



**American  
Brain Tumor  
Association®**

*Providing and pursuing answers®*

The mission of the American Brain Tumor Association is to advance the understanding and treatment of brain tumors with the goals of improving, extending and, ultimately, saving the lives of those impacted by a brain tumor diagnosis.

# Discovery Grants

## 2025 Request for Applications

**American Brain Tumor Association**

8550 W. Bryn Mawr Avenue, Suite 550  
Chicago, IL 60631-3225

**For questions, email:** [grants@abta.org](mailto:grants@abta.org)

**Website:** [www.abta.org/for-researchers](http://www.abta.org/for-researchers)

## Contents

Key Dates.....	3
Important Info This Year .....	3
ABTA's Research Program.....	4
Request for Application (RFA), American Brain Tumor Association Discovery Grant.....	4
Section I. Funding Opportunity Description .....	4
Section II. Eligibility Information .....	5
Section III. Award Information and Grant Term.....	6
Section IV. Letter of Intent (LOI) Submission Information.....	6
Section V. LOI Submission Instructions .....	10
Section VI. LOI Review Process .....	11
Section VII. LOI Review Criteria .....	11
Section VIII. General Requirements .....	11
Section IX. Contacts.....	12

## Key Dates

### **Application Portal Opens:**

November 6, 2024

### **Letter of Intent (LOI) Due:**

December 11, 2024, by 12:00 p.m. noon CST. No late LOIs will be accepted.

Applicants are responsible for completing, reviewing, and submitting their applications by the deadline. Applicants are encouraged to apply early to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc.

*Note: Letters of Intent are mandatory for the ABTA Discovery Grants.*

### **Letter of Intent Decision:**

On or around February 21, 2025

### **Full Application Due:**

On or around March 27, 2025

### **Applicant Notification:**

On or around July 30, 2025

### **Earliest Grant Start Date:**

September 1, 2025

## Important Info This Year

- **NEW!** An application checklist is available in the application portal. See the Download Templates and Instructions tab of the application after you initiate your LOI in ProposalCentral.
- All font types allowed by NIH are now allowed for the Project Narrative for ABTA grants.
- A4 Page size not accepted. Once converted to a PDF, A4 page size does not conform to the formatting guidelines.
- Project Narrative for the Full Application (if invited to submit) will be limited to 8 pages.
- The use of Generative Artificial Intelligence (AI) is allowed for ABTA grant applications. Applicants are fully responsible for the content of their applications and are encouraged to thoroughly review any content created by an AI tool.

## ABTA's Research Program

The American Brain Tumor Association (ABTA) is the nation's oldest non-profit organization dedicated to brain tumor education, support, and research. For more than 50 years, the ABTA has supported early-career investigators, contributing to the brain tumor field and scientific community to advance the scientific understanding and medical treatment of brain tumors. Today, the ABTA's research alumni are leading some of the nation's most prestigious brain tumor centers and mentoring a new generation of scientists and clinicians.

An independent, multi-level, external review process ensures that ABTA grants are awarded for the most meritorious brain tumor research projects. Our prestigious Scientific Advisory Council and grant reviewers are leaders in the brain tumor community. Through the funding of brain tumor research, the ABTA supports projects that will change our understanding of the causes, effects, diagnosis, and treatment of brain tumors. We fund innovative discovery science that is developing new drugs, new imaging techniques, and advanced methods of diagnosis as well as research that will improve the quality of life of brain tumor patients and their caregivers.

## Request for Application (RFA), American Brain Tumor Association Discovery Grant

### Section I. Funding Opportunity Description

The American Brain Tumor Association seeks applications from faculty who propose high-risk/high-impact projects with the potential to change current diagnostic or treatment paradigms for adult and pediatric brain tumor care.

- ABTA Discovery Grants provide up to \$50,000 in support over a one-year period (see Section III for more information on the grant award and term).
- Grants are intended to encourage the development of new approaches to diagnosis and treatment, leading to advancements in the understanding and treatment of brain tumors and increasing the potential for improving, extending, and ultimately, saving the lives of those living with a brain tumor diagnosis.
- The funding mechanism specifically encourages novel research, allowing researchers to conduct the early scientific studies needed to secure additional/future funding for their projects.
- Investigators from sciences outside traditional biological fields are encouraged to apply.

We seek projects focused on all brain tumor types, benign or malignant, primary, or secondary (metastatic), and that will have an impact on pediatric, adult, or both populations. Appropriate research projects include, but are not limited to, the following areas:

- |   |                                  |
|---|----------------------------------|
| • Biomarkers of Risk, Disease Burden, and/or Treatment Response | • Etiology                       |
| • Brain Tumor Biology   | • Genetics                       |
| • Clinical Research   | • Imaging                        |
| • Diagnosis   | • Molecular/Genetic Epidemiology |
| • Drug Delivery   | • Novel Therapeutics             |
|   | • Risk Assessment                |

***Note:** Applications proposing projects that do not directly relate to brain tumor research will be administratively withdrawn from consideration.*

## Section II. Eligibility Information

Applicants/Principal Investigators, Mentors, and Institutions must conform to the eligibility criteria below to apply for an ABTA Discovery Grant.

Grants will be awarded to a single Principal Investigator (PI) and Lead Mentor (if applicable). Applicants may choose to have a single Co-Mentor (optional). Co-Principal Investigators (Co-PIs) are not allowed for this mechanism.

If you have questions about your eligibility, contact [grants@abta.org](mailto:grants@abta.org).

If your faculty position does not follow traditional academic rank titles (e.g., Professor, Associate Professor), provide a brief explanation in the Personal Section of your biosketch.

### **Applicant/Principal Investigator (PI) Requirements:**

- Must have a doctoral degree, including MD, PhD, DrPH, DO, or equivalent **at the time of Letter of Intent (LOI) submission**.
- **At the start of the grant term**, applicants must hold a full-time faculty position and cannot have held a full-time faculty appointment before September 1, 2015. A documented leave of absence may be excluded from the ten-year window of eligibility, such as for parental leave or other well justified leave from research, of generally less than 12 months duration.
  - Applicants whose experience exceeds the maximum of ten years but who believe they are eligible must email ABTA at [grants@abta.org](mailto:grants@abta.org) with their biosketch and a description of how the leave of absence will be documented within the application before submitting their application to verify their eligibility.

***Note:** if the applicant does not currently have a full-time faculty position, the applicant must upload their signed formal offer letter **in the LOI submission**, which confirms a start date prior to the start of the grant term.*

- Is not required to be a U.S. citizen or resident.
- May only submit ONE Discovery Grant Letter of Intent per funding cycle.
- May concurrently apply for Metastatic Brain Tumor Collaborative CNS Metastasis Research Grant, but may only be awarded both grants if the projects are different.
- May not be a PI on another ABTA grant at **the start of the grant term**.

### **Lead Mentor Requirements:**

*A Lead Mentor is required for Applicants/PIs that are within the first five years of their first faculty appointment (i.e., started their first faculty position after December 31, 2019); optional for Applicants/PIs beyond five years of a faculty appointment.*

- Must hold a full-time faculty appointment at the same institution as the Applicant/PI.
- Must currently conduct brain tumor research.
- Is not required to be a U.S. citizen or resident.
- Can be a mentor on more than one 2025 Discovery Grant Application.

### **Co-Mentor Requirements:**

*A Co-Mentor is optional for all applicants, limit of one per LOI.*

- Must hold a full-time faculty appointment at a non-profit institution or organization anywhere in the world but is not required to be at the same institution as the Applicant/PI.
- Is not required to conduct brain tumor research but should add complimentary expertise to support the proposed project.
- Is not required to be a U.S. citizen or resident.
- Can be a mentor on multiple 2025 Discovery Grant applications.

#### **Lead Institution Requirements:**

- Must be a non-profit institution or organization anywhere in the world.
- Must not be a governmental institution (i.e. NIH, NCI, etc.).
- Must serve as the administrator of the grant funds and will hold responsibility for the management of the budget and submission of all required documents and reports.
- Must agree to adhere to the ABTA's Policies and Procedures for Research Grants and Fellowships, located at the top of the [ABTA Funding Opportunities webpage](#).

### **Section III. Award Information and Grant Term**

The American Brain Tumor Association's Discovery Grant provides up to \$50,000 in direct costs (salary support and research expenses) for one year.

Budgets are NOT required at the time of LOI submission. However, applicants should review and understand the budget guidelines as described in Section 6 of the ABTA's Policies and Procedures for research grants, and briefly outlined below. If an invitation is made to submit a Full Application, a detailed budget will be required that adheres to these guidelines and restrictions.

#### **Expenses allowed and funded by an ABTA Discovery Grant may include:**

- Salary/stipend support, which may include fringe benefits.
- Equipment and supply costs.
  - *No single equipment item may exceed \$5,000.*
- Travel costs for purposes specifically related to the proposed research project.
  - *Discovery Grant recipients are required to present the results of their research project on a poster at the ABTA's National Conference held in the fall following the conclusion of their grant term. Grant funds may be allocated for expenses related to this trip.*
- Data Management and Sharing Plan costs, which may include article processing charges, data storage fees, and staff time for curating and documenting data.

#### **Expenses NOT allowed or funded by an ABTA Discovery Grant:**

- Indirect costs (refer to the ABTA's Policies & Procedures).
- Salary/fringe support for Mentors.
- Graduate Student and Postdoctoral Fellow tuition costs.
- Visa costs.
- Professional membership dues.

### **Section IV. Letter of Intent (LOI) Submission Information**

The LOI process for the ABTA's Discovery Grant is designed to identify the projects with the greatest scientific potential and alignment with the grant mechanism guidelines prior to requiring

applicants to submit a full application. The LOI follows a prescribed template which gathers information summarizing the proposed research project. LOIs are reviewed on a competitive basis. It is the Applicant/PI's responsibility to ensure that the proposed plans are carefully developed and articulated. An invitation to submit a Full Application will be sent to select applicants following review of the LOI. All LOIs for Discovery Grants must be completed online through the [ProposalCentral](#) website.

***Applicants are fully responsible for the content of their proposal, including parts that were produced by an Artificial Intelligence tool. Please refer to the [ABTA's Policy on the Use of Artificial Intelligence for Grant Applications and Peer Review](#), located on the [ABTA Funding Opportunities page](#), for more information.***

***Applicants are advised to double check that all required documents, letters and biosketches are complete and uploaded to the application before submission.***

*Recommended tip: Institutional signature is required for your Discovery Grant LOI. Notify your grants office immediately to ensure that they will be able to provide the required signature prior to the application deadline.*

*Saving and accessing initiated/avoiding duplicate proposals:*

*Avoid initiating multiple proposals by editing/viewing the same proposal. You can save your progress multiples times before submitting the final proposal. To access an initiated proposal:*

1. *Go to <https://proposalcentral.com/> and log in on the "APPLICANT OR AWARDEE" tab.*
2. *Click on the "Proposals" tab to see the list of your initiated proposals.*
3. *Click on "Edit" next to the proposal you would like to edit or view.*
4. *NOTE: Please delete duplicate initiated proposals to avoid any confusion when submitting or receiving emails from the ABTA regarding submission deadlines.*

#### **LOI Application Components:**

##### **1) Title Page:**

- The title is limited to 81 characters in length (including spaces).
- The project title must be entered in "**Title Case.**" Title case means that the first letter of each word is capitalized, except for certain small words, such as articles and short prepositions (i.e. *Targeting Drivers of Treatment Resistance in Stem-Like Cells in Gliomas*). Do not use abbreviations or all capital letters.
- A project title must be entered and saved before accessing additional sections.
- Indicate how you heard about the grant opportunity and if you are interested in receiving more information about the ABTA and other opportunities to get involved.

##### **2) Download Templates & Instructions:** This Request for Applications (RFA), ABTA Policies and Procedures for Research Grants, applicant checklist, and available templates can be downloaded from this section.

##### **3) Enable Other Users to Access the Proposal (optional):** If personnel other than the Applicant/PI will upload documents or make edits to the application, please add their email address(es) here and select the appropriate level of access (View, Edit, or Administrator) for each person you give permission to access your application.

- 4) **Applicant/PI:** This page will automatically populate with information from your ProposalCentral profile. If any of the required information is missing, you must update your profile in the Professional Profile tab, including your ORCID identifier. An ORCID identifier is required for the Applicant/PI. ORCID (Open Researcher and Contributor ID) is an alphanumeric code to uniquely identify scientific and other academic authors. Registration is free, and you can register at any time using the following URL: <https://orcid.org/>.
- 5) **Institution & Contacts:** The Institution (also referred to as Lead Institution) is the institution where the Applicant/PI will carry out the research project. Institution information will automatically populate from the Institution Profile of the Applicant's/PI's primary institution. Applicants should verify that the information is accurate. For more information on how to correct or change the Lead Institution, refer to the info block (click on the "?") in this section of the grant portal.
- 6) **Key Personnel:** Key Personnel include mentors, major contributors, and collaborators who are integral to the research plan. ABTA defines Key Personnel as an individual who contributes to the scientific development or execution of a project in a substantive, measurable way, regardless of whether they receive salaries or compensation under the grant.
- If you include Key Personnel, you must list their effort as greater than 0% effort; however, salary support is not required for each Key Personnel you list.
  - Add each Key Personnel by entering the individual's email address.
  - Select the appropriate Role for that person from the available drop-down menu.

*Note: The Applicant/PI **should not** be listed as Key Personnel in this section since their information is entered in section four. Examples of Non-Key Personnel include Graduate Students, Postdoctoral Fellows, Research Technicians, and/or Collaborators who will work on the project, but whose expertise or resources are not essential to the execution of the project. The role(s) of any Non-Key Personnel should be described in the budget justification only. Do not list them in the Key Personnel section.*

Lead Mentors, Co-Mentors, and other Key Personnel are encouraged to add their ORCID ID to their own Professional Profile in ProposalCentral. Their ORCID ID will then be added to the application in the Key Personnel section.

- 7) **Research Focus:** Select the primary area of research, tumor type(s), and target population for the research proposed from the menus and click the "+" button to add them to your application.
- 8) **Attachments:** The required documents outlined below must be saved separately in Portable Document Format (pdf) before uploading to ProposalCentral.
- Note: The information in the biosketches is used to confirm eligibility for the applicant and mentors. Applicants should make sure that all relevant information to confirm eligibility is included in all biosketches.*

- **Biosketches:**
  - Research biosketches are required **only** for the Applicant/PI, Lead Mentor (if applicable), and Co-Mentor (if applicable) named in the application.



- Biosketches should **not** be included for other Key Personnel, Non-Key Personnel, or Collaborators for the LOI. Biosketches for Key Personnel will be required at the Full Application stage.
- Biosketches must be no longer than five pages each, in [NIH standard format](#) (such as Arial, 11 point or larger). As applicable, biosketches may include, in Section A, details from ongoing and completed research projects from the past three years.
- **Letters of Support:** Letters of support for the LOI are required only from the Mentor(s), if applicable. Letters should include information outlined below and should not contain data/figures/tables/graphs, preliminary data, methods, background nor significant details that are expected to be found in the applicant's Project Narrative. Letters of support from other collaborators and the Institution will be required at the time of Full Application submission. All letters of support **MUST** be signed and on institutional letterhead.
  - **Letter of Support from Lead Mentor (required if a Lead Mentor is included on the application):** The letter of support should describe the Lead Mentor's commitment to mentoring the Applicant/PI as well as their experience mentoring other postdoctoral or junior faculty level researchers.
  - **Letter of Support from Co-Mentor (required if a Co-Mentor is included on the application):** A separate letter of support from the Co-Mentor, should describe their role and commitment to advancing the career of the applicant.
- **Faculty Offer Letter** (required only for applicants who have **not** started their first faculty position at the time of LOI submission): The letter must be from the Lead Institution, confirming a start date prior to the start of the grant term.
- **Project Narrative (not to exceed three pages, including figures and tables. Page limit does not include Cited Publications):** The LOI narrative must adhere to ALL the format requirements and content sections as described below. Applications not adhering to the requirements will be administratively withdrawn and will not be peer reviewed. The ABTA follows the [NIH standard format](#) for font type, size, and spacing.
  - **Document Formatting Requirements:**
    - Must be written in English.
    - Must be uploaded to ProposalCentral in PDF format.
    - Font size: 11 point or larger. Figure legends may be 9 point or larger.
    - Font type: Arial or other fonts that meet the NIH criteria.
    - Spacing: No more than six lines of type within a vertical inch.
    - Page Size: Must be set as "Letter 8.5 inches x 11.0 inches". A4 page size is not accepted.
    - Margins: at least 0.5 inch in all directions.
    - Print Area: 7.5 inches x 10.0 inches.
  - **Project Narrative Content (three-page limit):**
    - **Project Description:** The Applicant/PI must propose a succinct project that clearly outlines the hypothesis(es), specific aims, and scientific approach that will be taken to address each specific aim. If this concept has ever been tested, please explain why this approach is novel and should be pursued further. If the longer-term project exceeds the budget or timeframe of the

Discovery Grant, include critical next steps that will be pursued for the success of the research.

- **Impact Statement:** Using language for a non-scientific audience, describe the impact the research project will have on the brain tumor field, and clearly explain how this new approach would change paradigms in the diagnosis or treatment of patients with brain tumors, if successful.
- **Cited Publications (not included in the three-page limit):** An unlimited number of references to relevant publications may be listed. Interim research products such as preprints can be included in references cited, and must include the Digital Object Identifier, the object type (e.g. preprint, protocol, etc.), and document version/most recent modified date. Please refer to the NIH guidelines on Interim Research Products for more information: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-050.html>.

## Section V. LOI Submission Instructions

- 1) **Applicant Demographics:** The ABTA collects demographic information for analysis of its grant programs and outreach efforts. Reviewers do not have access to the demographic information section of the application.
- 2) **Validate:** Validate is an essential step for the system to check for the required components of the application. An application cannot be submitted until all required data and attachments are included and the validation step is complete.  
*If you included mentors on our application, you are required to upload a biosketch and letter of support for each mentor. Since these attachments are not required for all applicants, the validate step will not flag a missing attachment related to the mentors. Applicants are encouraged to return to the Attachments section and verify that the documents are included in the application.*

- 3) **Signature Pages:** Click on the “Print Signature Pages” button and obtain the required signatures on page 1 of the document. Save the signature page as a PDF and upload it to your application in the “Attachments” section.

*Note: An electronic or e-signature is acceptable for any of the required signatures. Electronic or e-signatures appearing on the Signature Pages are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. They have the same force and effect as an original signature.*

### **Required Signatures for Discovery Grant LOI Signature Pages:**

- **Applicant/Principal Investigator (PI)**
- **Lead Mentor (if applicable)**
- **Signing Official (designated by Lead Institution)**

- 4) **Application Submission Instructions:** When your application is complete, click on the “Submit” button. By clicking “Submit,” you are confirming that all the information included is accurate, and all documents uploaded correctly, including a fully-executed signature page. You will receive an email confirming the submission of your application. You may view your submitted application in the Proposals tab; select Submitted in the dropdown menu for Proposal Status.

## Section VI. LOI Review Process

All LOIs undergo a two-step review process. LOIs first undergo an administrative review process for adherence to:

- Formatting requirements
- Completeness
- Responsiveness to the research focus, and
- Eligibility.

*Note: LOIs that do not meet these requirements will be administratively withdrawn and will not undergo scientific review.*

During the second step, all eligible LOIs are reviewed by an external committee of scientific reviewers with appropriate expertise. The committee will assess the strengths and weaknesses of each LOI. Only applicants with LOIs deemed most meritorious and aligned with the ABTA's research mission will be invited to submit a full application and granted access to the full application site.

## Section VII. LOI Review Criteria

The Discovery Grant LOI will be reviewed using the following criteria:

### ***Research Question, Significance and Impact:***

- Does the project address an important problem or a critical barrier to progress in the field of brain tumor research?
- If the aims of the project are achieved, will the proposed project inform and have a demonstrated impact on improving the lives of brain tumor patients?

### ***Scientific Approach, Merit and Feasibility:***

- Is the proposed project reasonable and feasible and appropriate to meet the stated goals of the project?
- Are the aims achievable, and can they be completed within the proposed timeframe?
- Are potential problems and alternative strategies adequately addressed?

### ***Investigator(s):***

- Are the Applicant/PI, Mentor(s) (if applicable) well suited to successfully conduct the research project?
- Do they have appropriate research experience and training?

### ***Innovation:***

- Does the proposed project challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies?
- Are they novel to the field of brain tumor research?
- Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies proposed?

## Section VIII. General Requirements

Please refer to the ***Policies and Procedures for ABTA Research Grants and Fellowships*** located on the [ABTA Funding Opportunities page](#) for all grant requirements, including:

- Grants are payable to the Lead Institution only.
- Grantees are required to report on their research outcomes in a final progress and financial report at the end of the grant term.
- Grantees are required to present a poster during the ABTA's National Conference held in the fall near the end of the grant term.
- Publishing history and additional funding are reportable for a five-year period following the conclusion of the grant.
- Although not a requirement for the LOI, it is important to note that as part of the ABTA's commitment to transparency, reproducibility, and accessibility of science, applicants will be **required** to submit data sharing plans as part of their full application, if invited. For more information about data sharing visit <https://osp.od.nih.gov/scientific-data-sharing/>.
- Letters of Support from the Dean or Chair of your department will be **required** as part of the full application. Further information will be provided in the full application instructions.
- If an applicant is concurrently applying for an ABTA Research Collaboration Grant, as the Lead PI, during the same grant cycle, please note that only one grant (either Research Collaboration or Discovery) will be awarded.
- We recommend applicants add "grants@abta.org" to their email contacts or safe senders list to ensure future communications are received, including an invitation to continue to the Full Application stage.

## Section IX. Contacts

*For technical questions related to the Application Portal (including questions related to system access, navigation, and document uploads, etc.), please contact:*

### **Altum/ProposalCentral**

Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)

Phone: 800-875-2562 (Toll-free U.S. and Canada) or 703-964-5840 (Direct Dial International)

*For programmatic questions (questions related to eligibility, program requirements, etc.), please reference the FAQs using the link below BEFORE contacting the ABTA Grants Office. If you still have questions or do not see an answer to a question you have, please contact the Research Programs Department by email or phone. A member of the Research Programs staff will respond within 1-2 business days.*

### **Frequently Asked Questions (FAQs)**

Many common questions that applicants have about eligibility, program requirements, etc. are answered in the **FAQs for ABTA Research Grants and Fellowships**, which can be found on the [ABTA Funding Opportunities](#) page.

### **ABTA Research Programs Department**

Email: [grants@abta.org](mailto:grants@abta.org)

Phone: 773-577-8742