
2025 NIAP APPLICATION INSTRUCTIONS

BUDGET and FUNDING INFORMATION

Refer to the RFA, downloadable on the [NIAP webpage](#), for all budget and funding information, including a list of allowable costs.

FORMATTING FOR ALL UPLOADED SECTIONS

All application sections that you upload to ProposalCentral **must** meet the following formatting requirements:

- **Font:** Times New Roman, Arial, or Calibri
- **Font Size:** 12 point - your application *must be legible* when viewed at 100%
- **Margin:** No less than 0.5 inch on both left and right margins
- **Page Limits:** Adhere to page limits listed in instructions for each section
- **File Format:** PDF only

Note: If these requirements are not met, your application WILL NOT proceed to the peer-review process!

IMPORTANT NOTES

- **You MUST proofread your application prior to submission because you will NOT be allowed to update, change, or adjust your application after the deadline. No exceptions.**
 - Make sure all budget and research plan information is included and correct.
 - Make sure your content and grammar are correct, typos are fixed, and formatting requirements (including page limits) are met.

- **Do NOT ask to add information to your application after submission.**
 - We do NOT send reviewers extra materials, such as recent publications, published manuscripts, new data, etc., after the application is submitted.
- **Do NOT point reviewers to a website/URL to provide more information. ALL necessary information needs to be included in the stated page limit for each section.**
 - This rule is in place to prevent applicants from providing a large amount of extra material from a website that goes beyond what would fit in the page limit and would, therefore, give them an unfair advantage and create an additional burden for reviewers.

INSTRUCTIONS

Specific Aims

- **Do NOT exceed the maximum one (1) page limit.**
 - You may use double-space as long as you stay within the one-page limit.
- **You must use the Specific Aims Template** for this section (located under Download Templates and Instructions in ProposalCentral).
- State concisely the **goals of the proposed research and summarize the expected outcome(s)**, including the impact that the results of the proposed research will have on the research field(s) involved.
- **List, succinctly, the specific objectives** of the proposed research (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology). These may be stated as specific “research questions” or as testable hypotheses.
- Do not include hyperlinks in your Specific Aims.
- Tips:
 - State your plans using strong verbs like identify, define, quantify, establish, determine.
 - Describe each aim in one to three sentences.
 - Consider adding bullets under each aim to refine your objectives.

Research Plan

- Refer to the RFA, downloadable on the [NIAP webpage](#), for specific research plan requirements and instructions.
- **Do NOT exceed the maximum six (6) page limit.**
 - You may use double-space as long as you stay within the six-page limit.
- **You must use the Research Plan Template** for this section (located under Download Templates and Instructions in ProposalCentral).
- Cite published experimental details in the research plan section text, in order of occurrence, consistent with AMA or similar numbered style.
- Provide the full reference in the **Bibliography and References template** (located under Download Templates and Instructions in ProposalCentral).
- Do not include hyperlinks in your Research Plan.
- Tips:
 - Organize your content using bold headers, or an outline or numbering system, or both. And use it consistently throughout.
 - Add your content under the appropriate header in the template: Significance, Innovation, or Approach.
 - Organize the Approach section around your Specific Aims: address how you will accomplish each one and show you have adequate resources to evaluate the research questions.
 - When reviewers read your application, they'll look for the answers to three basic questions:
 - Can your research move your field forward?
 - Is the field important - will progress make a difference to human health?
 - Can you and your team carry out the work?

ADRC Director Letter of Support

- Refer to the RFA, downloadable on the [NIAP webpage](#), for specific requirements for the ADRC Letter of Support.
- **Do NOT exceed the maximum one (1) page limit.**
 - You may use double-space as long as you stay within the one-page limit.
- **We have provided an optional Letter of Support Template**, downloadable on the [NIAP webpage](#), which you can provide to your ADRC Director.
 - Make sure the instructions at the top of the template are deleted before submission so your letter adheres to the one page limit.

Available Resources and Budget Justification

- **Do NOT exceed the maximum two (2) page limit.**
 - You may use double-space as long as you stay within the two-page limit.
- **You must use the Available Resources and Budget Justification Template** for this section (located under Download Templates and Instructions in ProposalCentral).
- Budget and expenses must be reported in **U.S. dollars (USD)**.
- **Information to include:**
 - The resources that are available and necessary to support the proposed project **and** that can be accessed for the duration of the project without additional funds.
 - List and describe facilities and space, equipment, animals and/or human subject or clinical populations, and any other relevant physical or human resources.
 - Identify all new resources that the proposed project will require.
 - Include a brief justification and rationale for the individual line items in the proposed on-line budget that you are requesting funding.
 - **Budget Summary:** A "budget summary" for the proposed research project is required and must be submitted with the application and within the allowable

two-page limit.

- Note: If the application is awarded, a more detailed budget will be required and must be approved before the disbursement of funds.
- It is required that most of the funds awarded under this program be used for direct research support. No more than 10% of the total direct costs may be included as indirect costs; this is inclusive of indirect costs for the implementing institution as well as to any subcontracts. Refer to the RFA for more details.

Online Budget Section in ProposalCentral

- In the Budget section of Proposal Central, identify and provide costs for all new resources that the proposed project will require.
- **Your budget must not exceed the maximum amount of the award for each program or the amount allowed per year.**
 - Budget and expenses must be reported in **U.S. dollars (USD)**.
 - Indirect costs, or overhead, are limited to 10% of the direct costs.
 - Indirect costs are capped at 10% (rent for laboratory/office space is expected to be covered by indirect costs paid to the institution).
 - The 10% can only be used once. If the university takes the 10% it cannot be used by a subcontractor or collaborating relationships and vice versa. However, the 10% can be split between the university and subcontracts but it cannot exceed the 10% maximum.
- If you anticipate or know that you will **seek funds from other sources** to support this research, indicate this under “**cost-sharing**” in the online Budget section.
 - Funding agencies often request information from investigators on other pending sources of support.
 - Cost-sharing information differs in that it is a pending (or planned) request for support from another funding organization that is specific to this research proposal.

Recruitment Plan

- **You are required to submit a Recruitment Plan:**
 1. **If your project DOES involve the recruitment of human participants** for your study, submit a Recruitment Plan that describes your goals and plans for recruitment and retention.
 2. **If your project does NOT include recruitment of human participants**, then submit a Recruitment Plan that simply states “N/A”.
- **Do NOT exceed the maximum one (1) page limit.**
 - You may use double-space as long as you stay within the one-page limit.
- **You must use the Recruitment Template** provided for this section (located under Download Templates and Instructions in ProposalCentral).

Bibliography and References Cited

Provide a bibliography of any references cited in the Research Strategy or Specific Aims sections.

- There is **no page limit** for the Bibliography and References Cited; however, it must all be **uploaded in ONE file**.
- Reference citations should be provided in AMA or similar style, numbered in the text, and placed, in order of their occurrence, in the text in the References section.
- We recommend you use a reference manager tool such as EndNote or to create this section more easily.

Biographical Sketches

- It is **required** that every applicant upload a biosketch with their application.
 - For *post-doctoral applicants*, **both** applicant and mentor biosketches are **required**
 - For *non-post-doctoral applicants*, the applicant biosketch is required, but research career mentor biosketches are **optional**
- **Do not include** biosketch for your NIAP Mentorship Program mentor.
- Use [NIH Format](#)

- Page limit: **5 pages max** for each biosketch

Additional Letters of Support (optional)

- You are allowed to upload **up to 3 additional letters of support**.
 - Mentor letter(s) may be included.
 - Letters confirming access to specific resources (e.g., data, lab materials, imaging) not funded by the NIAP are acceptable.
 - Letters supporting your academic achievements or character references, while nice, are not allowed for the NIAP.
- **Do NOT exceed one (1) page max** for *each* letter.
- You can use the **Additional Letter of Support template** (located under Download Templates and Instructions in ProposalCentral), if you like.

Resubmission Statement (optional)

- You are allowed to upload **a one-page resubmission statement if the application is a resubmission from the last cycle of the program**.
 - Applicants submitting a resubmission have the opportunity, if they wish, to provide a one page summary addressing comments raised by reviewers in the prior review cycle.
 - Please note, this section is optional and not required.
- **Do NOT exceed one (1) page max** for the resubmission statement.

Non-Profit Verification Documentation

The Alzheimer's Association awards research grants in the US and other countries around the world. As a US-based, private non-profit organization for tax and legal purposes we require verification of your institution/organization non-profit status from US and International applicants for funding consideration.

The United States W9 Form must now be uploaded with your application. *The IRS Letter of Determination will no longer be accepted as a form of non-profit documentation.*

- **United States W9 Form**

- All applicants are required to upload a W9 form dated and signed by an authorized signing official that verifies your institution/organization is designated as a 501 (c)(3) or other non-profit entity.
 - Your Grants and Contracts office or Office of Sponsored Programs should have a signed and dated copy of these forms on file. We have also included a blank form for download.
 - **If you do not submit a W9 Form, your application will not move forward to peer-review.**
- All documentation must be in English. (We do not accept documentation that is not translated into English.)
- We do not accept copies of non-profit information printed from a website.

QUESTIONS?

Please contact grantsapp@alz.org.