



## 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](#).

An additional opportunity is AAIC Neuroscience Next which is a global, no-cost virtual conference that showcases the work of students, postdoctoral researchers and early career research professionals in cognitive, computational, behavioral, and other areas of neuroscience research. At AAIC Neuroscience Next, attendees gain access to information on funding and networking opportunities, further advancing their careers and accelerating the future of neuroscience.

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)
- Host an AAIC Neuroscience Next Hybrid Hub

This list of potential initiatives is not exhaustive - if you have an idea for a program, please reach out via [grantsapp@alz.org](mailto: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 the 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](mailto: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](mailto: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/USA 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 (Reference the RFP for the most up-to-date dates):

### **Applications Due:**

August 4, 2023, 5p.m. ET (Cycle A)  
October 20, 2023 5.p.m ET (Cycle B)  
January 19, 2024 5.p.m ET (Cycle C)  
April 12, 2024 5 p.m. ET (Cycle D)

### **Application Review:**

August - September 2023 (Cycle A)  
October - November 2023 (Cycle B)  
January - February 2024 (Cycle C)  
April - June 2024 (Cycle D)

## **Award Notifications**

By mid - October 2023 (Cycle A)  
By mid - December 2023 (Cycle B)  
By mid - March 2024 (Cycle C)  
By mid - July 2024 (Cycle D)

## **ELIGIBILITY**

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.

An exception will be made for AAIC Neuroscience Next Hybrid Hubs as these do not need to be PIA Executive Committee Led.

The individual submitting the application must be able to receive funding through their institution.

*Note: Alzheimer's Association grants are generally open to scientists and researchers across the globe; however, as a U.S.-based charity, the Alzheimer's Association is subject to, and complies with, U.S. law. As a result, the Alzheimer's Association cannot award, and will not award, grants in violation of applicable U.S. statutes and regulations. This means, among other things, that the Alzheimer's Association cannot, and will not, fund any individual or entity (i) that is subject to U.S. comprehensive or targeted sanctions or if awarding funding would result in a violation of such sanctions, (ii) that is on the U.S. List of Specially Designated Nationals or entities owned or controlled by such persons, or (iii) when doing so is otherwise prohibited by U.S. laws related to combating terrorism.*

## **INELIGIBILITY**

Non-ISTAART Members and ISTAART members not on a PIA Executive Committee are not eligible to apply (unless applying as an AAIC Neuroscience Next Hybrid Hub) 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](mailto: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](http://proposalcentral.com). Submission of a Letter of Intent is not required for this program, however, it is recommended to email [grantsapp@alz.org](mailto: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, broader ISTAART goals, or AAIC Neuroscience Next goals (if applying for Hybrid Hub)
  - 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 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

(exception made for AAIC Neuroscience Next Hybrid Hub). 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, 2023 - June 30, 2024). 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](http://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.

The Association takes any allegation of discrimination and harassment seriously and is committed to make sure research funded by the Alzheimer's Association is occurring in a safe environment. The award institution will review allegations of discrimination and harassment in accordance with its institutional policies and applicable laws and regulations. If an institution makes a finding of discrimination and harassment regarding an individual participating on an Association funded award, then the institution will, as permitted by policy and applicable law and regulation, provide the Association with a summary of the outcome of that review. In the event Association brings an allegation to the attention of institution, institution will review and will make best efforts to keep Association apprised of the outcome of the review. The contact person for harassment and discrimination for the Alzheimer's Association is Heather Snyder, Ph.D. ([hsnyder@alz.org](mailto:hsnyder@alz.org)).

***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](http://alz.org/grants).

For additional information, please send all inquiries to [grantsapp@alz.org](mailto:grantsapp@alz.org).