



## **Postdoctoral Fellowship Award Policies**

At the core of FAST's mission is a commitment to supporting individuals living with AS and their caregivers, with the ultimate goal of helping them realize their full potential and bring scientific and therapeutic advancements that help to translate to the human condition.

FAST is committed to bringing practical treatments for Angelman syndrome (AS) into current medical practice as quickly as possible. While our priority is on funding translational and clinical research, we also support high-risk/high-reward discovery projects. FAST's research program awards grants to the world's best scientists who are focused on discovering and developing treatments, technologies and ultimately a cure benefiting those with AS. The focus of FAST-funded research is in supporting projects that have the potential for immediate and high impact on the Angelman community; therefore, priority will be given to research-based translational grants or those showing high promise for translating basic biomedical knowledge into clinical application.

### **Postdoctoral Fellowship Awards**

FAST invites applications from postdoctoral fellows interested in pursuing careers in Angelman syndrome research.

Fellowships provide the necessary resources to support and encourage the development of young scientists who benefit from the mentorship of prominent researchers. Applicants must hold a postdoctoral fellowship position at an institution/university at the time of award submission and throughout the proposed awarded period. We believe the investment in Angelman syndrome research training will grow exponentially as our fellows later assume professorial roles in departments around the world, many of which currently have no representation in Angelman syndrome research to further the mission of FAST.

Applicants may request up to \$50,000 per year for up to two years for salary, fringe benefits, and consumable costs. Recipients of this funding are expected to generate data that can be utilized for future grants and publications. Furthermore, it is anticipated that Awardees will attend and present their findings at the annual FAST Science Summit.

Each grant application should outline a well-defined project with clear objectives and hypotheses that align with FAST's mission statement.

### **Key Dates**



All grant applications have a rolling deadline. Please contact: [science@cureangelman.org](mailto:science@cureangelman.org) for more information.

### **Eligibility**

Postdoctoral awardees are required to pursue their research and academic training on a full-time basis, or as specified by the sponsoring institution in accordance with its own policies. Research clinicians must devote full time to their proposed research training and must restrict clinical duties within their full time research training experience to activities that are directly related to the research training experience. Institutions receiving grants are generally recognized as nonprofit organizations. In the US, this means institutions that do not operate to make a profit. In rare circumstances funding is given to contract research organizations or industry scientific teams. Individuals should have training and experience at least equal to the Ph.D. or M.D. level.

### **Duration of Support**

Fellowships are awarded for the period of one year and may be renewed for a second year, based on satisfactory progress. Either one- or two-year grants have a maximum recommended funding of \$50,000 per year.

### **FAST Reporting Policy**

Progress updates will occur on a quarterly (3-month, 6-month, 9-month, 11-month) basis from the project start date for each awarded year. For the first (3-month) and third (9-month) quarters of an awarded project, semi-formal updates may be delivered via email or video calls. These updates will include the provision of interim data and preliminary results.

Bi-yearly (6-month) progress updates will be conducted via video call with the FAST Scientific Panel and will include all updates relevant to the research project's objectives. The Bi-Yearly Progress Report Form can be utilized for these progress updates. The Postdoctoral Fellow and Mentor will be required to submit a written report and financial report to FAST due at 6-months from the project start date. A formal, year-end progress update will be conducted in a similar fashion to the bi-yearly report and include a formal written and financial report due 11 (eleven) months from the project start date. The Year-End Progress Report should focus on progress made toward meeting the milestones outlined in the grant and include any grant renewal requests. Year-end reports are due 11-months from the project date to account for grant renewal requests that require additional processing time.



Once a grant is completed, a final report must be submitted within 60-days following the project termination date and should include all information requested in the Final Report template, as well as a detailed accounting of the funds awarded. Upon submission of the written and financial report, a meeting will be scheduled with the FAST Scientific Panel to review all progress made throughout the duration of the award.

### **Allowable Costs**

Potential allowable costs include:

1. **Stipend:** \$46,000 Per year;
2. **Travel Funds:** Up to \$1,500 per year to attend a conference most helpful to the fellow's Angelman syndrome-related research; and
3. **Research Expenses:** \$3,000 Per year to be utilized for expenses related to completion of the research project. FAST is unable to pay for indirect costs under any circumstances.

### **Application and Submission Information**

**Write the research plan:** Applicants fill out the grant application form and prepare a Research Plan utilizing the following outline format:

**Abstract:** A succinct description of the proposed work that includes the project's broad, long-term objectives and specific aims, and a description of the research design and methods.

**Lay summary:** This should include your research objectives and your preliminary work that can be easily interpreted by a lay person. The focus should be on the translational component of your research objectives (1 page maximum). We are committed to educating the public about the importance of this research and this will be posted on the FAST website if the project is funded.

**Budget Justification:** One page budget with justification is required.

**Other Support:** Please list all active and pending support to ensure there is no scientific, budgetary, or commitment overlap.

**Facilities and Resources:** This section should include any organizational resources available to perform the proposed studies. Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work.



**Budget:** Applicants must use the budget sheet provided in application materials. If the proposal is multi-year, Applicants must use separate budget sheets per year, fill in the start and end date and applicable amounts for each year of support separately, summing for total amount requested.

**Hypotheses and Specific Aims:** Include specific research questions, objectives and hypotheses. The focus of the applications should be aligned with the FAST mission.

**Background and Significance:** provide rationale for the research with emphasis on what is needed and why this project would benefit a translational therapeutic research program for Angelman syndrome.

**Preliminary studies:** Include any preliminary data you have gathered which supports the specific research question(s).

**Research Design and Methods:** Include study design, methods, and expected results.

**Limitations and Potential Pitfalls:** Discuss potential difficulties and/or limitations in achieving aims and alternative approaches to achieving aims.

**Timeline:** A research timeline will be provided with milestone goals to be reached during the funding period. These milestones will measure progress made throughout the award period and help determine Year 2 funding if applicable.

**Biosketch:** The biosketch of the PI and any collaborative personnel for the project.

**Secure a letter of recommendation from your Mentor:** The Mentor Letter(s) must describe in detail:

- a. Their commitments to and proposed roles in guiding the individual Applicant during the research training experience;
- b. Their assessment of the Applicant's ability to conduct the proposed research;
- c. The facilities and major equipment available to the Applicant that is relevant to the proposed project.

**Secure Letters of Recommendation:** Applicants are required to request two letters of recommendation in addition to the required Mentor Letter to be submitted on their behalf. Generally speaking, successful recommendations should provide testimony to



the Applicant's aptitude and ability to execute the proposed research. In the event the Applicant is/will be employed by a foreign institution, the US Co-Mentor Letter may replace one of the additional two letters of recommendation.

### **Formatting:**

Formatting guidelines for a FAST grant submission include:

- Proposal in Arial or Times New Roman size 11 point font, single or 1.15 spacing;
- Margins no less than 0.5”;
- Include a header on each page indicating name of PI (Last, First), page number;
- Figures and figure legends included within the 5 page limit; and
- Only PDF files accepted for review.

### **Submit Application Materials**

Applications must be submitted electronically to [sciencegrants@cureangelman.org](mailto:sciencegrants@cureangelman.org). Only PDF files will be accepted and reviewed. Applications will be accepted on a rolling basis. Any questions about the application process should be directed to [sciencegrants@cureangelman.org](mailto:sciencegrants@cureangelman.org).

### **Similar or Identical Applications**

FAST will not consider grant applications with essentially the same research focus from the same applicant organization. This includes derivative or multiple applications that aim to create a single product, process, or service that can be applied to various purposes with minor modifications. Applicants must confirm and ensure that the materials they submit are original and have not been utilized elsewhere in the preparation and submission of a similar grant application. If another grant is approved during the grant review process with any overlap to the submitted grant the Chair of the SAB should be notified immediately for withdrawal or objective and aim modifications to be made.

### **Human and Animal Subjects**

Human subjects studied in the course of research conducted under a research award are under no circumstances the responsibility of FAST. Human subjects in a program supported by FAST shall be volunteers in any survey, study, or procedure. FAST requires recipients of any award using human subjects to demonstrate institutional review board (IRB) approval of the research project prior to dispersal of the awarded funds. If IRB approval cannot be obtained within 6 months of the award, the award may be rescinded by the Board of Directors.



If animals are used in the proposed study, written certification must be provided to FAST indicating that proper treatment, care, and humane conditions will be provided. FAST requires recipients to receive approval from the Institutional Animal Care and Use Committee (IACUC) prior to starting any animal work on the FAST grant.

### **FAST Grant Review Process**

The first stage of providing fair and expert review for research funding applications submitted to FAST consists of scientific peer review by a group of highly esteemed basic and clinical scientists and clinicians that form our Scientific Advisory Board (SAB). If the topic of the grant is not within the area of expertise of the SAB, consultants will be recruited in a confidential manner to support the review. The panel uses standard guidelines established by the National Institutes of Health (NIH) for scoring applications with an emphasis on innovation, scientific rigor, impact, and relevance to the mission of FAST. All Reviewer conflicts of interest must be revealed prior to the review. All members of the SAB have signed a nondisclosure/confidentiality agreement. If the SAB Chair deems there to be a conflict of interest, the SAB member in conflict will be recused from the review process. Conflicts of interest include, but are not limited to, employment at the same sponsoring institution and collaboration on recent or current research projects, a competing research proposal or area in AS, and anything else that the chair of the SAB determines to be a conflict.

Applications undergo scientific peer-review by the SAB and will receive scores based on scientific merit, innovation, translational impact and alignment with FAST's mission. Applications will also be reviewed based on the experimental design, methods, rationale, budget and feasibility. Applicants should concisely and adequately detail how the hypotheses will be tested, demonstrating adequate power for testing the hypothesis, and clearly define all variables and aims. If SAB critiques have follow-up questions or recommendations, the Applicant will provide a response to each question and/or recommendation. The SAB recommendations are then reviewed and compiled independently by the Scientific Panel. This panel consists of the Chair of the SAB, the Chief Science Officer and the Science Director. All recommendations for funding are then assessed from each individual, and are shared with the FAST Board of Directors (BOD). Funding recommendations are based on scientific merit (as evaluated by the SAB), budgetary considerations and discussion of relevancy and priority to the mission of FAST. Final approval is required by the FAST BOD before funding may occur.

FAST strives to review and give a funding response to all submitted grants within six weeks of receiving the grant submission. This allows for the grants to be initially



reviewed and for any concerns raised by the SAB to be properly addressed by the Applicant before final funding decisions are made.

### **Grant Renewal**

Any FAST award extending beyond a one-year project period requires an annual grant renewal to ensure alignment with the initial grant objectives and satisfactory progress. A grant renewal, once approved, will release funding for the upcoming budget period and for the continuation of proposed research. A grant renewal request should be made at least 30-days prior to the end of the project period by the PI. The request should include a FAST Year-End Report, a financial report detailing to-date grant expenditures, and a formal request letter co-signed by the PI and an authorized signing official from the university/institution. The request letter should include 1) Budget request for the upcoming project period, 2) Project period dates for the upcoming year, and a 3) Detailed justification for the request.

### **Prohibition of Discrimination**

No person shall be excluded from participation in or denied the benefits of any program or activity receiving financial assistance from FAST because of race, ethnic origin, religion, age, sex or sexual orientation.

### **Amendment of Policies**

FAST reserves the right to modify its policies governing research awards at any time. The recipient agrees to abide by any changes or to terminate the grant at the time when such changes become effective. Failure to abide by the policies governing awards shall be considered sufficient grounds for cancellation of an award or refusal to consider any pending application by the grantee.