



2013  
Fellowship  
Instructions  
& Policies

ELA Research Foundation  
May 2013

## A. INSTRUCTIONS

### I. SCOPE of RESEARCH

Before starting to work on your application, please make sure the scope of your research project fits with the topics required by the ELA Research Foundation<sup>§</sup>:

▶ Well characterized leukodystrophies\*:

Preclinical & clinical studies testing gene, cell, enzyme or pharmacological therapies – Improved animal and cell models close to the human disease phenotype

*Studies on pathogenesis mechanisms in leukodystrophies will be considered only if they have a clear objective towards the development of therapeutic strategies (identifying novel and druggable targets, development & characterization of experimental models allowing drug screening), and/or are of exceptional and innovative quality, and are fundable for a maximum of 2 years.*

▶ Leukodystrophies needing further characterization\*\*:

High-throughput screening for identification of biomarkers - Study of natural history using clinical databases and biobanks - Development of animal models – Therapeutic approaches

▶ Leukodystrophies of unknown cause:

Identification of disease-causing genes – Assembling cohorts using clinical databases and biobanks

▶ Myelin repair: Therapies promoting remyelination in preclinical animal models of leukodystrophy

*\*Adrenoleukodystrophy/Adrenomyeloneuropathy, Metachromatic leukodystrophy, Krabbe disease, Canavan disease, Pelizaeus-Merzbacher disease  
\*\*Well characterized and leukodystrophies of unknown cause excluded*

### II. PREPARING YOUR APPLICATION

Prepare the application using the 2013 Word form provided (Research Fellowship Application). No form prior to 2013 will be accepted.

**Read and follow the instructions carefully.**

The document must be filled out in English *ONLY* and must comply with the format specifications and page limits detailed in this document. Do not reformat the forms or exceed the space provided in the different sections of the grant application.

**Failure to comply will result in administrative withdrawal.** Decisions of administrative withdrawal are final and not subject to appeal.

#### A. GENERAL INSTRUCTIONS

Most of the sections in the application form are self-explanatory.

Each page, but the front page, contains a heading named “Principal Investigator” (PI) where the name of the supervisor has to be entered.

The page numbering and Table of Contents are set and can be automatically updated.

#### ELIGIBILITY

The fellow must be a Ph.D. student in his/her last year of training in order to be eligible for a fellowship from the ELA Research Foundation.

Are excluded students from laboratories where members of the Scientific Committee of the ELA Research Foundation work.

#### FUNDING

Salary of the Ph.D. student for 1 year only

### B. SPECIFIC INSTRUCTIONS

#### Executive Summary

##### Type of Institution

Choose *ONE* of the following types: Public, Private/Non profit, Private/Profit.

##### Abstract (less than 500 words)

State the general interest of the project, the application’s objectives and specific aims. Describe concisely the research design and methods for achieving the stated goals. Describe the rationale and techniques you will use to pursue these goals. Clearly describe the expected results and the relevance to health and therapy for leukodystrophies. Do not exceed the space provided.

##### Rationale

Describe in less than 500 words the novelty of your project, its relevance with regards to the topics of the 2013 call for proposals of the ELA Research Foundation and the potential impact of your project to advance research on leukodystrophies towards the development of therapies.

##### Personnel involved in the project

List all personnel, including names, degrees, birthdate, institution, % effort and detailed roles on the project.

Recommended format: John Doe, M.D., 23.04.1967, Principal Investigator, UCLA (Effort: 30%), will be responsible for the construction of PLP-GFP mutants and...

##### Publications

List the 3 main articles published by the principal investigator related to this proposal.

## **Lay Summary and References**

### **Lay summary**

Describe in a plain, lay language the aims of your research project, the means to be used to test your hypotheses and the relevance to health & therapy for leukodystrophies. Do not exceed the space provided.

If the application is awarded, the lay summary will become public information. Therefore, do not include proprietary/confidential information.

### **References**

Name three references that are or have been associated with the applicant and that know him/her well. Choose referents primarily outside the applicant's current institution.

## **Research Plan**

### **Page limitations**

Do not exceed 10 pages. All tables, charts, graphs, figures, diagrams, images, photographs must be included within the 10-page limit.

### **Font**

For the research plan, use Arial font size 11 point. Greeks letter are allowed. Same font size applies.

### **Figures**

Figures, graphs, charts, tables and figure legends may be small in size but must be clear and legible. Photographs and images must be a part of the electronic application file and cannot be sent separately or glued to the paper version.

### **Page format**

Use A4 page format with margins of 1,5 x 1,5 x 1,5 x 1,5 cm and single-spaced paragraphs. Include the name of the principal investigator in the heading. Adherence to font and margin requirements is necessary. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type.

If terms are not universally known spell out the term for the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Consecutively number pages throughout the application.

### **Structure of the research plan**

#### **A. Specific Aims**

List the broad, long-term objectives and the goal of the specific research proposed and the rationale.

#### **B. Background and Significance**

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.

#### **C. Preliminary studies**

Provide the preliminary studies pertinent to this application.

#### **D. Research Design & Methods**

Describe the research design, procedures, and analyses to be used to accomplish the specific aims of the project. Indicate how the data will be collected, analyzed, and interpreted. Describe any new methodology, novel concepts, approaches, tools, or technologies and their advantages over existing ones.

Describe the expected results for each aim and discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced in the field of leukodystrophies. In case of a human/clinical study, describe the ethical aspects of the project.

#### **E. Timeline**

Provide the planned milestones for the entire project.

#### **F. Literature Cited**

List all references. It is important to be concise and to select only the references pertinent to the proposed research.

Follow the following format: Authors' names, Title, *Journal*, Year, Volume, Pages. If a publication contains more than 10 authors, just list the first 3 authors.

## **Fellow/Supervisor BioSketch Form** (2 pages max)

### **Education, Training, Positions and Honors**

List in chronological order your education, training, current and previous positions, starting with your present position. Include start/end dates, position title, name of organization and department. In case of non permanent/non tenure or fixed term position, state the term of the current contract.

Select and list professional memberships and academic/professional honors received.

### **Peer-reviewed publications**

List your most significant peer-reviewed publications in the last five years in chronological order starting from the most recent ones. Include accepted manuscripts in press but omit manuscripts submitted or in preparation. Follow the following format: Authors' names, Title, *Journal*, Year, Volume, Pages and mark the publications obtained with ELA funds with an asterisk.

### **Fellowships**

List active, approved, completed and pending fellowships for the last three years using the following sample:

Project number: .....  
Start date – End date: .....  
% Effort: .....  
Funding Organization: .....  
Award amount: .....  
Title of the project: .....

Goals of the project: .....  
Overlap (justify): .....  
For pending applications, precise when answers are expected.

### **Budget & Personnel Form**

Use **ONLY** the Euro currency in the budget table.  
For countries outside the Euro area, provide the currency conversion rate.

#### Personnel

##### ELA-funded personnel

The ELA-funded personnel corresponds to the salary of the Ph.D. student applying for the fellowship. His/her salary must match the salary grid of the applicant's country. The corresponding grid needs to be submitted by the applicant.

The annual base salary represents the salary for a period of 12 months.

Calculate the annual salary requested using the following formula: Salary requested = base salary x % effort.

Fringe benefits are supported by the ELA Research Foundation and are required.

#### NOTE

*Only personnel funding can be requested for ONE fellow to ELA and for ONE YEAR. No funding can be asked for supplies, equipment and travel.*

##### Non-ELA funded personnel

List the salaries of all personnel participating to the project even if there are not covered by the ELA Research Foundation.

##### Supplies

Supplies are not covered by the ELA Research Foundation but need to be estimated.

##### Equipment

Equipment is not covered by the ELA Research Foundation but needs to be estimated.

##### Travel

Travel is not covered by the ELA Research Foundation but needs to be estimated.

**Warning:** The amount in Euros listed as 'Requested ELA contribution' must match the amount listed in the front page.

### **Research Support**

List active, approved, completed and pending grant supports of the supervisor for the last three years using the following sample:

Project number: .....  
Start date – End date: .....  
% Effort: .....  
Funding Organization: .....  
Award amount: .....  
Title of the project: .....  
Goals of the project: .....

Overlap (justify): .....  
For pending applications, precise when answers are expected

### **APPENDIX MATERIAL**

Manuscripts accepted for publication but not yet published must be submitted (along with the acceptance letter) as PDF files. Do not include manuscripts submitted for publication or in preparation.

For applications developing clinical trials, the full protocol, budget of the trial and IRB approval are required.

Internet addresses may not be used to provide additional information.

Do not attach any documents other than those specifically requested.

### **LETTER OF RECOMMENDATION**

Include a letter of recommendation from the supervisor. This letter should describe the ability of the supervisor as a mentor, the funds available to the applicant from the supervisor for the project's supplies, equipment and travel. It should also provide an assessment of the applicant, describe the relationship of the proposed project to ongoing research in the supervisor's lab, describe the supervisor's plan to develop the applicant's research capabilities, describe the relationship of the research training with the applicant career goals and clarify the role the fellow played in the development of the research proposal.

### **III. SUBMITTING YOUR APPLICATION**

#### Assembling your application

Assemble the pages in the order specified in the table of contents. Appendix material must be placed at the end of the application. Each page of the appendix material must be marked with the name of the principal investigator/fellow and numbered.

#### Electronic submission

The electronic research fellowship application (5 MB max) must be sent as PDF files to the ELA Scientific Coordinator at [ela@ela-fondation.com](mailto:ela@ela-fondation.com) by June 28 2013, 5 PM (French time).

#### Paper copy

The original paper application must contain the required **SIGNATURES** on the front page, budget and personnel forms and must arrive by July 5, 2013 to: Fondation ELA - 2, rue Mi-les-Vignes - 54520 Laxou, France.

Along with the paper copy, include a cover letter documenting the application title, disciplines involved if multidisciplinary project and the fellow's career goals. In this letter, list referees (with their contact information) who should not review your application because of conflict of interest. **Mandatory:** give three names of referee with their contact information (excluding your project's collaborators) that you judge qualified to evaluate

your project (Yet other experts might be considered to evaluate your proposal).

#### **IV. GENERAL CONSIDERATIONS**

No paper application will be returned.

The application must be complete and accurate at the time of submission. An application is considered complete only when accurate electronic and paper copies have both been received by their respective deadlines.

Incomplete applications will be administratively withdrawn and not returned to the applicant.

**Late applications will not be accepted.**

##### Modifications

The electronic and paper copies must match entirely. No modifications are allowed. If changes are being made, the application will be withdrawn. If minor administrative changes are needed after submission (such as budget miscalculations, incorrect address...), the principal investigator needs to contact the ELA Scientific Coordinator.

##### Supplementary material

No supplementary material or updates will be accepted after the deadline. The only exceptions are missing documentation requested by the ELA Research Foundation.

##### Acknowledgment of receipt

After reception of the electronic copy of your fellowship application by the ELA Research Foundation, the fellow, supervisor and legal grant officer will receive an acknowledgment of receipt to the e-mail addresses entered in the application.

##### Maximum submissions

Only one fellowship application is allowed per laboratory.

##### Resubmission

The same application can not be resubmitted more than 3 times.

#### **V. SUPPORT**

For assistance, contact the Scientific Coordinator of the ELA Research Foundation at: Fondation ELA - 2, rue Mi-les-Vignes - 54520 Laxou, France.

E-mail: [ela@ela-fondation.com](mailto:ela@ela-fondation.com)

## **B. ELA GRANT POLICIES**

### **I. GENERAL GUIDELINES**

#### **WARNING**

The application must be complete and accurate at the time of submission. An application is considered complete only when accurate electronic and paper copies have both been received by their respective deadlines.

Incomplete applications will be administratively withdrawn and not returned to the applicant.

**I.1.** In signing the application, the fellowship applicant and his/her supervisor and legal grant officer (hereinafter referred to as the "Applicants") agree to comply with the ELA Research Foundation policies.

**I.2.** On no account does a grant by the ELA Research Foundation constitute an established right.

#### **I.3. Assurances & Ethical Issues**

If ethical approval is required for the Research Project, the Applicants and their institution are responsible for ensuring that appropriate authorisation and assurance for the protection of human subjects and animals is being contracted. Animal experimentation and use of material of human origin related to the proposed project must be carried out in agreement with the Applicants' institution rules and regulations.

#### **I.4. Privileged Communication**

Material and informations provided by the Applicants in the fellowship application are considered privileged communication with the exception of the lay summary that will become public information if the proposal is funded.

#### **I.5. Missing reports**

Teams awarded grants from the ELA Foundation in the past are reminded that receipt of missing reports/documents related to past awards, as indicated in the signed grant agreements, is awaited.

#### **I.6. Research support**

If the application is approved by the ELA Research Foundation, a new Research Support form (one per application) will have to be submitted to the foundation along with the grant agreements. Grant agreements will ONLY be processed when the Research Support form will be received by the foundation.

### **II. OBLIGATIONS of the APPLICANT & INSTITUTION**

**II.1.** The fellowship is allocated for the execution of the research project submitted by the Applicants to the ELA Research Foundation (referred to as the "Research Project").

**II.2.** In return for the fellowship allocated, the Applicants are committed to:

A- Inform the ELA Research Foundation of a possible interruption of the Research Project,

B- Ask the ELA Research Foundation for approval before any changes need to be made to the Research Project,

C- Submit a final report to the ELA Research Foundation at the end of the Research Project,

D- Submit at the end of the Research Project a lay summary describing the progress of the Research Project to the ELA Research Foundation in view of transparency for the public whose generosity has enabled the funding of the Research Project, under the restriction of confidentiality when some information in the lay summary is likely to be protected by intellectual property.

E- Submit a financial report to the ELA Research Foundation at the end of the Research Project. The financial report will be signed by the manager of the Institution's Accounting Services, will detail the utilization of the funds awarded under the Grant Agreement as well as the expenses incurred for the Research Project from other sources and will specify the different partners involved and the funds awarded by each partner.

F- Acknowledge the support of the ELA Research Foundation in all documents to be published and presented about the Research Project using the grant number provided by the ELA Research Foundation.

G- Participate to the ELA Families-Scientists Meeting and the ELA Scientific Congress upon ELA's request.

**II.3.** All necessary approvals for the conduct of the Research Project must be obtained by the Applicants from their institutions prior to the start of the Research Project.

**II.4.** The Applicants commit to inform the ELA Research Foundation of any other grant applications submitted to other funding agencies overlapping partially or entirely with the Research Project when these applications are submitted. In the event the Applicants are awarded a grant overlapping with the Research Project, they must notify the ELA Research Foundation within one month of receiving the award notification in order to review the financial participation of the ELA Research Foundation to the Research Project and establish the co-financing arrangements.

### **III. MONITORING**

The ELA Research Foundation is entitled, at any time, to ask the Applicants to provide additional information and/or results about the Research Project underway. These additional information and/or results will be kept confidentially by the ELA Research Foundation.

### **IV. PUBLICATIONS**

The ELA Research Foundation must be informed of any type of publication or communication regarding the execution, development and results of the present Research Project, or its follow-up.

These publications and communications must, in any case, mention the contribution provided by the ELA Research Foundation to the execution or follow-up of the Research Project.

### **V. SANCTIONS**

The ELA Research Foundation reserves the right to apply adequate sanctions as stipulated in the grant agreement (document available upon request).

### **VI. AWARD ACTIVATION**

The date of award activation will be decided by the Applicants and the Institution but cannot be set prior to January 1<sup>st</sup>, 2014.

### **VII. FINANCIAL GUIDELINES**

#### **WARNING**

The legal grant officer must certify the budget figures by signing the budget form and stamping it with the seal of the institution.

#### **VII.1. Salaries & Overheads**

Salaries for Ph.D. students must match the salary grid of the Applicants's country. The corresponding grid needs to be submitted by the Applicants.

Fringe benefits are supported by the ELA Research Foundation and are required.

#### **VII.2. Grant Agreements & Money transfer**

The grant agreements will be issued by the ELA Research Foundation.

The money transfer related to the Applicants' grant will be set up upon reception of two original signed grant agreements issued by the ELA Research Foundation, after validation of these documents by the foundation.

As the funds are allocated to the Institution, the money will be transferred directly to the Institution's bank account. Transfer of funds to intermediaries (like associations or others) will not be accepted.

#### **VII.3. Budget considerations**

The Applicants and the Institution are REQUIRED to use the funds of the fellowship according to the budget lines indicated in the signed grant agreement.

#### **VII.4. Financial report**

The Institution is required to submit to the ELA Research Foundation by the end of the budget period or upon ELA's request a financial report signed by the manager of the institution's accounting services and detailing the utilization of the funds awarded respecting the budget lines indicated in the signed grant agreement.

#### **VII.5. Credit balance**

Any funds not used according to the grant agreement or any unspent funds will have to be reimbursed to the ELA Research Foundation.

#### **VII.6. Credit rollover**

No credit rollovers will be allowed if at the end of the Research Project the funding has not been fully spent.

### **VIII. LEGAL DISPUTES**

Any and all disputes between the ELA Research Foundation and the Institution arising concerning the validity, interpretation or execution of the Grant Agreement, that could not be settled amicably, shall be submitted to the relevant courts.



**RESEARCH FOUNDATION**

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