**Guidelines for preparation and submission of applications for all grants**

BRACE is committed to funding high quality research projects that ultimately contribute to the knowledge of Alzheimer’s disease and/or other dementias. These projects may be in any discipline but must have, as the basis of the project, an intention to generate results that will bring further understanding of at least one of the following:

* the risk factors/causes/mechanisms of dementia,
* more accurate or earlier diagnosis
* prevention/treatment of dementia

All researchers must have the intention of publishing the findings of their studies.

Applications will be considered from researchers in South West England or South Wales. Applicants must be based within appropriate academic/research institutions, preferably where there is clear evidence of existing studies in dementia.

Funding for a project requiring ethical approval will only be awarded once such approval has been granted.

**Type of Grants awarded**: PhD studentships (3 years) –around £90,000 at current rates

Pilot studies (normally up to 18 months and under £70,000)

Equipment grants (normally under £25,000)

Core funding – BRACE supports some core activities but does not accept unsolicited applications in this category

**In general, no grant will extend beyond 3 years and grants in excess of £100,000 are rare.** If an application for more than any of the guideline amounts is planned, please consult the BRACE Office first.

For **PhD studentships**, supervisors should hold tenured or tenure-track appointments. BRACE understands that the identification of suitable students is sometimes not possible until after an application has been made so they will accept applications that have either named or no named PhD candidates. In the event of limited funding opportunities, applications that have named students will be given priority over applications without named students provided the scientific merits of the applications are comparable. It is anticipated that that students recruited for studentships will generally begin their studies at the start of an academic year but start-dates outside this time will be considered.

We recommend that all applicants first consult the BRACE Office on 0117 414 4831 or email [sac@alzheimers-brace.org](mailto:sac@alzheimers-brace.org). The people currently based placed to help you are the SAC Administrator, Emma Bone, and the Chief Executive, Mark Poarch.

**How to Apply for a Grant**

* Check the [information on our website](https://www.alzheimers-brace.org/apply-for-a-research-grant) about meeting dates, types of application considered at each meeting, and the deadline for submission for each meeting.
* Download and complete the appropriate form (the named form for PhD studentships or the multipurpose form for any other type of application).
* Download and complete the form for the nomination of reviewers (see the next section for advice).
* Add a letter from the host institution confirming the financial calculations and the use of laboratory and other necessary facilities for the project.
* Submit your application **by email**, attaching all documents as Word or PDF files, to [sac@alzheimers-brace.org](mailto:sac@alzheimers-brace.org). The font used for the application should be a san serif font not smaller than 10pt.
* For applicants with a named BRACE studentship candidate please also include two letters of recommendation from persons **independent** of the supervisor.

## Peer review, reviewers and conflicts of interest

* Grants will be awarded entirely on **scientific merit**, following a peer review process. The charity’s own Scientific Advisory Committee (SAC) will review all applications and make recommendations to the Board of Trustees. BRACE is a member of the Association of Medical Research Charities and will conduct peer review in compliance with the AMRC’s standards.
* All applicants should submit the names of five suitable peer reviewers, three of whom should be specialist in the relevant field and two have a more general perspective. Please ensure that suggested reviewers are listed in the reviewer submission form, not in the application document itself.

Try to avoid nominating reviewers who might need to declare a conflict of interest, or who are employed by the same university as the applicant or co-applicant.

Your nominees should also include reviewers outside the BRACE region (SW England and S Wales) and preferably overseas; this widens the pool of knowledge on which we are drawing and reduces the risk of conflicts of interest.

* The SAC will consider your nominees as well as previous reviewers in the same field and potential reviewers it has identified by other means. The eventual selection will not be disclosed to you but you might receive anonymised feedback from the SAC after the decision about your application has been taken.
* The final stage of the review process will be carried out by the SAC.

You are asked not to include an SAC member among your nominated reviewers.

You should also let us know if an SAC member might have a conflict of interest in respect of your application; this will not prevent your applying, but we will need to make allowance for the potential conflict in the way the process is handled. Current SAC members are [listed on our website](https://www.alzheimers-brace.org/how-grants-are-approved).

**Any postal correspondence should be addressed to:**

The SAC Administrator, BRACE Charity Office, Southmead Hospital, Bristol BS10 5NB.