

**California Department of Public Health
Alzheimer's Disease Program: RFA #16-10054
TELECONFERENCE QUESTIONS and ANSWERS**

(Updated January 21, 2016: This update changes the response to Question #15)

Note! To all applicants: An Addendum to the RFA will be posted on the Alzheimer's Disease Program website by January 22, 2016. Please review the Addendum in addition to this Q & A document.

1. Proposed Budget Detail (Attachment E-1, page 26): For the Fringe Benefits percentage of personnel, how do we calculate this when each employee will have a different fringe benefit percentage?
 - **Answer:** Divide the total **dollars** that represent fringe benefits by total personnel costs. Individual employees may have different fringe percentage amounts, but it's the total dollars of fringe that is used for calculation purposes:
$$\text{Total Fringe Dollars} \div \text{Total Personnel Dollars} = \text{Fringe Benefits Rate}$$
2. Proposed Budget Detail (Attachment E-1, page 26): Indirect Costs is shown as a percentage of Total Costs. Shouldn't it be shown as a percentage of Total **Direct** Costs?
 - **Answer: Yes.** Indirect Costs should be calculated as a percentage of Total Direct Costs, not Total Costs. This information will be posted to the Addendum.
3. Proposed Budget Detail (Attachment E-1, page 26): What if we run out of room in any section?
 - **Answer:** Please see instructions page 25, Attachment E, Item 1: "If the space provided is not sufficient, attach additional information and include those additional dollar amounts in the total dollars for that category (e.g., Total Personnel Costs).
4. Proposed Budget Detail, Attachment E-1: the "Item Description" section under Other Costs is not fillable. Revised pages for Attachment E-1 will be posted to the Addendum. Handwritten descriptions of Other Costs are also acceptable.
5. RFA Page 6 states a consortium must be between grantee plus **two** institutions, however when reviewing the Proposed Topic Area on Page 33, you said it can be grantee plus **one** institution. Which is correct?
 - **Answer:** A consortium is comprised of the grantee plus at least one other institution. This correction will be posted to the Addendum.

6. If we want to share funding with, for example, a senior center, as part of a Caregiving study – does this qualify as a Collaborating Institution? Or can the relationship only be defined through a subcontract.
 - **Answer:** Please review page 6 of the RFA under Consortium Research Awards, and page 7 of the RFA under Applicant Eligibility. If the applicant believes the proposed collaboration meets the standards as described, and does not find contrary information in the RFA, the applicant is free to apply as a consortium.

7. Page Numbering instructions: Once you have completed all components of the Application (both fillable forms and additional narratives), and you are ready to complete your Table of Contents (TOC), you will need to EITHER (1) cross-out or white-out the existing RFA page numbers on the bottom right of each page, and write in your own page numbers; OR (2) if you have Adobe Pro, you can scan your entire document and use the Tools menu to delete, change, or add page numbers. Although the Table of Contents is a fillable form, you may also choose to hand-write in the TOC page numbers.

8. At the bottom of page 31, Appendix 1, Biographical Sketches: It states “Do Not Exceed Two Pages for Each Bio Sketch.” Do you mean “**Do Not Exceed two (2) Pages For Each Qualifications & Professional Experience narrative?**”
 - **Answer: Yes.** Thus, you will submit the Biographical Sketch form (which is one fillable page), plus a maximum 2 pages for the Qualifications & Professional Experience narrative. Maximum pages for both the Bio Sketch and the Qualifications and Professional Experience = three (3). This correction will be posted to the Addendum. Please see specific instructions on page 31, Appendix 1, for what to include in the Qualifications and Professional Experience, along with format requirements.

9. Organization Chart – Is this necessary if I am the only investigator with staff?
 - **Answer: No.** The Organization Chart is only necessary for Consortium Applications.

10. Letter of Intent: Do you want an abstract in the Letter of Intent?
 - **Answer: No.** You need only submit your intention to apply, including your chosen topic area as described on page 5 of the RFA.

11. Reviewer Recruitment: Please define “Conflict of Interest.”
 - **Answer: A Reviewer Conflict of Interest exists if:**
 - The reviewer is named on the application in a major professional role.
 - The Principal Investigator or others on the application with a major role are from the reviewer’s institution or institutional component (e.g., department).

- Within the past three (3) years, the reviewer has been a collaborator or has had any other professional relationship (e.g., served as mentor) with any person on the application who has a major role.
- The reviewer would receive a direct financial benefit if the application is funded.
- The reviewer has an indirect financial interest from the applicant's institution or from the Principal Investigator of over \$10,000 in honoraria, stocks, or fees during the course of the previous year or during the project period.

This information will be posted to the Addendum.

12. Can I replicate any of the fillable forms myself, rather than use the ones that are provided in the RFA?

- **Answer: Yes.** However, it is the responsibility of the Applicant to ensure that any replicated forms are exact duplicates of those contained in the RFA, otherwise they may be denied or deemed non-responsive.

13. Can we combine everything into one PDF?

- **Answer: Yes.** The entire application, both fillable and original narrative components, may be scanned as one PDF and submitted as one PDF. However, e-mails received with the application split into two or more PDFs will also be accepted.

14. Is there a character limit to the Project Title in the Project Application Face Sheet?

- **Answer: No.** However, the more you type in any fillable field, the smaller the font becomes. If the font becomes too small for legibility, you may choose to print the form after completing the fillable Title section, and **write** in the remaining part of the title underneath the Project Title line.

15. Are the research data sets restricted to Californians?

- **Answer: No.** Please refer to RFA 16-10054 Section IV, Application Information, Item C, Applicant Eligibility for information pertaining to eligibility and project activities.

16. Can the same institution apply multiple times (different departments under the same umbrella)?

- **Answer: Yes.**

17. Where will this Q & A be published?

- **Answer:** www.cdph.ca.gov/programs/alzheimers
Look for the title header "Alzheimer's Disease Research Awards." All documents will be available under that header.