



# 2017 Call for Projects on ALS Research

## Guidelines for the “Full Grant” Full Proposal submission

### ***2017 AriSLA Call for Research Projects: PROMOTING RESEARCH EXCELLENCE IN THE FIGHT AGAINST ALS***

*Deadline: 1.00 pm, August 3<sup>rd</sup>, 2017*

#### **1. Framework**

This document is an operational guide to compile the Full Grant Full Proposal (FP) for the participation to the “2017 AriSLA Call for Research Projects” launched by AriSLA Foundation. Before starting please read thoroughly the following documents published on the AriSLA website.

##### **1. 2017 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); ([La Policy AriSLA sulla Privacy](#)).

##### **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 ([La Policy AriSLA sulla proprietà 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 ([La Policy AriSLA sulla comunicazione e disseminazione.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) ([La Policy AriSLA su adozione progetto.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 “2017 AriSLA Call for Research Projects” must be completed online at the following URL:  
<http://proposals.arisla.org>

**You must login to the Application form (hereby Form) entering in the “Already a member?” box using the same credentials (Username and Password) you used for the submission of *Letter of Intent*.**

**This is the only account that allows you to modify the proposal, therefore all partners must eventually 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.**

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 have forgotten your Password, please click on “Forgot your Password”: enter your Username (e-mail) 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](mailto:bandi@arisla.org).

### 2.2 General instructions for completing the Full Proposal

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

The FP must be only electronically submitted once completed in all its Sections.

**Please note that in order to submit the Full Proposal you must attach in the *Signature* Section the scan (in PDF format) of the completed *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.**

**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* Section 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 Sections (mandatory to submit your Application);
- you have attached the signed *General Information* page;
- you have downloaded the project PDF and verified that all Sections 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 will also receive an e-mail confirming the submission. You can download the pdf of the submitted Application any time by logging in at <http://proposals.arisla.org>

As reported in the “2017 AriSLA Call for Research Projects”, the Applications **must be submitted within the deadline (1.00 pm, August 3<sup>rd</sup>, 2017)**.

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

- *General Information;*
- I. Project Information;*
- II. Work Plan;*
- III. Impact on ALS;*
- IV. Budget;*
- V. Applicant;*
- VI. Lay Summary;*
- VII. Revision Process;*
- VIII. Privacy Statement;*
- *Signature;*
- *Submit.*

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 Full Proposal 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 Full Proposal***

The Application Form contains eleven 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.

*General Information* Section is pre-compiled with the information entered in the *Letter of Intent*. You are allow to modify only “**HOST INSTITUTION**”, “**KEYWORDS**”, and “**CONSORTIUM PARTNERS**” boxes. Please fill in “**PROJECT DURATION**” and “**AMOUNT REQUESTED**”.

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** – precompiled with project title and acronym and uneditable;
- **PRINCIPAL INVESTIGATOR** – precompiled with name and surname of the Principal Investigator of the project and uneditable;
- **HOST INSTITUTION** – pre-compiled with data of the research institution of the PI where the project will be carried out as in the *Letter of Intent* (please use the complete Italian name);
- **APPLICANT** – precompiled with the right option Single applicant or Consortium as in Letter of Intent;
- **RESEARCH AREA** – precompiled and uneditable;
- **RE-APPLICATION** – precompiled and uneditable;
- **KEYWORDS** – precompiled with keywords selected in the LOI; these will be used for reviewers matching;
- **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 (maximum 240000 euro). Please note that this value must correspond to the amount indicated in the *Budget* Section in the **OVERALL BUDGET** box.

**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.**

#### **Section I: Project Information**

This Section gathers technical and scientific information about the project.

- **SUMMARY (2.500 CHARACTERS MAXIMUM)** – please organize the summary in different parts specifying:
  - **BACKGROUND AND RATIONALE,**
  - **BROAD OBJECTIVES,**
  - **PROJECT DESIGN AND METHODS,**
  - **EXPECTED RESULTS.**
- **WORKPLAN CHANGES DUE TO LOI PEER-REVIEW PROCESS (1.000 CHARACTERS MAXIMUM)** – indicate a summary of changes done to the project design after LOI revision;
- **BACKGROUND AND RATIONALE (3.000 CHARACTERS MAXIMUM)** – give information about context, state of the art and rationale of the project proposal;
- **PRELIMINARY DATA (3.000 CHARACTERS MAXIMUM)** – describe in details preliminary data that support the proposal. You can insert a limited number of images and/or tables about your preliminary data in the box “**FIGURES ATTACH**”;
- **FIGURES ATTACH (MAX 5MB)** – insert figures you consider relevant for the project (i.e. preliminary data, work plan flow chart, etc.);
- **GENERAL OBJECTIVES AND SPECIFIC AIMS (4.000 CHARACTERS MAXIMUM)** – indicate project general objectives and the specific aim the project intends to achieve;



- **EXPECTED RESULTS, POTENTIAL CRITICAL ISSUES AND POSSIBLE ALTERNATIVE APPROACHES** (2.500 CHARACTERS MAXIMUM) – clearly describe which results are expected from the projects, which potential critical issues may arise and possible alternative approaches to overcome them;
- **INNOVATION AND PRIORITY OVER THE STATE OF THE ART SCIENCE** (1.000 CHARACTERS MAXIMUM) – describe what kind of advancements the submitted proposal brings into the ALS research field;
- **REFERENCES** - report references relevant for the project;

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

### **Section II: Work Plan**

In this Section the PI has to detail project activities, intermediate and final expected results, timing, techniques and methodologies that will be used performing research activities. This Section outlines the project work plan.

In the Section II.1: **WORK PACKAGES** - present and detail work plan divided into work packages (WPs) following the logical phase of the project implementation. The WPs can be considered as interconnected units of the project activities.

If the Project is performed by a Consortium the first WP is dedicated to the coordination and management process of project activities carried out by the PI and the project partners. Please describe how the multicentre project will be managed, indicating strategies aimed at:

- monitoring activities of all centres;
- facilitating communication;
- promoting exchange of ideas and methodological approach;
- stimulating the analysis and the integration of results.

The PI should specify in the box **PARTNER CONSORTIUM SYNERGIES AND CONTRIBUTION** the need for collaboration to achieve the scientific aims of the proposed project, describing partners' role and activities.

Indicate the WPs number necessary for the project and the corresponding box will appear automatically.

For each WP the following information are requested:

- **WP TITLE:** insert a title for each WP;
- **START DATE** and **END DATE:** for each WP report the month of start and end of activities consistently with the Gantt chart;
- **DESCRIBE SPECIFIC AIMS AND STRUCTURE:** describe specific aims, structure and operative management of the WP activities;
- **TASKS AND METHODS:** describe the activities to be performed that allow to achieve the goals outlined in the previous paragraph and the corresponding methods; if the project need animal models please clearly indicate number of animals, age and gender, and the treatments that should be performed;
- If the Project is performed by a Consortium describe in the **PARTNER CONTRIBUTION** box the contribution and added value of each project partner in respect of research activities and progression in reaching each WP aim; indicate also any support from external collaborators to the reported activities.



At the end of Section II the **GANTT CHART (II.2)** reporting the activities chronology for each WP will be automatically compiled with the information entered in the Work Packages Section once you click on the “**Save Changes**” button.

The following chart have to be filled:

- **LIST OF DELIVERABLES AND MONTHS (II.3)**, summarize and list in chronological order deliverables (the expected results for each task previously listed) of all WPs and report the delivery date as in the Gantt chart.

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

### **Section III: Impact on ALS**

In the following box describe potential impact of the project results on the knowledge of the disease and define if the expected results may be eligible for intellectual property protection.

**The field of this Section is mandatory to submit the project Application.**

### **Section IV: Budget**

This Section gathers project financial information. Proponent has to fill with a detailed and reliable projection of the project budget for each cost item, year and project partner. In this case the financial commitment for each partner should be proportional to its role in the project as specified in the previous Section II.

The management of AriSLA contribution will be performed by AriSLA Foundation by a “direct management”: following the approved Integrated Economic Plan, the contribution will not be transferred to the research Institution but the PI will make use of AriSLA Foundation offices for the management.

#### ***Eligible Costs***

A correct use of funds can be defined when expenses are consistent with the proposed activities, hereby criteria for costs are reported.

#### **Non eligible costs:**

- Salary of Principal Investigator;
- Salary of structured staff;
- Salaries, travel and other expenses related to sabbatical leave;
- Membership in Scientific Societies;
- Organization of meetings and workshops, if not functional for the activity of WP1;
- Construction and/or renovation of space, furniture, rental of space or rooms, call charges and/or fax;
- Setting up and maintaining animal facilities
- Scientific equipment purchases, excluding depreciation.

### **Eligible costs:**

#### **DIRECT COSTS**

##### **Personnel**

Costs for unstructured staff are allowed, following rules of the research Institution. The PI is obliged to report every staff change that will occur during the project implementation. The personnel cost details have to be reported in Section IV.2 (and following, in case of consortium) - *Cost Justification* - **PERSONNEL**.

##### **Material, supplies and equipment**

Scientific equipment: purchasing is not eligible. However, depreciation for new equipment is recognized as an eligible cost, based on the actual use and up to a maximum of € 20.000. Different indication could be proposed by the AriSLA International Scientific Committee to the Foundation during the evaluation of the project proposal.

Hardware devices: are eligible costs if closely related to the project. The eligibility will be evaluated case by case and if above € 516,46 recognized for depreciation based on the actual use and up to a maximum of € 2.500.

Reagents, consumables and lab materials: are considered eligible costs considering necessities and consistency to the project.

The costs have to be reported in Section IV.2 (and following, in case of consortium) - *Cost Justification* - **MATERIALS, SUPPLIES, EQUIPMENT**.

##### **Sub-contracting (services)**

Provision of external services or supplies are eligible costs depending on the need for the execution of the project and cannot exceed 20% of the total amount requested. Costs have to be reported in Section IV.2 (and following, in case of consortium) - *Cost Justification* - **SUB-CONTRACTING (SERVICES)**.

Please note that costs allocated in this category do not follow the AriSLA direct management but they will be reimbursed upon expenses report.

##### **Other expenses**

In this category of expenses different costs are included: expenses for scientific publications, reprints, software (specifying the need for the project) etc.. In addition, and only if Overheads have not been required, can be included in this item also small commitments for stationery, office supplies, postage incurred for the exchange of documents/materials related to the project. Under this item, trips or visits to project collaborators or partners are also included. Expenses related to participation in Congresses are eligible up to a maximum of € 3.000/year. Higher costs, if justified, can be negotiated and approved in advance by AriSLA. In the costs related to travels are included the following cost categories:

- Transportation (train / plane / car etc..);
- Accommodation;
- Meals;
- Conference Fee;
- Costs for the production of communication materials (posters related to participation in conferences, leaflets, etc..);
- Fee for abstracts submission or communications.

In the production of any material or scientific publication related to the financed project has to be acknowledged AriSLA Grant (as indicated in AriSLA Foundation dissemination Policy). Moreover please remind that the Principal Investigator of a funded project should adhere to the Open access Policy (as indicated in AriSLA Foundation dissemination Policy). For this reason is recommended **to include in this category of expenses the fee costs for Open Access publications** not lower than 3.000 €.

Costs have to be reported under the item **OTHER EXPENSES** (Section IV.2 - *Cost Justification*).

## **INDIRECT COSTS**

### **Overheads**

Overheads are eligible and can be required. The general expenses incurred by the Host Institution, including administrative and maintenance costs and expenses for any machinery and equipment as part of the project activities are comprised in the Overheads category. These costs are calculated as a lump sum and allowed to a maximum of 5% of incurred direct costs.

### *Budget Section*

The **OVERALL BUDGET TABLE** (Section IV.1) will be automatically compiled with the project total expenses for each cost item and each partner reported in the following tables. Costs will be considered by AriSLA Scientific Committee during evaluation, in order to judge their consistency with the project.

**OTHER FUNDS** - It is mandatory that the Principal Investigator/Partner lists in this Section all financial resources available in direct support of his/her research endeavours, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards. Please specify title and duration of the project. It is compulsory to indicate: the relative period; gross amount; granting agency; brief description of the project. If applicable, specify possible overlaps with the proposed project.

### **COST JUSTIFICATION**

In the Section IV.2 and following, PI and each Partner have to detail project costs requested to AriSLA, for each cost item and for each year of project.

In the first **PERSONNEL TABLE**, fill with the personnel employed for the project and **REQUESTED TO ARISLA**, specifying job title, months of employment, average of the monthly cost and the calculated total cost of each figure needed.

Please note that the **“AMOUNT REQUEST TO ARISLA FOR PERSONNEL”** must correspond with the amount indicated in the first budget table of the Section IV.2.

In the second **PERSONNEL TABLE**, fill with the other personnel working on the project, comprehensive of scientific responsible (PI or unit coordinator), whose salary is **NOT REQUESTED TO ARISLA**, specifying job title, months of employment and by whom their salary is granted.

Please note that the **“TOTAL REQUESTED TO ARISLA”** in the *Overall Budget Table* (Section IV.1) must be the same of that inserted in the **“AMOUNT REQUESTED”** box in the *Section General Information*

In the following text boxes, related to cost items, the PI and each partner have to briefly justify each reported expense, in order to give all necessary information for a technical evaluation of costs consistency to the project activities as described in Section II – *Work Plan*.





- **PERSONNEL:** fill with the name, role and competences of eligible personnel requested to AriSLA (see paragraph 3.3), detailing profile and contribution to the project in terms of employment time (months/man dedicated to the project);
- **MATERIALS, SUPPLIES, EQUIPMENT:** justify reagents, consumables and equipment costs detailing each subcategory (i.e. plasticware, kits/arrays, etc) and quantity and use for each year.
- **SUB-CONTRACTING:** justify sub-contracting costs in the framework of project specific objectives and specify sub-contractors;
- **OTHER EXPENSES:** justify costs in the framework of project specific objectives.

### **Section V: Applicant**

This Section contains information about the PI and other Partners. It is necessary to detail name, contacts and Institutions (in Italian) of each applicant. PI's "**HOST INSTITUTION**" is automatically pre-compiled with the information entered in the *General information* Section.

You must declare that the PI's Host Institution is an eligible subject as reported in the "2017 AriSLA Call for Research Projects".

Research experience and publications relevant for the project are required to demonstrate **scientific independence** of PI and Partners as well as a brief description of the Host Institutions. It is required to fill the Section with:

- the 5 more recent publications;
- the 5 more important publications;
- the 5 more relevant for the proposed theme.

The three categories are not mutually exclusive.

### **Section VI: Lay Summary**

**LAY SUMMARY (2.500 CHARACTERS)** – please summarize the project (in English and Italian) using terms of ordinary language, avoiding acronyms and technical terms.

If the project will be funded, this description will become public. Therefore, do not include confidential information (not already published or disclosed) which may influence a potential patent application.

Organize the lay summary in different parts specifying:

- **TITLE** - it may be different from the project title, rather has to clearly explain the topic of the project;
- **STRUCTURE** - should contain the following elements:
  - o Background containing the research focus and how it is linked to ALS;
  - o Project aims;
  - o Impact on ALS.

Note that AriSLA reserves the right to amend the lay summary before publishing it.

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



### **Section VII: Revision Process**

In this Section the applicant has the chance to suggest a list of reviewers of proved experience, that could be included in the AriSLA International Scientific Committee.

Furthermore there is the possibility to indicate an undesirable reviewer adding the reasons of the request.

### **Section VIII: 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 the completed **General Information** page must be downloaded by clicking on “Download General Information” link, printed, stamped and signed by the PI and the Legal Representative of the Host Institution or by his delegate.

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.

## **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 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. You will also receive an e-mail confirming the submission. You can download the pdf of the submitted Application any time by logging in at <http://proposals.arisla.org>

## **5. Peer-review process**

After the peer-review process performed by the International Scientific Committee, as described in the Call for Projects, the ranking of selected projects will undergo for the financial approval of AriSLA Foundation Board of Directors.

To start the management of the financed project, PI has to take into account the rules and suggestions of “AriSLA Regulation” and its attachments.



As explained before, for the service of “direct management” of financed projects of the “2017 AriSLA Call for Research Projects”, following the approved Integrated Economic Plan, the contribution will not be transferred to the host institution but the PI will make use of AriSLA Foundation offices for the management.

For further details about the peer-review process please refer to the “2017 AriSLA 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@arista.org](mailto:bandi@arista.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 02.29.52.85.30 - 02.20.24.23.90.