



2016 Call for Projects on ALS Research

Guidelines for the “Full Grant” Letter of Intent submission

2016 AriSLA Call for Research Projects: PROMOTING RESEARCH EXCELLENCE IN THE FIGHT AGAINST ALS

Deadline: 1.00 pm, March 17th, 2016

1. Framework

This document is an operational guide to compile the Full Grant Letter of Intent (LOI) for the participation to the “2016 AriSLA Call for Research Projects” launched by AriSLA Foundation. Before starting please read thoroughly the following documents published on the AriSLA website.

1. 2016 AriSLA Call for Research Projects

The document supplies the framework and operative information about the Call, the objectives and themes, eligibility and selection criteria.

2. AriSLA Foundation Privacy Policy

The document contains all information about policies of personal data protection and their use according to the Italian Law (art. 13 of Law decree n. 196/2003); (<http://www.arisla.org/wp-content/uploads/2015/07/La-policy-AriSLA-sulla-privacy.pdf>)

3. AriSLA Foundation Intellectual Property Rights Policy

The document contains all information about the protection of intellectual properties that could arise during the research activities financed by AriSLA Foundation (<http://www.arisla.org/wp-content/uploads/2015/07/La-policy-AriSLA-sulla-propriet%C3%A0-intellettuale.pdf>).

4. AriSLA Foundation Dissemination Policy

The document contains detailed information about results dissemination and communication of the activities performed during AriSLA Foundation financing period (<http://www.arisla.org/wp-content/uploads/2015/07/La-policy-AriSLA-sulla-comunicazione-e-disseminazione-dei-risultati.pdf>).

5. AriSLA Foundation Projects Adoption Policy

The document contains all information about the possibility that a project financed by AriSLA Foundation could be adopted by other funders (enterprises, associations, private people, public bodies, other foundations) (<http://www.arisla.org/wp-content/uploads/2015/07/La-policy-AriSLA-sulladozione-dei-progetti.pdf>).

All Policies have to be signed with the contract if the submitted Application will be financed.



2. How to present an Application

2.1 Online Registration

Application Forms for “2016 AriSLA Call for Research Projects” must be completed online at the following URL:
<http://proposals.arisla.org>

If you are not already registered, please create your account and click on “Create account”. You will then receive an e-mail confirming your Username and assigned Password giving you access to the Application forms (hereby Form).

It is mandatory that the name entered in the Registration Form corresponds to the Principal Investigator’s (PI). This is the only account that allows you to modify the proposal, therefore all partners must log in using the PI’s Username and password.

Please note that only one user at a time is allowed to enter information in the proposal.

Once you have logged in, the system will ask you to change your Password.

Applicants should pay careful attention to the instructions, because applications failing to meet the requirements will be rejected. An accurate application will facilitate the review process.

If you are already a registered user, please enter your Username and Password.

If you have forgotten your Password, please click on “Forgot your Password”: enter your Username and you will then receive an automatic e-mail with your new password. Once you have logged in, the system will ask you to change your Password.

If you have forgotten both Username and Password, please contact AriSLA Scientific Office at bandi@arisla.org.
Please do not enter multiple registrations with the same name.

Once you have changed your password click on the **Full Grant button to apply for a Full Grant LOI**.

Please note that once you have chosen the Full Grant option, it is no more allowed to modify the Proposal type. If you need to change the type of grant, contact bandi@arisla.org. Please note that all the information entered in the proposals will be lost.

2.2 General instructions for completing the LOI

Use English language only. Since an International Scientific Committee is in charge to perform the selection of the LOIs, only Forms filled in English can be evaluated.

The LOI must be only electronically submitted once completed in all its sections.

Please note that in order to submit the Letter of Intent you must attach in the signature section the scan (in PDF format) of the General Information page signed by the Principal Investigator and bearing signature and stamp of the Legal Representative of the Research Institute or by his delegate. If the project will be funded, the contract has to be completed with the originals page signed.

AriSLA also requires a copy of the authorization (delegation). You must attach the signed General Information page together with the scan of the delegation in one pdf file.



Please remember to click the “Save changes” button in order to save the data inserted in the Form.

The Application Form is organized into sections, which can be completed in any order.

You do not need to complete your Application Form in one session: remember to click on the **“Save changes” button to save your data before leaving the page.**

You can download a PDF of your Application at any time by clicking on the link **Download Proposal** at the upper right of the page.

In the submit session you can check the status of each Application section. When you are completely satisfied with your Application click on the **“Submit”** button. Please verify that:

- you have completed all sessions (mandatory to be allowed to submit your Application);
- you have attached the signed General Information page;
- you have downloaded the project PDF and verified that all sessions are correctly filled.

Once you confirm by pressing the button **“Confirm Submit”**, the Form will then be formally closed by the system. An automatic message will appear to you acknowledging that you have completed your Application. You can download the pdf of the submitted Application any time by logging in at <http://proposals.arisla.org>

As reported in the “2016 AriSLA Call for Research Projects”, the Applications **must be submitted within the deadline (1.00 pm, March 17th 2016).**

Applications not completed in all the following sessions cannot be submitted:

- *General Information;*
- *Project description;*
- *Applicant;*
- *Privacy Statement;*
- *Signature.*

If the PI and/or the Legal Representative of the Research Institute will not authorize AriSLA Foundation to use personal data as required in the section Privacy Statement, the Application cannot be submitted.

Once you have submitted the LOI you are no longer able to modify your Application. Please note that you are responsible for the contents and quality of your Application in its final version.

2.3 How to fill the Letter of Intent

The Application Form contains five Sections where the PI will insert all information useful for a correct peer-review process. In every Section there are many fields that have different compilation characteristics.

Drop down menu have a selection of options. You can choose one option.

Text boxes can be filled by a limited number of characters. The maximum number of characters (including spaces) is indicated at the bottom right of each box. **The indication of the maximum number of characters is mandatory.**

Text boxes can be enlarged or narrowed at any time by dragging the bottom right corner of the box.

All fields marked with an asterisk are required to be filled in order to submit the project Application.



3. Sections Contents

General information

This Section gives brief information about the project and will be used for AriSLA Foundation register and archive.

- **PROJECT TITLE** and **ACRONYM** – fill with project title and acronym;
- **PRINCIPAL INVESTIGATOR** – name and surname of the Principal Investigator of the project;
- **HOST INSTITUTION** – data of the research institution of the PI where the project will be carried out;
- **APPLICANT** – select the right option choosing if the project will be performed by a single applicant or by a Consortium; if you select Consortium you must specify the number of participating Partners and their name and Institutions;
- **RESEARCH AREA** – select if the project will be performed as *Basic Research, Translational Research or Interventional Clinical Trial*;
- For Basic and Translational research projects please select the relevant **TOPIC** in the drop down menu;
- **RE-APPLICATION** – select the correct option from the drop down menu, identifying the submitted project as *New Application* if it is never been submitted before or as *Revised Application* if it is a revision of a previously submitted project. In this case indicate year and acronym of the previous submitted project;
- **KEYWORDS** – identify maximum 3 keywords referred to the project;
- **PROJECT DURATION** – fill with the months of project duration (maximum 36 months);
- **AMOUNT REQUESTED (€)** – fill with the financial amount requested to AriSLA. Please enter values without dots or commas.

This Section has to be downloaded in the signature section, printed, stamped and signed by the PI and the Legal Representative of the Host Institution. A PDF file of the page has to be attached in the signature section. The original document has to be archived by the PI.

All fields of this section are mandatory to submit the project Application.

Project Description

This Section gathers technical and scientific information about the project.

- **SUMMARY (2.500 CHARACTERS MAXIMUM)** – please organize the summary in different section specifying:
 - **BACKGROUND AND RATIONALE,**
 - **BROAD OBJECTIVES,**
 - **PROJECT DESIGN AND METHODS,**
 - **EXPECTED RESULTS.**
- If you are submitting a revised Application, please fill the **“CHANGES FROM PREVIOUS REVISION”** box (1.000 CHARACTERS MAXIMUM);
- **GENERAL OBJECTIVES AND SPECIFIC AIMS (2.000 CHARACTERS MAXIMUM)** – indicate general and specific aims that the PI intends to achieve through the project;
- **METHODOLOGY AND WORK-PLAN (3.000 CHARACTERS MAXIMUM)** – describe project methodologies and work-plan;
- **NOVELTY AND IMPACT ON ALS (1.000 CHARACTERS MAXIMUM)** – describe novelties and innovation of the project with respect to current science and the potential impact of the expected results on the disease; for clinical trial Applications please specify how and why the proposed study design addresses unmet ALS patients’ clinical needs;



- **PI'S EXPERIENCE AND TRACK RECORD** (1.500 CHARACTERS MAXIMUM) – consistently with the proposed research, describe PI's experience and relevant publications;
- If you are submitting an application in partnership please fill in the **COLLABORATION DETAILS** box (1.500 CHARACTERS MAXIMUM) – describing partners' role and activities for the proposed research.

All fields of this section are mandatory to be allowed to submit the project Application.

Applicant

This Section contains information about the PI. It is necessary to detail name, contacts and institution.

You must declare that the PI's Host Institution is an eligible subject as reported in the "2016 AriSLA Call for Research Projects".

Privacy Statement

In this Section the PI authorizes AriSLA Foundation to use personal data. Unauthorized Applications are not eligible and cannot be submitted.

Signature

In this section **General Information page** must be **downloaded, printed, stamped and signed by the PI and the Legal Representative of the Host Institution or by his delegate. AriSLA also requires a copy of the authorization (delegation).**

A PDF file of the signed and stamped General information page has to be uploaded. The original document has to be archived by the PI. If the General Information page is signed by a delegate of the Legal Representative you must attach the scan of the delegation together with the signed General Information page in one pdf file.

4. How to submit the Application

Submit

In this page you can check the status of each section. When you are completely satisfied with your Application click on the "**Submit**" button. Please verify that:

- you have completed all sections (mandatory to be allowed to submit your Application);
- you have attached the printed, stamped and signed General Information page;
- you have downloaded the project PDF and verified that all sections are correctly filled.

An automatic alert will inform you about the completeness of the Application. Once you confirm the submission by pressing the button "**Confirm Submit**", the Application will be then formally closed by the system. An automatic message will appear to you acknowledging that you have completed your submission.

5. Peer-review process

After the first phase of the remote peer-review process performed by the International Scientific Committee, as described in the "2016 AriSLA Call for Research Projects", a merit-based ranking of selected Applications will be compiled. The PIs of LOIs deemed of sufficient scientific quality to overcome the first selection step, will be invited by



AriSLA Officers to submit a Full Proposal. The invitation letter will include instruction and guidelines to submit a Full Proposal.

For further details about the peer-review process please refer to the “2016 Call for Research Projects”.

6. Assistance

For any information about the Call or about the Application Form compilation please contact:

1. *E-mail Help Desk:* bandi@arisa.org;
2. *Phone Help Desk:* from 9.00 am to 5.00 pm (Mon-Fri) it is possible to contact AriSLA officers at the phone numbers +39 02-58020460 or 02-58012354.