



ASF Research Grant Submission Guidelines

Formating Requirements

Document Format: Upload all attachments in one (1) PDF file.

File Name format: PI's last name_MM_20XX_RFP.pdf (*e.g., Smith_08_2025_RFP.pdf*)

Font: Use size 11 Calibri for the main body text. Figures, tables and captions may be size 8 font.

Header: Include the PI's full name in the top left corner of the page header on every page.

Margins: Use at least half-inch margins. The header may fall within the top margin, but the body text should not begin closer than one half-inch from the edge of the page.

Page Numbering: Each page must be numbered consecutively for each PDF upload. Each section of an uploaded document must begin with page 1.

References: ASF suggests including all references as in-text citations using American Medical Association (AMA) citation style, but other citation styles are accepted.

Questions should be directed to ASF Scientific Advisory Chair at: research@angelman.org.

Submission Checklist

☐ **Cover page** including the title of the proposal and the name of the principal investigator

☐ **One-page lay summary** (abstract) of proposed research project (*limit 1 page*)

Description of abstract and summary should be understood by a wide lay audience of AS stakeholders, including donors and families, as well as the general public, and will be published by ASF should the proposal be funded.

☐ **Significance statement** (*provide up to two paragraphs*)

Describe the potential impact on AS Research and/or on the care/treatment of those with Angelman Syndrome. The description should be understood by a wide lay audience of AS stakeholders, including donors and families, as well as the general public, and will be published by ASF should the proposal be funded.

☐ **Proposal** including hypothesis, background, and preliminary data (*limit 1 page*)

☐ **Research Plan, Specific Aims, and Methods** *(limit 5 pages)*

For each aim, indicate:

- Rationale
- Experimental Design
- Expected and Alternative Outcomes
- Timeframe for Completion

☐ **Cited References**

☐ **Authorizations and Approvals**

Proposals involving human or animal subjects must be approved by institutional review boards before funding is released. Please include approval with proposal, if possible.

☐ **Budget Proposal and Justification**

Year 1 Budget Proposal and Justification (limit 1 page)

Download and fill the template available [here](#)

Year 2 Budget Proposal and Justification (limit 1 page)

Download and fill the template available [here](#)

Note: Indirect costs of up to 10% will be allowed (to be included in the total budget amount not to exceed \$100,000 per year)

☐ **Short Biosketch**

Provide a biographical sketch for the Principal Investigator and Co-Investigators. Use an NIH style format. Do not exceed 5 pages.

☐ **Full Curriculum Vitae of the applicant**

☐ **Recent Articles/Evaluations**

List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). **Begin with the projects that are most relevant to the research proposed in this application.** Briefly indicate the overall goals of the projects and your role (PI, Co-Investigator, Consultant, etc) in the research project. Do not list award amounts or percent effort in projects.