

# Hope for Tomorrow

## Research Competition Guidelines

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## Overview

[Campus Alberta Neuroscience](#) (CAN), in partnership with the [Alzheimer Society of Alberta and Northwest Territories](#) (AS AB/NT), is pleased to announce the launch of the second annual **Hope for Tomorrow Research Competition**, focused on research that has the potential to make a significant impact on the quality of life of patients, families, and caregivers through exploration into the causes, prevention, treatment, and cure of Alzheimer's disease and related dementias.

What is currently known about the causes, prevention, treatment, and cure for dementia is limited. Research into Alzheimer's disease and other forms of dementia is critical to advance our understanding of any of these facets that have the potential to significantly improve the lives of the more than [52,000 Albertans living with dementia](#). Without the critical knowledge development that research provides, dementia will continue to disrupt the lives of many more Albertans - [estimated at more than 200,000 by 2050](#). Research that pushes the boundaries of what is currently understood as having a positive impact on improving and maintaining quality of life for those affected by these diseases is encouraged - researchers should think "outside of the box" and bring disciplines together in unexpected ways to form bold, innovative perspectives.

### Area of Focus

The Area of Focus for this research competition is a high-priority research area in which the AS AB/NT and CAN seek proposals. The current Area of Focus was developed in partnership with academic and community stakeholders through the collection and consideration of diverse perspectives on the highest priority areas for Alzheimer's disease and dementia research in Alberta.

Innovative and novel Quality of Life research that has the potential to make a significant impact on the quality of life of patients, families, and caregivers is this year's Area of Focus. This area is defined broadly, and the examples cited are not intended to preclude or constrain other projects or proposals. Potential applicants are encouraged to submit proposals in their own areas of interest or formulate questions different from those presented in these Guidelines but aligning with the Area of Focus (Quality of Life).

### Quality of Life

Quality of life embodies the overall physical and mental health and wellbeing of a person in relation to the cultural, environmental, and social context in which they live.

In order to maintain quality of life as we age, we must find ways to foster healthy brain aging and reduce the risk of developing Alzheimer's disease and other forms of dementia. Once diagnosed, the maintenance and improvement of quality of life is often a key goal in the treatment process. Everyone can experience improved quality of life when Alzheimer's disease and other forms of dementia are prevented, effectively treated, and better understood.

This research competition aims to accelerate and focus the knowledge gained from innovative scientific findings, in the short or long term, into outcomes that will result in the reduced burden or enhanced quality of life for patients, families, and caregivers in Alberta and elsewhere.

Research focused on improving quality of life may include but is not limited to:

- Research looking for and assessing potential causes and risks for developing Alzheimer's disease and other forms of dementia, including gender-specific risks, factors that lead to resiliency and cognitive/brain reserve, and social and environmental attributes, to inform early diagnosis and intervention strategies over the life course.
- Research developing and testing interventions to prevent or delay disease onset, including lifestyle/behavioral and health tech supported prevention strategies, to maintain optimal quality of life for as long as possible throughout the aging process.
- Innovative diagnostic and treatment tools, including novel imaging techniques, biomarker identification, and evidence-informed and culturally appropriate diagnostic resources and tools, that support better

understanding of disease progression, improve quality of life and care of persons living with Alzheimer's disease or other forms of dementia, and identify who may be most likely to benefit.

## Key Dates

Applications open:	September 12, 2024
Notice of Intent Deadline:	October 24, 2024 by 12:00 PM MST (noon)
Full Application Deadline:	December 20, 2024 by 12:00 PM MST (noon)
Notifications of Decision:	Summer 2025

## Funding and Award Period

AS AB/NT, in partnership with CAN, will provide awards up to CAD \$250,000 total funding for a period of up to three (3) years. Requests may not exceed CAD \$250,000 and must be matched at a minimum of 1:1 ratio through funding from one or more funding partners secured by applicants. Matching funding must be cash. A signed letter guaranteeing the matched funds or other proof of secured matching funds is required by the Full Application deadline (December 20, 2024).

- Eligible funding partners for matching funding include individual donors, charitable organizations, provincial and federal government agencies, industry, research institutions, hospitals and healthcare organizations, and any other entities, including foreign organizations and entities.
  - Funding from CIHR and other Tri-Council competitions will **not** be accepted as matching funding for this competition.
- A funding partner may support any number of applications and multiple funding partners may support a single application.
- Full Applications will not be accepted unless accompanied by a letter of commitment of matched funds from the funding partner(s).

## Eligibility

### Applicant(s)

The **Principal Applicant** is responsible for the direction of the research project and the coordination of proposed research activities, in conjunction with the co-applicant(s) (if applicable). The Principal Applicant must complete and submit the Notice of Intent (NOI) and Full Application, assume administrative and financial responsibility for the award, and receive all related correspondence from CAN and AB AS/NT. **The Principal Applicant must:**

- Be an independent researcher (defined below) in the fields of Alzheimer's disease and other dementias.
- Be affiliated with a graduate degree-granting research institution in Alberta.
- Have their substantive academic position be in Alberta for the duration of the requested funding
- Be a member of CAN ([join here](#))
- Be able to comply with the Terms and Conditions of the award (outlined below).

The application may include one or more **co-applicants**, which can be any of:

- Independent researchers from inside or outside of Alberta.
- Knowledge Users.
- Trainees.

### All applicants must not:

- Be in a Conflict of Interest with regard to this funding opportunity due to extensive and direct involvement in the development of this funding opportunity.

- Have interests and intent towards the proposed research that intersect with any personal, commercial, or financial interest or benefit pertaining to the individual, their employment, or partnerships and former or prospective professional associations.
- Have funding-decision Authority for this funding opportunity.

Applicants can only submit one application to this competition as Principal Applicant. **Multiple submissions from the same Principal Applicant are not permitted.** Co-applicants may participate in multiple projects. Principle Applicants and/or co-applicants who currently have active funding provided by the Alzheimer's Society **may** apply for this funding competition only if:

- The proposed projects are distinctly different.
- Applicants are not delinquent in their reporting or deliverables requirements for the active funding.
- The active funding is **not** from the Alberta and Northwest Territories provincial society of the Alzheimer's Society.

For the purposes of this research competition, an **independent researcher** is an individual who engages in research-related activities that are not under the direction of another individual, and has an academic or research appointment that:

- Commences by the Full Application deadline.
- Allows the individual to pursue the proposed research project, engage in independent research activities for the entire duration of the funding, supervise trainees (as applicable per the affiliated institution's policy), and publish the research results.
- Obliges the individual to comply with institutional policies on the conduct of research, supervision of trainees (as applicable), and employment conditions of staff.
- Individuals who are full- or part-time students, postdoctoral fellows or research associates are not eligible to apply as Principal Applicants, regardless of whether they also meet the definition of an independent researcher.

### Knowledge Users

**Knowledge Users** (individuals or groups that will use or benefit from the research knowledge generated, included but not limited to persons with lived experience of Alzheimer's disease and dementia, policymakers, health and/or service providers, professional organizations, and industry partners) are eligible to serve as Co-applicants on an application and their involvement at any stage of the research project (e.g., in planning and design, as participants, in dissemination and application) is welcomed and **strongly encouraged**.

### Research Project

- Must be related to Quality of Life research as defined in the Area of Focus section above.
- Must be conducted within Alberta.
- Should think "outside of the box" and bring disciplines together in unexpected ways to form bold, innovative perspectives.
- Are encouraged to have meaningful involvement of Knowledge Users, as applicable.
- Should ethically and sensitively integrate considerations for sex- and gender-based analysis plus (SGBA+), as applicable.
- Are encouraged to bring a collaborative approach to research, whether that involves a multidisciplinary team, academic or non-academic partnerships, or other collaborations, as applicable.

### Equity, Diversity, and Inclusion

CAN and AS AB/NT recognize the importance of equity, diversity and inclusion (EDI) in enriching the process and outcome of collaborative scientific inquiry and innovation. We encourage applicants of diverse backgrounds to apply to this funding opportunity, which will promote the expression of diverse perspectives, approaches, and

experiences, including those of underrepresented and disadvantaged groups. We strongly recommend that all applicants complete the [CIHR Sex and Gender Training Modules](#).

## How to Apply

Application to this funding opportunity follows a **two-stage process**:

1. Notice of Intent (NOI), submitted via the [Online Notice of Intent Submission](#).
2. Full Application, to be submitted at the online Full Application submission. A personalized link will be sent to the Principal Applicant once the NOI has been received.

**The NOI and Full Application must be submitted by a single Principal Applicant.**

### Notice of Intent

Applicants intending to submit a Full Application to this funding competition are **required** to submit a NOI electronically through the [Online Notice of Intent Submission](#).

The purpose of the NOI is to provide necessary information in planning for peer review. **As such, NOIs will not undergo formal review and comments are not provided at the NOI stage.** NOIs will be used to ensure that all Applicants are eligible for this competition as per these guidelines. As such, CAN and AS AB/NT reserve the right to contact any Applicant to suggest revisions or retraction of the intent to apply for funding.

Notices of Intent must be received before **12:00 PM MST (Mountain Standard Time) on October 24, 2024**. A personal link will be sent to the Principal Applicant once the NOI has been submitted, which will provide access to the Full Application submission.

*Once an NOI has been submitted, the Principal Applicant cannot remove themselves from the application to join a different application submitted to the same funding opportunity.*

A complete list of questions to be addressed by the NOI is provided in **Appendix A**.

### Full Application

Full Applications must be submitted electronically through the online application submission, accessed via a personal link sent to the Principal Applicant after the NOI has been received. The Principal Applicant who submitted the NOI must be the same individual who submits the Full Application.

It is imperative that the Full Application is proofread before submission; changes to the Full Application after the deadline are not allowed. Only a single copy of a Full Application will be accepted. The use of a personal submission link will allow applicants to leave a submission and come back to it, saving any progress that has been made.

Full Applications must be received in completion **before 12:00 PM MST (Mountain Standard Time) on December 20, 2024**. A complete list of questions to be addressed by the Full Application is provided in **Appendix B**. A Budget Summary Template, to be filled out and submitted as part of the Full Application, [is provided here](#).

*Principal Applicants can choose to submit the Full Application at **any time** after receiving their personal submission link. As mentioned above, NOIs will not undergo formal review. However, all individuals submitting a Full Application **must submit both** a NOI and a Full Application.*

**Late or incomplete applications will not be considered for funding. It is the sole responsibility of the Principal Applicant to ensure the Full Application submission adheres to all requirements and is received before the deadline.**

*By applying to this funding opportunity, Applicants acknowledge that their information will be shared with a review committee for evaluation. CAN and AS AB/NT reserve the right to disclose non-confidential lay summaries with partner organizations and their donors for the sole purpose of being considered for additional funding and support opportunities. Applicants in consideration will be contacted before further information is shared. In addition, information regarding applications may be shared with donors to inform them about the distribution of their valuable contributions to the advancement of research in Alberta. Finally, AS AB/NT and CAN reserve the rights to share information such as applicant name, project title, and lay research summary publicly on our website and social media. Should you have any questions or concerns regarding the sharing of applicant or project information, please contact [abneuro@ucalgary.ca](mailto:abneuro@ucalgary.ca) for further guidance.*

## Budget

The required [Budget Summary Template](#) for the proposed research project must be submitted with the Full Application. The Budget Summary must outline the proposed use of AS AB/NT and matching funds. For example, if a Principal Applicant is requesting CAD \$250,000 from AS AB/NT, matching funding of at least CAD \$250,000 is required and the Budget Summary should outline the total research project budget of CAD \$500,000. The requested funds from AS AB/NT must be used to cover the costs of Alzheimer's disease and dementia research related to Quality of Life at an Alberta institute. Additional details on allowable costs for AS AB/NT funds are outlined below.

Eligible expenses include:

- Research operating expenses, including supplies and materials needed for the proposed research.
- Small pieces of research equipment and laboratory supplies not provided by the affiliated institution and necessary for the purpose of the proposed project, up to \$10,000.
- Salary support for research associates and technical/professional assistants or trainees and fellows essential to the project.
- Costs associated with the participation of knowledge users in the research and/or dissemination of findings (e.g., publication costs, costs associated with developing web-based information, workshop/seminar costs related directly to the funded research).
- Expenses for travel to scientific and professional meetings, not to exceed CAD \$1,000 in any given year.

Funds CANNOT be used for:

- Previously incurred expenses (prior to the implementation of the award).
- Indirect costs (e.g., operational costs related to heating, lighting, facilities, safety compliance).
- Computer hardware or standard software (e.g., Microsoft Office).
- Standard office or laboratory furniture (e.g., stools, cabinets, computer desks, etc.).
- Tuition.

Please see the required [Budget Summary Template](#) to be submitted with the Full Application.

## Review Process

All eligible and completed Full Applications will undergo peer review by individuals from institutions outside of Alberta with expertise in basic, clinical, and quality of life research capacities as related to the Area of Focus. Applications will also be reviewed by community reviewers, such as people with lived experience and/or family and caretakers, to reflect the priorities and needs of the community in Alberta. Any Conflict of Interest will be taken into consideration when assigning reviewers.

*By applying to this funding opportunity, Applicants acknowledge that it is not possible to completely remove identifying information from applications undergoing review and that reviewers will have access to the complete*

*Full Application, including submitted CVs, for the purposes of evaluation. Reviewers will be required to sign confidentiality agreements prior to accessing application information.*

Reviewers will evaluate applications using a scoring system. Applications with scores falling within the fundable range will be discussed at an AS AB/NT Scientific Review Committee meeting. The review committee and CAN will submit recommendations for funding to AS AB/NT. Funding decisions will be based on the review committee evaluations, availability of funds, and alignment with the Area of Focus for the research competition. AS AB/NT and CAN make every effort to ensure the confidentiality of each application. AS AB/NT and CAN will not enter discussion on specific items in the review process, reasons for the rejection of applications, or on budgetary modifications. **All decisions are final and cannot be appealed.**

## Evaluation Criteria

Applications will be evaluated on the basis of scientific merit, novelty, clarity, and potential to create positive impacts into understanding the causes, prevention, treatment, and cure of Alzheimer's and dementia.

Specifically, applications will be evaluated based on:

- Alignment with Area of Focus (Quality of Life)
- Knowledge User Involvement
- Sex and Gender Considerations
- Innovativeness
- Potential for Impact/Feasibility
- Quality of the Work Plan
- Expertise of applicant and/or team
- Environment of the research
- Appropriateness of the budget

## Lay Summary Review

Each application will be reviewed by volunteer members of the Alzheimer's Society who have direct personal experience of dementia - either living with dementia themselves or current/former carers of people with dementia. These volunteers ensure that the research funded by the Hope for Tomorrow Research Competition is relevant, credible, and has an impact for everyone affected by dementia. They draw on their personal experiences of dementia when reviewing applications. In particular, they comment and score applications based on the explanations provided in the **lay summaries** of how the applicant's research will or could improve the lives of people affected by dementia.

Volunteer reviewers from AS AB/NT have provided clear advice about how best to maximize your chances of success when writing the lay summary of your application. This has been provided for your benefit in **Appendix C**. It is **strongly recommended** all applicants read this and use the information when writing their lay summary.

## Notification of Decision

Applications selected for funding will be notified in writing to the Principal Applicant in Summer 2025 (date is tentative and subject to change). It is the sole responsibility of the Principal Applicant to ensure that CAN and AS AB/NT are provided with current contact information and to notify of any changes to the contact information provided in the original application.



## Payment of Funds

Funds will be paid directly to awardees by AS AB/NT on an annual basis, pending the submission of annual reports, as outlined in the Terms and Conditions. In the event that an annual report is not provided to CAN, funding may be revoked.

Should an awardee be unable to continue the research project for any reason for which they are receiving support, CAN should be notified immediately, and provisions be made for the return of unexpended funds.

Recipients requesting a leave of absence from the research environment for longer than three (3) weeks must provide a written statement explaining the reason for their request at least three (3) months before their anticipated date of leave. Requests will be considered on a case-by-case basis. A timeline of when they expect to resume their project and a related work plan is also required. Funding will be suspended for the duration of the leave and shall recommence when, and if, the awardee returns to their research environment and provides a letter of verification to CAN and AS AB/NT.

## Terms and Conditions

### Acceptance of Award

Successful Principal Applicants must accept the offer within ten (10) business days of receiving a notification of decision from CAN. A funding acceptance form will be provided with the notification and must be returned to CAN by email within this time frame, including any supporting documentation and signatures from all applicants noted on the application. Any potential funding conditions or required clarifications and their related timelines will be outlined with the offer. Failure to comply with this requirement may lead to withdrawal of the offer.

*By accepting this award, Applicants acknowledge that CAN and AS AB/NT reserve the right to disclose non-confidential application information with partner organizations and their donors for the sole purpose of being considered for additional funding and support opportunities. In addition, information regarding applications may be shared with donors to inform them about the distribution of their valuable contributions to the advancement of research in Alberta. Finally, CAN reserves the right to share information such as applicant name(s), project title, and non-confidential lay summary publicly on our website and social media. Should you have any questions or concerns regarding the sharing of applicant or project information, please contact [abneuro@ucalgary.ca](mailto:abneuro@ucalgary.ca) for further guidance.*

### Funding and Award Period

Successful Applicants will be provided with funding of up to CAD \$250,000 over a period of three (3) years. Payment of funds is dependent on compliance with program requirements and deliverables. Use of funding should follow the budget submitted with the Full Application as close as possible.

Funding will commence on the verified term start date, provided it occurs no later than 11 months after the application deadline. If the term start date is prior to the date the signed acceptance form is received by CAN, funding will commence on the first day of the following month. It is the responsibility of the Principal Applicant to ensure that the project starts within the required timeframe. Failure to comply with this requirement may result in loss of funding.

### Documentation Requirements

All successful Principal Applicants, on acceptance of funding, are required to submit any and all applicable ethics certifications and approvals or proof that they will be in place before research commences. CAN and AS AB/NT require that any necessary ethical and/or regulatory approvals for approved research projects are kept current. It is



the sole responsibility of the Principal Applicant to ensure that the proposed research project is reviewed by the appropriate ethical review committee prior to the commencement of the project. The Principal Applicant must ensure the proposed research project aligns with all relevant ethical regulations at the researchers' respective institutions, including required considerations for human and/or animal research aims, design, materials, and procedures.

Additionally, as a condition of this award, Principal Applicants are required to submit an annual report, 12 months from the funding term start date, that includes:

- Confirmation that no major revisions to the research proposal have occurred.
- Update on the progress of the research, including objectives achieved.
- Confirmation that all ethics certifications and other required research approvals are current and up-to-date.

In the event that this report is not provided to CAN, funding may be revoked.

Within six (6) months following the end of the funding period, Principal Applicants must submit a final report to CAN that includes:

- An outline of results or findings.
- Any publications, in peer reviewed journals or in press, that resulted from the funding.
- An outline of any intellectual property, including patents, and any services, products, technologies or other research outputs produced that resulted from the funding.

## Knowledge Translation and Open Access

Knowledge translation, science education, and public engagement are key goals for CAN and AS AB/NT. Therefore, awardees may be asked to attend and/or participate in events and media to showcase the importance of research for the field of Alzheimer's disease and other forms of dementia, provide education to both academic and lay audiences, and demonstrate the quality of research being done in the province of Alberta.

Related to these goals, CAN and AS AB/NT require award recipients to ensure research outputs are available as Open Access resources. Open Access means that research outputs, particularly publications and data, are free, publicly accessible, and generally available online. Open Access also includes the right to use these research outputs, with little or no restriction, in the digital environment. By adhering to Open Access practices, researchers can share their work on a wider scale and increase the potential impact, and funded research is made more accessible to everyone.

**The financial of the [Alzheimer Society of Alberta and Northwest Territories](#) and [Campus Alberta Neuroscience](#) must be acknowledged in all publications, releases, presentations, and scientific communications pertinent to the research project.**

## Questions

If you are interested in applying to this program and require further information, please contact Campus Alberta Neuroscience at [abneuro@ucalgary.ca](mailto:abneuro@ucalgary.ca) with the subject line "Hope for Tomorrow Research Competition".

## Q&A Webinars

Applicants are encouraged to attend scheduled Q&A webinars to learn more about the requirements, identified Area of Focus, and the overall application process. Please visit our website ([albertaneuro.ca](http://albertaneuro.ca)) or Twitter ([@abneurosci](https://twitter.com/abneurosci)) for more information on the upcoming webinar dates.

## About the Funders

### About AS AB/NT

The Alzheimer Society of Alberta and Northwest Territories is working to change the face of dementia and improve the quality of life for those with the disease. Serving Alberta and the Northwest Territories, the Society offers a network of educational and support services for people diagnosed with dementia and their care partners, builds partnerships with health professionals and the community and advances research into effective treatments and finding a cure for this devastating disease. To learn more about Alzheimer's, dementia, and the work done by AS AB/NT, please visit [alzheimer.ab.ca](http://alzheimer.ab.ca).

### About CAN

Campus Alberta Neuroscience, established in 2012 with support from the Government of Alberta, is a province-wide neuroscience network connecting the Universities of Alberta, Calgary and Lethbridge to increase the impact of neuroscience and mental health research, education and translation, developing the province as an epicenter for neuroscience excellence. Through collaborative partnerships with researchers, government and health system stakeholders, industry and community organizations, CAN supports and accelerates innovative brain and mental health advances that improve brain health, patient care and quality of life in Alberta and beyond. For more information, please visit [albertaneuro.ca](http://albertaneuro.ca).

## Appendix A: NOI Questions Overview

Applicants intending to submit a Full Application to this funding competition **must** submit a Notice of Intent (NOI) electronically through the [Online Notice of Intent Submission](#) by **12:00 PM MST (noon) on October 24, 2024**. CAN will not accept late submissions or NOIs submitted via mail or email.

Below is a complete list of questions to be addressed by the NOI. Please note that this list is meant for informational purposes only and to facilitate the preparation of the NOI for submission.

The complete Notice of Intent (NOI) must include:

- **Project Title**  
Provide a short and descriptive title that can be used for publication purposes. You can use common abbreviations (e.g., DNA), but avoid uncommon or discipline-specific abbreviations, company and trade names.
- **Keywords**  
List up to 5 keywords to describe the proposed research.
- **Principal Applicant Information**  
Name, affiliation, position/title, and contact information for the Principal Applicant
- **Non-confidential Summary (max 500 words)**  
Provide a brief description of the proposed research, including objectives, research approach, novelty/innovativeness of the project, and expected significance of the work, and its alignment with the Area of Focus (Quality of Life).  
*If your application is successful, this summary will be used for promotional purposes outside the research community to inform the government, media, potential donors, other stakeholders, and members of the public who request information about research funded by the Hope for Tomorrow program.*
- **Suggested reviewers (optional) and reviewer exclusions (if applicable)**  
Provide a list of suggested reviewers who may be contacted to review the proposal at the Full Application stage. We encourage you to suggest a diverse cross-section of potential reviewers with appropriate expertise (outside of Alberta; Canadian and international, established and Early Career Researchers (ECR), members of underrepresented groups, from academic and non-academic institutions) to review and comment on the proposal. Proposed reviewers should not be in a Conflict of Interest with any Applicant noted on the Full Application, as defined by:
  - Extensive and direct involvement in the development of the funding opportunity
  - Involvement in the proposed research project
  - Interests and intent towards an area of research intersects with any personal, commercial, or financial interest or benefit pertaining to the individual, their employment, or partnerships and former or prospective professional associations
  - Having Funding-decision Authority for the funding opportunityIndicate any individuals who should not be considered to review the full proposal, including instances where:
  - The Applicant trained with/or by the individual
  - The Applicant published with the individual in the last four (4) years, excluding workshops or large consortia
  - The individual has been a co-investigator on a grant application or award with the Applicant in the last four (4) years
  - The individual has a conceptual difference of opinion with the Applicant that will prevent a fair review
  - The individual will receive financial benefit from the Applicant receiving an award

## Appendix B: Full Application Questions Overview

Full Applications must be submitted electronically via the personal link provided to the Principal Applicant by **12:00 PM MST (noon) on December 20, 2024**. CAN will not accept late submissions or applications submitted via mail or email.

Below is a complete list of questions to be addressed by the Full Application. Please note that this list is meant for informational purposes only and to facilitate the preparation of the Full Application for submission.

The complete Full Application must include:

- **Project Title:** Provide a short and descriptive title that can be used for publication purposes. You can use common abbreviations (e.g., DNA), but avoid uncommon or discipline-specific abbreviations, company and trade names.
- **Principal Applicant Information:** Name, affiliation, positions/title, and contact information for the Principal Applicant.
- **Principal Applicant CV:** Provide a Canadian Common CV (CCCV) in Biosketch format. For more information on how to create an account and a PDF document, please visit the [Canadian Common CV website](#).
- **Co-Applicant(s) Information:** (*A multidisciplinary team and involvement of knowledge users is strongly encouraged.*) Name, affiliation, position/title, and contact information of individuals to be actively and directly involved with the proposed research project.
- **Co-Applicant(s) CV:** Provide the CCCV of the Co-applicant(s) in Biosketch format as a single file (if applicable). This requirement is waived if a Knowledge User is a Co-applicant, in which case an alternative 3-page CV suffices. All information must still be compiled into a single document.
- **Primary Location where research will be conducted and Institution to be paid:** The Research Project must be conducted in Alberta. Please provide the institution and faculty information.
- **Matching Funding Information:** Identify funding partners providing matching funding, key contact, and value of guaranteed contributions (CAD). A signed letter guaranteeing the matched funds or other proof of secured matching funds is required.
- **Period of Support Requested and Proposed Start Date (mm/dd/yyyy):** Awards are for a period of up to three (3) years.
- **Lay Research Summary (max 300 words):** Provide a summary of the research objectives and expected results and how these positively impact Alzheimer's disease and other dementias. The lay summary should be written for a patient, caregiver, or community member audience so that it is easily understood by a non-technical audience; it should inspire and speak to the relevance and meaningfulness of the work and to the desired outcomes.
- **Scientific Abstract (max 300 words):** Provide a summary of the research objectives, methodology, expected results and outcomes in general scientific language.
- **Research Proposal (max 2000 words, excluding references):** Provide a clear and concise description of the research plan, specific project aims, and the methodology, including the specific hypothesis of the research and expected outcomes, and how you plan on disseminating the findings, in general scientific language.
- **Research Alignment with Area of Focus of Quality of Life (max 300 words):** Describe the focus of the proposed research and its potential to make a significant impact on the quality of life of patients, families, and caregivers through the innovative exploration into the causes, prevention, treatment, and cure of Alzheimer's disease and related dementias.
- **Knowledge User Involvement (max 300 words):** Explain how this research project will be conducted in collaboration/partnership with Knowledge Users, with consideration of the inclusion of individuals and groups that are diverse in gender, age, ethnicity, perspectives, abilities, disciplines, career stages, and lived experience in research. Please provide details about the Knowledge User(s), when and how they will be engaged in meaningful ways, expected contributions, and importance to the research process.  
If Knowledge Users will not be actively included in the research process, please explain why a Knowledge

User partnership approach does not apply to your research design and how you intend to communicate the findings to these individuals and the potential impact of your research to Knowledge Users.

- **Sex and Gender Considerations (max 300 words):** Is sex as a biological variable taken into account in the research design, methods, analysis, and interpretation, and/or dissemination of findings? Is gender as a socio-cultural factor taken into account in the research design, methods, analysis, and interpretation, and/or dissemination of findings? If yes, please describe how sex and/or gender considerations will be integrated into your research proposal. If no, please explain why sex and/or gender are not integrated into your research proposal.

Please refer to the [CIHR Guidelines on Sex and Gender in Health Research](#) for further information on definitions of sex and gender and key considerations for the integration of sex and gender in research. We strongly recommend that all applicants complete the [CIHR Sex and Gender Training Modules](#).

- **Work Plan and Timeline (max 500 words):** Describe the overall objectives, work plan (e.g., timeline, milestones) and demonstrate the feasibility of the proposed research project.
- **Team and Research Environment (max 500 words):** For the team information, describe how the members of the team contribute to the probability of success because of their skills, expertise, connections, etc. This should not duplicate biosketch information. Use this section to describe how this group of individuals will succeed as a team. For the research environment, describe the institutional support, physical resources and/or community involvement the proposed research project will benefit from, contributing to the success of the research.
- **Budget:** Upload a budget document using the provided [Budget Summary Template](#), including a description of sources, amounts (CAD), and an explanation for each cost.
- **Provide a written justification of budget expenses (max 300 words)**

You will also be asked whether you have applied to the Hope for Tomorrow Research Competition in a previous year. If yes, you will be asked to upload the reviewer feedback you received and you will be given space to explain how your proposal has responded to concerns and questions brought up by those comments.

## Appendix C: Advice for Writing a Lay Summary

Each application will be reviewed by volunteers who have direct personal experience of dementia. These volunteers ensure that the research funded by the Hope for Tomorrow Research Competition is relevant, credible, and has an impact for everyone affected by dementia. Volunteer reviewers from AS AB/NT have provided clear advice about how best to maximize your chances of success when writing the lay summary of your application:

- **Focus on answering key questions that will help volunteers understand the purpose and intention of your research.**
  - What will be the benefit of this research to people affected by dementia? Volunteer reviewers are looking for a clear picture of what the outcomes of the research could achieve and how that could make life better for people affected by dementia. They understand that your research may be addressing a small piece of the puzzle, and will be looking for explanations of the benefit - however modest - during or immediately on completion of the proposed research.
  - Where does this research sit in the relevant research pipeline?
    - *For Biomedical Research:* Is your research looking for the cause of a type of dementia, or are you testing a treatment? If the research is testing a treatment, how long would it be before this would reach humans? Knowing where it fits in the “train” of studies helps to put it in context (i.e., what has come before? What will come after? What else is being done related to this work?).
    - *For Care Research:* How long would it take for the research to result in a care program and who will it inform? The federal or provincial governments? Other institutional funders? People affected by dementia?
  - Will this be implemented in a local area or more widely? How will it be implemented? Include what needs to change and any cost savings or resource requirements involved.
  - What plans are being made to share the results and roll out the program to maximize benefit? Are there plans for public involvement? If so, provide an outline of these. How do you propose engaging those critical friends for maximum impact? If not, AS AB/NT members suggest you look into the importance of public involvement and find out how AS AB/NT and the member volunteers can help support yourself and other researchers.
- **Tips for accessible language:**
  - A good proposal is written in plain English. Keep in mind that lay summaries should be written for members of the public rather than peers or professionals. The key is the ability to take complex concepts and make them easy to understand.
  - Please avoid using jargon, acronyms, or complex, technical and scientific terms. If you must, please define or explain the term/acronym the first time it is used.
  - Keep in mind that people engaging with your research may be living with dementia themselves; how would you explain your work so the people it directly affects can understand its importance?
- **Tips for clarity:**
  - Write in short, clear sentences and focus on what you are hoping to achieve. What are the aims of the research? What is the methodology? How will it benefit people with dementia? How much will it cost? Does it represent value for money and why?
- **Tips around statistics:**
  - Avoid too many unnecessary facts and figures. A lot of proposals start by quoting dementia stats. Many of the volunteer reviewers are aware of the numbers and are more interested in what you are doing about them, so you should spend your limited space writing about your work.
  - However, statistics can sometimes be helpful if a small part of the population with dementia is targeted in your research - the numbers can help reviewers have an idea of the scale of that specific benefit.