



## 2019 Call for Applications for ALS research projects

### Application Guidelines - Pilot Grants

*Submission Deadline: May 28<sup>th</sup> 2019, 1.00 pm*

#### **General Instructions**

##### **Online Registration**

Application form (hereby Form) for “**2019 Call for Applications for ALS research projects**” must be completed online by the Principal Investigator (PI) at the following URL <http://proposals.arisla.org> and electronically submitted once completed in all its sections.

PIs 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.

A PI not already registered should create an account by clicking on “Create account”. He/she will then receive an email confirming Username and assigned Password to access the Form. Once logged in, the system will ask to change the Password.

**It is mandatory that the name entered in the Registration form corresponds to the PI since all communications will be sent to the registered email. This is the only account that allows to modify the Application.**

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

PIs already registered must enter the same email address (Username) used previously. If the Username has been forgotten, this can be retrieved by sending an email to [bandi@arisla.org](mailto:bandi@arisla.org). Please **avoid account duplication**.

If the Password has been forgotten, an automatic email with a new Password will be sent to the registered email address after clicking on “Forgot your Password” entering the Username. Once logged in, the system will ask to change the Password.

Click on the **Pilot Grant button to apply for a Pilot Grant. Please note that once selected Pilot Grant option, the Application type cannot be modified.** Please contact [bandi@arisla.org](mailto:bandi@arisla.org) to change the type of grant, considering that all the information entered in the Application will be lost.

##### **General requirements**

**The Application must be written in English.** For abbreviations and acronyms not universally known, spell out the terms the first time they are used, with the appropriate abbreviation in parentheses; the abbreviation should then be used thereafter. The text must be single-spaced, not exceeding the character number limitations specified (which include spaces).



In order to submit the Application:

- 1) The PI must authorize AriSLA Foundation to use personal data, uploading the signed *Information Notice on personal data treatment* document in the *Privacy Statement* Section.
- 2) The PI and the Legal Representative of his/her Research Institute (or a delegate) must stamp and sign the completed *General Information* page and upload the scan (in PDF format) of this page in the *Signature* Section.

The Form is organized into sections, which can be completed in any order: remember to click on the "**Save changes**" button to save data before leaving the page.

A PDF document of the Application can be downloaded at any time by clicking on the link "**Download Proposal**" at the upper right of the page.

### **Submitting the Application**

As reported in the "2019 AriSLA Call for Applications for ALS research projects", the Applications **must be submitted within the deadline** (May 28<sup>th</sup> 2019, 1.00 pm).

Please check the status of each part of the Application in the *Submit* Section and verify that:

- all sections have been completed (mandatory to submit the Application);
- the signed *Information Notice on personal data treatment* (INFORMATIVA SUL TRATTAMENTO DEI DATI PERSONALI E CONSENSO) has been uploaded;
- the stamped and signed *General Information* page has been uploaded.

To submit the Application click on the "**Submit**" button.

An automatic alert will appear confirming the completeness of the Application. Please confirm the submission by pressing the button "**Confirm Submit**". The Application will be then formally closed by the system and cannot be further modified. An automatic message will appear acknowledging about the success of the submission.

The PDF version of the submitted Application can be downloaded at any time by logging in at <http://proposals.arisla.org>.

### **Assistance**

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

*E-mail Help Desk:* [bandi@arisla.org](mailto:bandi@arisla.org);

*Phone Help Desk:* at the phone number +39 02.20.24.23.90 from 9.00 am to 5.00 pm (Mon-Fri).

## Guidelines for preparing the Application

The Form contains nine Sections:

- I. General Information
- II. Project Information
- III. Work Plan
- IV. Budget
- V. Applicant
- VI. Lay Summary
- VII. Suggestions on reviewers
- VIII. Privacy Statement
- IX. Signature

**Please note that only Sections I, II and V will be made available to the International Scientific Committee (ISC) members for the Triage phase (see the “Evaluation procedure” in the Call for Applications).**

One option of the drop down menu can be selected.

Text boxes can be filled out 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.**

**All fields marked with an asterisk must be filled in order to submit the Application.**

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

### *General information - Section I*

- **PROJECT TITLE** and **ACRONYM**.
- **PRINCIPAL INVESTIGATOR** – provide name and surname of the PI of the project. Only Single-projects are allowed.
- **HOST INSTITUTION** – report data of the PI’s research Institution where the project will be carried out; use the complete Italian name.
- **RESEARCH AREA** – indicate if the project concerns *Basic Research* or *Pre-Clinical Research*.
- **TYPE OF APPLICATION** – select the correct option from the drop down menu, identifying the submitted project as:
  - “*New Application*”, if it has never been submitted before;
  - “*Already funded PI - New Application*”, if the new funding request is dealing with a research topic different from that of the previously funded AriSLA project; indicate year and acronym of the previous project. In case the previously funded project was a Pilot Grant, the reason for requesting a new Pilot Grant and not a Full Grant should be provided (250 CHARACTERS MAXIMUM);
  - “*Revised Application*”, if it is a revision of a previously submitted Application. Indicate year and acronym of the previous Application.

- **KEYWORDS** – identify and select the keywords that better represent the Application; these will be used for reviewers’ matching.
- **PROJECT DURATION** – 12 months only (prefilled).
- **AMOUNT REQUESTED (€)** – indicate the amount requested to AriSLA (max 60000 euro). Please use whole numbers only and enter values without dots or commas. Please note that this value must correspond to the amount indicated in the *Budget* Section in the **OVERALL BUDGET** table.

### **Project Information - Section II**

- **SUMMARY (2.500 CHARACTERS MAXIMUM)** – organize the summary in different parts specifying:
  - **RATIONALE**
  - **BROAD OBJECTIVES**
  - **PROJECT DESIGN AND METHODS**
  - **EXPECTED RESULTS**
- For Revised Application, please fill out the **CHANGES FROM PREVIOUS REVISION** box (2.500 CHARACTERS MAXIMUM). In this Section the relevant modifications made from previous Application must be highlighted, including a detailed reply to the critiques. If the PI is different from the previous Application, the reasons must be provided.
- **INNOVATION AND ORIGINALITY (2.500 CHARACTERS MAXIMUM)** – indicate innovation and originality of the proposed project and novelty of objectives/methodologies/expected results. Specify if the expected results may be eligible for intellectual property protection.
- **RELEVANCE AND SIGNIFICANCE FOR ALS (2.500 CHARACTERS MAXIMUM)** – clearly indicate how the proposed study will improve knowledge on the disease.
- **RATIONALE (2.000 CHARACTERS MAXIMUM)** – provide information about context and rationale of the proposed project. You can insert a limited number of images and/or tables about the rationale in the box “**FIGURES**”.
- **FIGURES (MAX 5MB)** – insert figures that are considered relevant for the project (i.e. rationale, etc.) in pdf format.
- **GENERAL OBJECTIVES AND SPECIFIC AIMS (4.000 CHARACTERS MAXIMUM)** – indicate the general objectives and the specific aims that the project intends to achieve.
- **PROJECT DESIGN AND METHODS (2.500 CHARACTERS MAXIMUM)** – describe the project design and list the methods that will be employed.
- **COLLABORATION DETAILS (1.500 CHARACTERS MAXIMUM)** – fill out the details about collaborators’ role and contribution to the proposed project and upload the signed collaboration letter.
- **EXPECTED RESULTS, POTENTIAL CRITICAL ISSUES AND POSSIBLE ALTERNATIVE APPROACHES (2.000 CHARACTERS MAXIMUM)** – clearly describe which results are expected from the project, which potential critical issues may arise and possible alternative approaches to overcome them.
- **REFERENCES** – report references relevant for the project.

### **Work Plan - Section III**

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



In **WORK PACKAGES (III.1)** detail the work plan by dividing it into work packages (WPs) according to the logical phases of the project implementation. The WPs can be considered as interconnected units of the project activities.

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

For each WP report the following information:

- **WP TITLE** – insert a title.
- **START DATE** and **END DATE** – report the month of start and end of activities.
- **DESCRIBE SPECIFIC AIMS AND STRUCTURE (2.500 CHARACTERS MAXIMUM)** – describe specific aims, structure and operative management of the activities.
- **TASKS AND METHODS (3.000 CHARACTERS MAXIMUM)** – describe the work to be performed to achieving the goals and the corresponding methods. Explain how data will be analysed and interpreted, and describe in detail the statistical methods to be employed.

If the project implies the use of **animal models**, it must be explained why the scientific objectives cannot be achieved without using animals. Where experiments using animals are necessary, it is required to strictly adhere to the relevant Italian laws, rules and regulations (D.to L.vo 116/92); moreover, approval by the PI's Institution Ethics Review Body is mandatory. Measures should be put in place to avoid unnecessary duplication of research/testing and fully implement the Three Rs (Reduction, Replacement and Refinement, from "The Principles of Humane Experimental Technique", Russell and Burch, 1959). Provide a detailed description of the proposed use of the animals in the work outlined and identify the species, strains, ages, and sex of animals to be used in the proposed work. Provide information on the veterinary care of the animals involved. Make sure that the fewest animals compatible with obtaining a valid scientific result are used and carefully justify the number of animals needed. Documentation must be made available upon request.

Once you click on the "**Save Changes**" button the **GANTT CHART (III.2)** reporting the chronology of activities for each WP will be automatically compiled with the information entered in the *Work Packages* Section.

Fill out the **LIST OF DELIVERABLES AND MONTHS (III.3)** chart summarizing and listing deliverables (the expected results for each task previously listed) of all WPs in chronological order as well as the delivery date as in the Gantt chart.

#### **Budget - Section IV**

In this Section, the Applicant has to provide a detailed and reliable projection of the project budget for each cost item. Costs will be considered by AriSLA ISC during the evaluation process, in order to judge their consistency with the project.

Detail in the **OVERALL BUDGET TABLE (IV.1)** all project's costs requested to AriSLA. Personnel cost will be automatically compiled from values inserted in the **PERSONNEL TABLE (PERSONNEL REQUESTED TO ARISLA)**.

**OTHER FUNDS** – It is mandatory that the Applicant lists in this box 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. Specify title and duration of the project, the relative



period, the gross amount, the granting agency, and a brief description of the project. If applicable, indicate possible overlaps with the proposed Application.

In the first **PERSONNEL TABLE (PERSONNEL REQUESTED TO ARISLA) (IV.2)**, indicate the job title (e.g. clinician, engineer, technician, post-doc, PhD student, graduate) of eligible personnel's salary requested to AriSLA, detailing his/her contribution to the project in terms of employment time (months/man dedicated to the project) and the WPs on which he/she is involved.

In the second **PERSONNEL TABLE (OTHER PERSONNEL WORKING ON THE PROJECT, NOT REQUESTED TO ARISLA)**, indicate the other personnel working on the project, comprehensive of PI, whose salary is NOT requested to AriSLA, specifying job title, months of employment and by whom their salary is granted.

**COST JUSTIFICATION** - In this Section the Applicant has to provide details for each cost item.

- **PERSONNEL (1.500 CHARACTERS MAXIMUM)** – fill out with the name, if known, role and competences of eligible personnel's salary requested to AriSLA, detailing profile and contribution to the project in terms of employment time;
- **MATERIALS, SUPPLIES, EQUIPMENT (1.500 CHARACTERS MAXIMUM)** – justify reagents, consumables and equipment costs detailing each subcategory (i.e. plasticware, kits/arrays, etc), quantity and need for each year;
- **SUB-CONTRACTING (1.500 CHARACTERS MAXIMUM)** – justify sub-contracting costs in the framework of project specific objectives and specify sub-contractors;
- **OTHER EXPENSES (1.500 CHARACTERS MAXIMUM)** – justify costs in the framework of project specific objectives.

Please note that the “**TOTAL REQUESTED TO ARISLA**” in the **OVERALL BUDGET TABLE** must correspond to the “**AMOUNT REQUESTED**” box in the *General Information* Section.

### **Eligible Costs**

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

**Please consider that VAT is a cost for AriSLA. Therefore, the gross amount should be indicated for all item costs.**

### **DIRECT COSTS**

#### ***Personnel***

Costs for unstructured staff are allowed, following rules of the Host Institution. The PI is obliged to report every staff change that will occur during the project implementation.

**Please note that the total annual labour cost should be indicated in the Application budget.**

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

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

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

Applications may be assisted by sub-contractors. The sub-contractor provides external services or supplies which are necessary for the execution of the project. **Total budget request for subcontracting must not exceed 20% of the funding requested to AriSLA.**

### ***Other expenses***

*Travels:* project-related travel costs to visit Collaborators need to be justified. Expenses related to participation in Congresses are eligible up to a maximum of € 3.000/year.

Other expenses include: expenses for scientific publications, reprints, software (only if in line with specific needs of the project), etc..

The AriSLA Grant has to be acknowledged in any material or scientific publication related to the financed project. Moreover, the PI of a funded project should adhere to the Open access Policy (as indicated in AriSLA Dissemination Policy). For this reason, it is recommended **to include in this category the fee costs for Open Access publications (please consider at least € 3.000 /project).**

## **INDIRECT COSTS**

### ***Overheads***

Overheads can be required and include general expenses incurred by the Host Institution, administrative and maintenance costs, expenses for any machinery and equipment as part of the project activities.

These costs are calculated as a lump sum. A maximum of 10% of incurred direct costs is allowed.

### **Non eligible costs:**

- Salary of PI;
- Salary of structured staff;
- Salaries, travel and other expenses related to sabbatical leave;
- Membership in Scientific Societies;
- Organization of meetings and workshops;
- 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 (hardware and software, if not project-specific software).

## ***Applicant - Section V***

Detail name and surname, date of birth, and Applicant's contacts. Complete the Section with the data required. The Host Institution name box is automatically pre-compiled with the information entered in the *General information* Section.

Applicant has to declare that the Host Institution is an eligible subject according to the "2019 Call for Applications for ALS research projects".

Research experience for the project must be reported in brief to demonstrate scientific independence of PI as well as a short description of the Host Institution (3.000 CHARACTERS MAXIMUM).

### ***Selected Publications***

Fill out the Section with:

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

These three categories are not mutually exclusive.

### ***Lay Summaries - Section VI***

**LAY SUMMARY (2.500 CHARACTERS)** – 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) that you do not want to disclose or that may influence a potential patent application.

Organize the lay summary in different parts specifying:

- **TITLE** – it may slightly differ from the project title if this helps to make the topic of the project clearer to the lay public
- **STRUCTURE** – it should contain the following elements:
  - Background containing the research focus and how it is linked to ALS
  - Project aims
  - Impact on ALS.

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

### ***Suggestions on reviewers - Section VII***

The Applicant may suggest up to two reviewers of proved experience that could be included in the AriSLA ISC and indicate up to two undesirable reviewers specifying the reasons of the request.

### ***Privacy Statement - Section VIII***

If a PI does not authorize AriSLA Foundation to use his/her personal data as described in the *Information Notice on personal data treatment*, he/she cannot submit the Application.

**In this Section, the PI should upload the signed *Information Notice on personal data treatment* document (Privacy Statement).**

### ***Signature - Section IX***

**In this Section, PI and the Legal Representative of his/her Research Institute (or a delegate) must upload the scan (in PDF format) of the stamped and signed *General Information* page.**