct ones are uploaded under respective attachment types.
- Click on 'Submit'. You will receive an email confirmation for your proposal submission. If you do not receive confirmation, please call 1-540-687-8077 x 105.
- Submit **15 paper copies** no later than April 13:

VIA MAIL: Epilepsy Therapy Project, Grants & Awards Division
PO Box 742
Middleburg, VA 20118

VIA COURIER: Epilepsy Therapy Project, Grants & Awards Division
10 North Pendleton Street, Upper Level
Middleburg, VA 20117

- **DEADLINE FOR WEB SUBMISSION OF PROPOSALS IS 11:59 PM EASTERN TIME, APRIL 12, 2012**