ASSOCIATION OF MIGRAINE DISORDERS (AMD) RESEARCH GRANT

A. PURPOSE
The purpose of this RFP is to support novel and transformative evidence-based research into migraine-related disorders. A preference will be given to basic science projects.

Specifically the purpose of this RFP is:

1. To understand the pathophysiology of the neural malfunction that is called migraine disease
2. To prove or disprove a common pathophysiology among the multiple symptoms and syndromes that claim a relationship to migraine
3. To improve our understanding of the natural history of migraine disease at various stages of life, such as the differences between episodic and persistent migraine symptoms
4. To describe the effects of hormones on migraine
5. To explore the genetic defects of migraine
6. To develop new diagnostic strategies to treat migraine
7. To improve the use of existing pharmaceutical agents and other treatments
8. To establish new pharmaceuticals or other treatments of migraine

B. ELIGIBILITY
Applicants must have demonstrated potential for excellence in research and teaching and a serious commitment to an academic research career in otolaryngology-head and neck surgery. A single principal investigator (PI) must be named. The position of “co-PI” is not acceptable. The PI should be associated with an academic institution. There are no restrictions on country of residence. All candidates must be sponsored by the Chairperson of his/her Division or Department. Applications submitted by ineligible PIs will NOT be reviewed by the CORE Study Section.

C. CONDITIONS
Projects must have relevance to migraine disorders and AMD’s organizational goals.

Mission of the AMD
The mission of the Association of Migraine Disorders (AMD) is to stimulate research in neuroscience related to full spectrum of migraine disorders.

The AMD is committed to the following goals:

1. To foster laboratory or patient-oriented research designed to elucidate the pathophysiology, diagnosis and treatment of migraine-related neurologic disorders. There is a particular interest in the development of new diagnostic strategies and new treatments in the fields of pharmaceuticals and genetics.
2. To develop the career of researchers with a particular interest in this area of neuroscience.
3. To promote a share knowledge and collaborate between medical specialties.

Applications must be accompanied by a letter of support from the applicant’s Department Chair verifying that the applicant will be permitted to devote an appropriate amount of time to the conduct and timely completion of the proposed research project. Applicants must obtain letters of support/understanding from all key personnel on the project.

D. TERMS
1. Amount: $50,000 maximum total direct costs.
2. Period: 12 months.
3. Funding: One will be awarded annually.
4. **Use of Funds**: The AMD will not support any indirect costs, overhead costs or other institutional levies. Fringe benefits for personnel salaries are allowable. The proposal must include a detailed budget that stipulates how funds will be spent, including direct costs, salaries, wages and benefits, materials and supplies, advertising, patient incentives, equipment and travel (if applicable). **Equipment and supplies purchased with this award become the property of the recipient institution.**

5. **Notification**: Letters of notification will be sent in June of the award year. Please do not call the office prior to this time to inquire about the results.

6. **Start Date**: The recipient(s) of the AMD Research Grant will be announced by the Association of Migraine Disorders. The award may be activated as early as July 1 of the year of award, but no later than January 1 of the following year.

**E. FORMAT**

Applications are in a similar format to the National Institutes of Health. All applications must be completed and submitted online through ProposalCENTRAL at [https://proposalcentral.altum.com](https://proposalcentral.altum.com). Visit [http://www.entnet.org/CORE](http://www.entnet.org/CORE) for more information on the application process.

**F. SIGNATURES**

AMD grants are legally awarded to the institution with which the Principal Investigator is affiliated, not to the investigator or his/her division or department. For this reason, it is very important that applicants comply with their home institutions’ policies with regard to pre-submission processing of grant applications. This can take time, so it is wise to plan ahead, allowing adequate time for processing and approvals. For example, the original copy of an application to the Foundation must be signed by the person legally authorized to represent the institution in any contractual relationship that might result. This is typically someone in the administration whom the applicant does not know personally. Applicants are advised to consult their institutions’ offices of research administration or sponsored projects for information on processing requirements for an application prior to its submission.

**G. APPROVALS**

If the proposed research involves human subjects or vertebrate animals at any time, the project must be reviewed and approved by the appropriate institutional review board (IRB). This approval shall be obtained prior to submission and submitted with the application. If such approval is unavoidably delayed, enter "pending" instead of the data, upload the information provided to your IRB committee to your application and send a follow-up certification of approval signed by an official of the application institution within 30 days after the grant submission deadline. Grant applications which are not supported by evidence of the appropriate IRB documentation or approvals will not be reviewed or considered further in that grant cycle. Any changes in the proposed work required by an IRB to secure approval must be submitted to the Foundation with the follow-up certification, prior to review or after the work is in progress.

**H. LETTER OF INTENT**

All applicants must submit a Letter of Intent online no later than midnight Eastern Standard Time December 15 (if 12/15 falls on a weekend, the deadline will be the Monday immediately after). The letter of intent includes the title of the project, the principal investigator, and an abstract of the work. This will facilitate planning review requirements. See the proposalCENTRAL website ([https://proposalcentral.altum.com](https://proposalcentral.altum.com)) to begin the letter of intent process.

**I. RECEIPT DATE**

Allow yourself enough time to have the appropriate individuals review your application. Once your application is complete, print your cover page and have all of the necessary individuals sign. Keep in mind that it may take a few days to obtain all of the necessary signatures. The CORE grants program is paperless, so no hard copies
of the signature page are to be mailed. Once all signatures have been obtained, you should scan the document and upload the .pdf to the system and retain the original for your files if needed. Once the signature page has been uploaded, run the checks within the system and click ‘SUBMIT.’ You will receive a confirmation email indicating that your proposal has officially been submitted.

**ALL materials must be submitted online by midnight, Eastern Standard Time, January 15** (if 1/15 falls on a weekend, the deadline will be the Monday immediately after).

**J. FOLLOW-UP**
In carrying out its stewardship of research programs, AMD may request information essential to an assessment of the effectiveness of this program. Accordingly, the recipient is hereby notified that s/he may be contacted after the completion of the award for periodic updates on various aspects of employment history, publications, support from research grants or contracts, honors and awards, professional activities, and other information helpful in evaluating the impact of the program.

**K. REPORTING REQUIREMENTS**
Recipients of the AMD Research Grant are required to complete an interim report at 6-months to receive further funding of the proposal. Please establish some reasonable milestones in the progress of the project to review at 6 months. Within 30-days of the completion of the project, the grantee will submit a final report. A final financial report must be submitted within 90 days of the close of the project. The recipient(s) shall be free to publish the results afterwards, but the AMD shall have the right to publish any follow-up information about the findings of the recipient’s research. Any presentation or publication of results supported by this award shall acknowledge the contribution of the AMD’s Resident Research Grant.

**CONTACT**
If you have questions regarding this funding opportunity announcement, please email the AMD at grants@migrainedisorders.org.