

RESEARCH AND TRAINING WORKSHOPS GRANT PROGRAM

Overview & Application Guidelines

Last Updated December 13, 2022

BACKGROUND AND PURPOSE

AES welcomes applications for funding to support scientific conferences and workshops focused on epilepsy research and training. Proposed conferences or workshops should address important and timely topics in epilepsy research of interest to AES members. AES support may be used for speakers' transportation and lodging, participation by junior investigators and trainees, publication of proceedings, and other direct costs, but AES funds may not be used for indirect costs. Applications for workshops held outside the U.S. should propose to use AES funds to support participants from the U.S. to the extent appropriate and feasible.

Applications for workshop funding are reviewed by the AES Research and Training Council, and the number and amount of awards made each year are contingent on available funds.

Preference will be given to workshops that:

- have not previously or recently received an AES Research and Training Workshop grant.
- prioritize bringing a research community together to share recent findings, develop a grant proposal, develop a clinical guideline, or similar.
- include AES members as participants or attendees.
- that describe plans to support and encourage the participation of trainees and junior investigators.
- that allow open attendance rather than participation by invitation only. If open attendance is not feasible for the workshop being proposed, please include a brief explanation of how attendees will be selected.
- broadly disseminate workshop proceedings and other materials.

Commitment to DEI: The AES Research and Training Council will prioritize proposals with a clear commitment to DEI. This may include: - a diverse panel of speakers (for example, balance in gender, race, etc.) – plans to ensure support for trainees/junior investigators will support a diverse group of trainees/junior investigators – workshops that address health disparities - or other metrics as appropriate for the workshop being proposed.

OTHER POLICIES

Awardees are required to submit a final report and a financial report at the end of their award term.

RESEARCH AND TRAINING WORKSHOP GRANT APPLICATION GUIDELINES

Applications must be submitted through ProposalCentral

(<https://ProposalCentral.altum.com/>).

- Applicants who do not yet have an account with ProposalCentral will need to register as a new user and provide the requested professional profile information before proceeding.
- Once logged in as a user, go to the Grant Opportunities tab, and filter the list to display American Epilepsy Society Awards.
- Locate AES Research and Training Workshop Grant Program and click on Apply Now to begin an application. Required components of the proposal include the following sections to be completed as online forms or submitted as individual proposal attachments in PDF format. Additional instructions will be available on screen in ProposalCentral and within downloadable templates for proposal attachments. No applications, nor any parts of or updates to the application, will be accepted if submitted after the deadline or if sent directly to AES offices by electronic or U.S. mail.

1. Title Page:

- a. Enter the title of your proposal (max 75 characters)
- b. Project period: Enter the start and end date for your grant. The start date should be at least 12 weeks after the proposal due date. The end date should be 60 days after the conference/workshop.
- c. Total Amount Requested: Enter the total amount requested.

2. Download Templates and Instructions:

- a. All proposal attachment templates and this application guideline document can be downloaded here from ProposalCentral. A template is available for the Workshop Summary.

3. Enable Other Users to Access This Proposal: This screen allows you to give other users access to your grant application, if necessary, such signing official or financial officers at your institution. Please inquire internally at your institution to understand who, if anyone, should be able to access your proposal.

4. Applicant/PI: Applicant information is pre-loaded from the applicant's Professional Profile. Doublecheck that the information is complete and correct. If it is not, click Edit Professional Profile to update.

5. Institution:

- a. Institution information is pre-loaded from the applicant's Institutional Profile. Double-check that the information is complete and correct. If it is not, click Edit Institutional Profile to update.

6. **Key Personnel:** Provide the names and institutions of collaborating investigators, other than the applicant, on this page.

7. **Workshop Questions:** Please provide the date of the event, the location, total funding requested, whether this event will offer CME credit, and registration fee.

8. **Proposal Attachments:** Upload any required and optional attachments for your proposal.

Workshop Summary: 5 pages maximum. Please include the following information in the narrative:

- Description & Outline of Workshop Sessions or Training Course
- Target Audience
- Educational Objectives & Expected outcomes
- Sponsors & Collaborators
- Speakers
- Commitment to DEI: Please detail how this workshop demonstrates a commitment to DEI.
- Draft Budget (including estimate of total expenses and all confirmed and pending support or income). AES support may be used for speakers' transportation and lodging, participation by junior investigators and trainees, publication of proceedings, and other direct costs, but AES funds may not be used for indirect costs. Applications for workshops held outside the U.S. should propose to use AES funds to support participants from the U.S., to the extent appropriate and feasible.
- Promotion and Dissemination Plan (Describe and/or provide examples as additional attachment(s), if brochures or other durable materials will be produced.)

***Signed Cover Sheet/Signature Page:** You will need to download this item in the SIGNATURE PAGE(S) section and have signed by the designated signing official (required) from the institution's sponsored research office (or equivalent), and then re-upload the signed page as a proposal attachment. The sections of the signature page will populate from the corresponding application sections above but they can be revised. Please make sure the fields on the Signature Page are complete before having it signed.

9. **Demographic Information (optional):** All demographic information is voluntary. Applicant information is pre-loaded from the applicant's PROFESSIONAL PROFILE. AES is committed to supporting a strong, diverse, and inclusive research workforce. If you choose to provide information such as gender, race and ethnicity, or disability status, it will be used to help AES understand our granting programs through analysis of deidentified aggregated data. Such demographic information will not be available to the reviewers of your research proposal.

10. **Validate:** Click the VALIDATE button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before submitting your application.

11. **Signature Page:** Download the SIGNATURE PAGE and obtain signatures from the designated signing official (required) from the institution's sponsored research office (or equivalent), and then re-upload the signed page as a proposal attachment. The sections of the signature page will populate from the corresponding application sections above. Please make sure the fields on the Signature Page are complete before having it signed. Due to COVID-related disruptions, e-signatures are acceptable on the signature page.

12. **Submit:** You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation will be sent to the applicant.

CONTACT INFORMATION

If you encounter technical difficulties with ProposalCentral, please contact their help desk at pcsupport@altum.com or 1-800-875-2562 (toll-free US & Canada). If questions arise about your application and the review process, contact the AES Grants team at grants@aesnet.org

Terms and Conditions of Award

American Epilepsy Society Research and Training Workshop Grant

Congratulations on your award! AES is pleased that this Research and Training Workshop grant will help support a conference or workshop addressing important and timely topics in epilepsy research. **This award is contingent upon your agreement to comply with all the terms explained in this letter. Failure to comply with any of these terms may result in withdrawal of the award.**

Acceptance Form: A signed and completed acceptance form must be returned to AES by the date indicated in your award notification email. Award payment will be sent to your institution as indicated on the acceptance form. No funds can be paid until the acceptance form is completed and returned. The start- and end date of your award are indicated in your notification email and acceptance form.

Use of funds: Funds can only be used as stipulated in the acceptance form, in accordance with our program guidelines and for the purposes as budgeted in the awarded application. Our program guidelines allow AES Research and Training workshop support to be used for speakers' transportation and lodging, participation by junior investigators and trainees, publication of proceedings, and other direct costs. AES funds may not be used for indirect costs.

AES Policy for Use of the AES Logo in Acknowledgments of Support:

Programs or activities supported by a grant from AES should include the following language and may be accompanied by the AES logo: "This (activity) is supported by a grant from the American Epilepsy Society." Note that you may include the logo and acknowledgment of AES support in a list of other supporters, by stating, "This (activity) is supported by grants from..." if this language is also appropriate for other support received. The AES logo may only be displayed in proximity to the statement acknowledging our grant support, and must be displayed in a way that its use does not imply AES endorsement of the content of the supported activity.

Final reports: Submission of final event and financial reports is a requirement of this award. Eligibility for future workshop and training grants is contingent on submission of these reports.

Final reports are due 30 days after the award end. **Unexpended funds in excess of \$100 remaining at the end of the award term must be returned to AES.**

Final reports must be submitted through proposalCENTRAL. Recipients will receive automated notices prior to the due date with instructions to access templates for these reports.

Long-term success: The AES periodically evaluates whether its investment in different funding programs has been meaningful for the research community. Every few years, grantees may be asked to provide brief information on outcomes from this grant. AES also encourages all grantees to contact grants@aesnet.org when milestones in the research project are achieved, such as publications, patents, or follow-on research grants. We want to celebrate the success of our grantees!