



2018 Research Grant Awards Applicant Instructions

- Investigator-Initiated Awards
- Mentored Investigator Award
- Bridge Grants

65 Mitchell Boulevard, Suite 200B
San Rafael, CA 94903
P 415-472-3780
F 415-472-2800
info@naaf.org
www.naaf.org

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1 Executive Summary

The National Alopecia Areata Foundation (NAAF) funds research to find a cure or acceptable treatment for alopecia areata, supports those with the disease, and educates the public about alopecia areata. NAAF Research Grant opportunities support scientists and clinicians at various levels of their careers and in numerous aspects of the field to pursue promising research ideas and innovative projects that will advance the development or discovery of safe, effective, affordable treatments and a cure for alopecia areata. NAAF is committed to supporting seasoned experts in alopecia areata research and treatment, as well as young scientists and clinicians building careers to become high-caliber, independent researchers with an enduring focus on research relevant to alopecia areata. In addition, NAAF also provides Bridge Grants to support highly meritorious National Institutes of Health (NIH) award applicants whose alopecia areata-related projects were well-scored, but not funded.

2 2018 Research Funding Cycle

The following pages provide essential information potential applicants need to know to evaluate the various award opportunities and develop a successful application and research proposal. Interested individuals are strongly encouraged to read this entire document before beginning any application. Applications for the 2018 award year must be submitted by **5:00 pm ET on March 30, 2018**.

IMPORTANT DATES	
November 30, 2017	Research Funding Announcements
January 5, 2018	Letter of Intent Due (Optional)
March 15, 2018	Online Application System Open
March 30, 2018	Full Application Due
April 2018	Merit Review Meeting
May 2018	Integration Panel Review
June 2018	Awards Announced

Letters of Award or Decline will be sent via email in June 2018. The first Award Payment shall be made after NAAF receives the signed Award Agreement (provided with Letters of Award). Subsequent award payments shall be made in accordance with NAAF upon timely receipt of Progress Reports at each six month project period showing milestones met. Failure to achieve milestones or satisfactorily explain challenges may result in delay or withholding of payment.

3 Grant Review Process

NAAF research grant applications undergo a two-step, single-blind review process under the guidance of a qualified scientific Chair. NAAF reviewers adhere to conflict-of-interest and confidentiality requirements that are intended to promote an unbiased review process by minimizing even the appearance of a conflict of interest, and by restricting the use of privileged application and review information. During initial merit review, teams of experienced scientific reviewers (i.e. members of the extramural research community) and patient advocates (i.e. individuals with alopecia areata, caregivers and family members), evaluate and score the technical merit and importance of research aims of applications using established review criteria. During the second level of review, conducted by the Integration Panel (IP), highly scored applications are assessed based on programmatic priorities and budget constraints.

4 Research Funding Priorities

NAAF strategically funds highly meritorious grants to advance research in a diverse and balanced way. We consider applications in broad range of areas, including (1) basic research offering leads for a cure or prevention (2) translational and clinical studies offering high-impact results and immediate benefits and (3) research to quantify and qualify biological, psychosocial and economic impacts for the purpose of addressing those impacts and improving quality of life as well as ensuring swift regulatory approval and insurance reimbursement for potential treatments. NAAF has adopted the following criteria for evaluating highly scored grant applications for funding based on NAAF programmatic priorities to identify those that fit best within our existing research portfolio. The framework was developed by staff and reviewed by our Research Advisors and Health & Research Ambassadors. As our work progresses and we engage with a broad range of patients, caregivers, researchers, and other stakeholders, we may update and develop additional priorities for research.

- A. Raise profile of alopecia areata research.
 - Invite promising new investigators to become interested in alopecia areata research.
 - Publication potential.
 - Open up new areas of promising research.
- B. Improve ecosystem.
 - Improve methodologies of studying alopecia areata.
 - Help pave the way for FDA approval or insurance coverage of potential treatments.
 - Groom committed alopecia areata researchers.
- C. Build bridges.
 - Foster multidisciplinary collaboration.
 - Further the understanding of autoimmune processes overall.
 - Complement and capitalize on existing efforts of other disease groups.
- D. High impact potential.
 - Lead to or offer hope for a cure.
 - Offer immediate benefit to patients with alopecia areata; results available in the short-term.
 - Identify new therapeutic targets or test new potential treatments.
 - Help understand and address the psychosocial burdens to improve quality of life of patients with alopecia areata.
- E. Build on previous NAAF research investments.
 - Utilize the AA Registry, Biobank & Clinical Trials Network and its resources.
 - Utilize the Alopecia Areata Core Uniform Protocol.
 - Complement and capitalize on past NAAF funded studies.
- F. Magnify the research landscape.
 - Evaluate the current state of research in a systematic, quantitative way.
 - Offer insights into what is known or not known about a particular area of study.
 - Identify new opportunities for research progress.

In addition, NAAF conducts research summits every two years to review progress, identify opportunities to further advance research and create new directions in its funded and promoted research. NAAF will continue to provide support and leadership toward accomplishing the [targeted research aims resulting from these summits](#) to help bring effective therapies for alopecia areata to market and enhance the understanding of disease.

5 How to Apply

NAAF's new online grant application system is now live for all 2018 Research Grant Awards. Applicants must complete their application through the web-based *Reviewr* system before the **deadline on March 30 at 5 pm ET**.

ACCESS AND SUBMIT ONLINE APPLICATIONS AT:

www.naaf.org/apply

To begin your application, register to create an account and select the award opportunity that is right for you. Some sections of the application will be entered directly into the online system and other items will be submitted via upload of separate PDF attachments. To help applicants navigate the system we've prepared a short Online Application Submission Guide available [here](#).

Offline application templates are available as a resource for download at www.naaf.org/grants. **IMPORTANT: Offline templates are only meant to serve as a guide; Sections that require individual attachments must be completed and uploaded as separate documents. Do not upload any application section more than once.**

6 Award Descriptions and Eligibility Requirements

A. Investigator-Initiated Awards

1) Research Grant

Description: The objective of this grant is to provide funds to encourage the development of new information that contributes to the understanding of alopecia areata. Consideration will be given to those projects that provide insight into new therapies. All proposals must be hypothesis generating or hypothesis testing and provide sufficient preliminary data to justify the National Alopecia Areata Foundation's support.

Institutional Eligibility: Public or private institutions throughout the world such as universities, colleges, hospitals and laboratories; and for-profit and non-profit corporations.

Applicant Eligibility: Required: MD, DO, PhD or equivalent and faculty position or equivalent.

Terms: \$100,000 maximum per year for up to two years.

2) Pilot and Feasibility Grant

Description: The objective of this grant is to provide funds to encourage the development and testing of new hypotheses and/or new methods in research areas relevant to alopecia areata. Proposed work must be hypothesis generating or hypothesis testing, reflecting innovative approaches to important questions in alopecia areata research or development of novel methods, and providing sufficient preliminary data to justify the Foundation's support. Results from Pilot and Feasibility Grants should lead to the submission of applications for funding from other agencies (i.e. NIH). At the conclusion of the funding term, applicants are expected to apply for further funding by other mechanisms or from outside agencies. The award is not intended to support continuation of programs begun under other granting mechanisms.

Institutional Eligibility: Public or private institutions throughout the world such as universities, colleges, hospitals and laboratories; and for-profit and non-profit corporations.

Applicant Eligibility: Required: MD, DO, PhD or equivalent and faculty position or equivalent.

Terms: \$40,000 maximum per year for one year.

B. Mentored Investigator Award

Description: The objective of this award is to support scientists and clinicians working to build careers in alopecia areata research with the intention of preparing these investigators to make successful applications

for NIH K or R awards and become high-caliber, independent researchers with an enduring focus on research relevant to alopecia areata.

Institutional Eligibility: Public or private institutions throughout the world such as universities, colleges, hospitals and laboratories; and for-profit and non-profit corporations.

Applicant Eligibility: Required: MD, DO, PhD or equivalent. Must not be simultaneously serving an internship or residency. Early career investigators applying for this award must be working in the laboratories of established researchers or conducting research under the mentorship of established researchers with expertise in alopecia areata and related fields. Mentors must agree to oversee and guide the research to completion.

Terms: \$50,000 maximum per year for up to three years.

C. Bridge Grants

1) Career Development (R, U) Bridge Grant

Description: The objective of this grant is to provide funding to highly meritorious alopecia areata-related National Institutes of Health (NIH) R01, R21 or U01 award applicants whose projects were well-scored by the NIH, but not funded.

Institutional Eligibility: Public or private institutions throughout the world such as universities, colleges, hospitals and laboratories; and for-profit and non-profit corporations.

Applicant Eligibility: Required: MD, DO, PhD or equivalent and faculty position or equivalent. Applicants must have been previously funded by one of the following awards: NIH R01, R21, K01, K08 or K23 (R01 Supplements are not eligible for Bridge Grants). Applicants must have applied to the NIH for an R01, R21 or U01 renewal for an ongoing project or to continue the project via new R01, R21 or U01 and received a score and funding decision within the last 6 months. Applicants must be reapplying for an R01, R21 or U01 Award from the NIH within the next two NIH Grant cycles.

Project Eligibility: Applications must be within 15 points of a fundable score for each particular grant mechanism. The original NIH project must be aligned with NAAF research priorities and thus must be directly relevant to alopecia areata.

Terms: \$100,000 maximum per year for two years.

2) Career Development (K, F) Bridge Grant

Description: The objective of this grant is to provide funding to highly meritorious alopecia areata-related National Institutes of Health (NIH) K01, K08, K23 or F32 award applicants whose projects were well-scored by the NIH, but not funded.

Institutional Eligibility: Public or private institutions throughout the world such as universities, colleges, hospitals and laboratories; and for-profit and non-profit corporations.

Applicant Eligibility: Required: MD, DO, PhD or equivalent and faculty position or equivalent. Applicants must have received a score and funding decision on their NIH K01, K08, K23 or F32 award. Bridge funds are not intended to bridge the period between review and funding. In addition to an excellent application, applicants must be capable of becoming independent, self-directed researchers with a clear and firm institutional commitment to their career development, including a faculty position and other supporting resources.

Project Eligibility: Applications must be within 15 points of a fundable score for each particular grant mechanism. The original NIH project must be aligned with NAAF research priorities and thus must be directly relevant to alopecia areata.

Terms: \$75,000 maximum per year for one year.

7 Application Instructions

Application Materials	Completion Instructions
Format Specifications	ALL Applications —Type application in black ink using a standard, readable font such as Calibri, Arial, Helvetica, Palatino, Garamond or Times New Roman with a font size of 11 points or larger. Symbol fonts may be used to insert Greek letters or special characters. Smaller type is acceptable in figures, graphs, charts, tables, legends and footnotes, but these must be in black ink and readily legible. Use standard 8 ½ x 11 paper with at least half-inch margins on all sides, a single column format, single sided, single spaced with consecutively numbered pages
Letters of Inquiry (LOI) (Optional)	OPTIONAL —An LOI is optional and not required prior to submission of a full application. If you choose to submit an LOI, it should provide a brief summary of the aims and relevance of the proposed research and the qualifications and resources of the applicant(s) in sufficient detail for evaluation. LOIs should be submitted via email to: abby@naaf.org and the deadline is January 5, 2018. LOIs will be reviewed and applicants will be notified within 4 weeks if a full application is warranted.
Face Page	ALL Applications —The Face Page includes the main identifying information for the application including: A. Contact information for the Applicant and, if applicable, a primary Co-investigator or Mentor. B. Project information including dates, proposed budget and amount requested in this grant application. C. The original completed Face Page with original signatures must be scanned and uploaded through the online grant application system. Photocopies or stamped signatures will not be accepted. Scanned signatures will be accepted.
Cover Letter (2 pages or less)	ONLY Bridge Grant Applications —Outline the importance of the project as it pertains to alopecia areata. Identify the previous NIH Award funding the project and the date funding ended. Include how a Bridge Grant from NAAF will help secure future funding and the strategy for obtaining funding.
Abstract (250 words or less)	Investigator-Initiated & Mentored Investigator Award Applications —The project abstract is a succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application). Be sure to explain the nature of the work and its importance to alopecia areata: This section should be informative and understandable to non-scientific members of the alopecia areata community and the lay public. Please be concise.
Summary Description (1 page or less)	Investigator-Initiated & Mentored Investigator Award Applications —State the project’s broad, long-term objectives and specific aims, making reference to the contributions of the project to the understanding of alopecia areata and development of a treatment or cure. Describe the research design and methods for achieving the stated goals and key focus of the proposed project. Put this project in the context of what we know and what we need to know about alopecia areata and the autoimmune, skin and hair research landscape at this time.

Application Materials	Completion Instructions
<p>Research Plan (10 pages or less)</p>	<p><u>Investigator-Initiated & Mentored Investigator Award Applications</u>—This section should describe the Research Plan in sufficient detail to permit effective review for scientific merit, achievability, relevance, significance and breakthrough potential. Make every effort to be succinct while describing your project in sufficient detail to support evaluation. Organize the Research Plan in the specified order provided below. Do not submit a copy of an application prepared for another granting agency, copies of previous publications, or other supplemental documents. Cite published experimental details in the Research Plan and provide the full reference in the Literature Cited section.</p> <p>A. Specific Aims and Hypotheses (1 page or less): State concisely and realistically what the research described in this application is intended to accomplish during the period of the grant, including the hypotheses to be tested or the need(s) to be fulfilled.</p> <p>B. Background and Significance: Describe why the research is important and what has already been done in the field. Evaluate existing knowledge in the field, and specifically identify the possible contribution your investigation may make.</p> <p>C. Preliminary Results: If applicable, describe any preliminary results found by you or others in this field that lead you to believe this project has merit.</p> <p>D. Research Design and Methods: Explain the methods by which you will accomplish the specific aims of the research project. Describe in detail the experimental design, the process to be used, and the manner in which the data will be analyzed. Define the circumstances under which the training is to be received. If new methods, techniques, or procedures are to be used, explain their potential advantages over existing methodologies. Discuss potential difficulties and/or limitations of proposed procedures and alternative approaches to achieve aims. Point out any procedures, situations or materials that may be hazardous to personnel or patients and the precautions to be exercised. If clinical studies are involved: Provide details of the methods for patient selection and care; and, if hair re-growth is an efficacy measure, please reference and cite evaluation criteria in Alopecia areata investigational assessment guidelines published in the Journal of the American Academy of Dermatology (Olsen et al., 1999, 2004, 2016) . Include a timeline for the project.</p> <p>E. Responsible Conduct of Research: Document prior participation or instruction in responsible conduct of research during the applicant’s current career stage (including the date instruction was last completed) or propose plans to receive instruction in responsible conduct of research including the rationale, subject matter, appropriateness, format, frequency and duration of instruction related to their specific research activities.</p> <p>F. Consultant or Collaboration Arrangements: If the proposed project includes consultant arrangements and/or collaboration with other individuals outside the applicant’s group, describe the working relationships and support this description by letter(s) of intent or contract(s) signed by collaborating individuals. If clinical material required for this grant is to be furnished by other individuals, include a statement from these individuals agreeing to their participation and precautions taken to ensure anonymity of patients.</p> <p>G. Literature Cited: List resources cited in this application in alphabetical order by first author in the following format: Author (Year). Title of Article, Title of Journal, Month/Issue: page(s).</p>

Application Materials	Completion Instructions
Proposed Progress Report Milestones	<u>Investigator-Initiated & Mentored Investigator Award Applications</u> —Propose measurable milestones on which progress can be evaluated at each six month project period. These milestones are not expected outcomes of the research, but actions that will have been completed and documented which demonstrate timely and effective progression of the research. Reporting on completion or satisfactory explanation of challenges in meeting these milestones is a condition of receiving ongoing payments.
NIH Application Body	<u>ONLY Bridge Grant Applications</u> —Previously reviewed NIH application; include all sections and indicate any changes made due to the feedback from the NIH reviews.
Summary Statement	<u>ONLY Bridge Grant Applications</u> —Please include the summary statement or letter from the NIH submission with priority score/percent score and critique. (Summary Statement Release Date must be within 9 months of NAAF Bridge Grant due date.)
Response to NIH Critique (1 page or less)	<u>ONLY Bridge Grant Applications</u> —Provide a draft of how you plan to respond to the major criticisms in the review.
Detailed Budget	<p><u>ALL Applications</u>— You must complete a separate detailed budget for each 12 month budget period requested. Include the full cost of the proposed research project in the detailed budget even if you are only requesting partial funding from NAAF. NAAF does not fund indirect costs calculated as a percentage of direct project costs. Any indirect costs need to be broken out as direct costs that are necessary and reasonable to complete the work described in the proposal.</p> <p>A. Personnel: Designate the percentage of the Applicant’s time that will be devoted to this project. If the salary is supplemented by other agencies, the percent of salary requested must be equal to or less than the percent of time allotted to this project. If support is requested for a co-investigator and/or technician, identify the amount of time these individuals will devote to the study. NAAF adheres to the NIH salary cap for the current award year. Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant organization as a direct cost to all sponsors.</p> <p>B. Supplies: List the total funds requested for supplies. Indicate general categories such as glassware, chemicals, including an amount for each category.</p> <p>C. Travel: Include purpose and cost (up to \$750) of travel needed for the research. In the budget justification, include the destination, number of people traveling and dates or duration of your stay for all anticipated travel. Clearly state how the travel is directly related to your proposed research.</p> <p>D. Animal Purchase and Care: Include the number of animals you expect to use, the purchase price for the animals (if you need to purchase any), and your animal facility's per diem care rate, if available.</p> <p>E. Patient Care: For human subject research, state the number of subjects and the estimated care cost per patient. Use the budget justification to itemize the basis for estimating costs for research patient care, including the number of patients/days, estimated cost per patient/day, and cost per test or treatment.</p> <p>F. Other Expenses: Itemize other expenses by major categories, such as duplication, publication, computer, equipment maintenance, etc. These are costs that can be specifically identified as directly benefitting the grant-supported project or activity.</p>

Application Materials	Completion Instructions
Budget Justification	<u>ALL Applications</u> —You must complete a separate budget justification for each 12 month budget period requested. Describe the nature of costs listed in the Detailed Budget by major category and why they are needed. Describe how this award money will be used toward the total cost of the research and how any additional money needed to complete the research will be obtained.
Questionnaire	<u>Investigator-Initiated & Mentored Investigator Award Applications</u> —Provide answers to specific questions to help NAAF understand how this project fits with other work that has and will be done by the applicant and any history of previous research conducted with NAAF funding.
Other Current and Pending Support	<u>ALL Applications</u> —Describe all funding that the Applicant and laboratory receive or expect to receive whether or not it is related to the research project proposed for this award. For each funding stream, identify the Source, amount, start and end dates and relationship to the research project proposed for this award.
Career Development Plan (3 pages or less)	<u>ONLY Mentored Investigator Award Applications</u> —Describe your strengths, career development plans, short-term and long-term career goals, mentorship and environment. Describe your past scientific history—including the reasons for entering fields related to alopecia areata research, indicating how the work fits into past and future research career development. Justify the need for the award by describing how the career development award will enable you to develop and/or expand your research career in alopecia areata. Describe new or enhanced research skills and knowledge you will acquire as a result of the proposed award.
Biographical Sketch (3 pages or less)	<u>ALL Applications</u> —Download and complete the NIH’s biographical sketch form for Applicant and other Key Project Personnel. You may cite up to four publications or research products that highlight your experience and qualifications for this project. Applicants should include a description of their past experience and training and future career plans related to alopecia areata research and care in Section A. Each complete Biographical Sketch should not exceed 3 pages. <u>Bridge Grant Applications only include if Biographical Sketches are not in the original body of your NIH application.</u>
Mentor’s Biographical Sketch (3 pages or less)	<u>ONLY Mentored Investigator Award Applications</u> —Include your mentor’s biographical sketch in the standard NIH format.
Letter of Support from Mentor	<u>ONLY Mentored Investigator Award Applications</u> —The letter of support from your mentor must cover the description of the training environment and supervision that will be provided.
Letter of Support from Department Chair	<u>ONLY Mentored Investigator Award Applications</u> — The letter of support from the department or division chair at the institution must outline a 3-year plan defining the department’s commitment to the applicant including a description of the training environment, the supervision that will be provided, the qualifications of the mentor for development of the applicant’s career, and departmental commitments/resources devoted to support the applicant.
Additional Letters of Support	<u>ALL Applications</u> —Submit up to three letters of support that speak to the ability of the Applicant and Key Personnel to conduct the proposed research. These letters should discuss scientific and clinical abilities, interests, and potential and attest to the academic qualifications, research experience, motivation and commitment to alopecia areata research.

Application Materials	Completion Instructions
<p>Institutional Requirements Letter</p>	<p>ALL Applications—A signed letter from the appropriate sponsoring institution official must accompany this application to verify that research conducted in accordance with this award has met all institutional requirements, including:</p> <ul style="list-style-type: none"> A. Any proposed study involving the use of human subjects, specimens, cells, or data must be reviewed and approved by an institutional review board (IRB) in accordance with the pertinent Department of Health and Human Services regulations for the Protection of Human Research Subjects. Include the IRB number and a copy of the approval letter, or indicate that the protocol is pending approval. B. A Data Safety Monitoring Plan (DSMP) for any proposed study that places human subjects at more than minimal risk. C. A plan to include, recruit and retain subjects from both genders, all racial and ethnic groups (and subgroups), and children as appropriate for the scientific goals of the research. D. Research involving Recombinant DNA meets the current requirements outlined in NIH Guidelines. E. Research involving the use of animals must meet NIH and U.S. Public Health Service guidelines and be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). Provide the federally approved Animal Welfare Research Number, and the IACUC letter of approval, or indicate that the protocol is pending approval. F. A plan to assure adequate protection for any Biohazards involved in the research.
<p>Additional Material <i>(Optional)</i></p>	<p>ALL Applications—If you feel that they will be helpful to reviewers in assessing the worthiness and feasibility of the proposed research project, the items listed below may also be submitted with the application. Extensive appendix materials may not be reviewed. Please include only the most relevant documents from the list:</p> <ul style="list-style-type: none"> A. Letters of Collaboration (if applicable) B. For research involving human subjects, a copy of the IRB application and patient consent forms. C. Other materials pertinent to the grant proposal not already described.

Questions?

Questions regarding NAAF Research Grant Awards may be directed to Abby Ellison at abby@naaf.org.

If you have technical questions about the *Reviewr* platform, please contact support@reviewr.com.