



2019 Call for Applications for ALS research projects Triage guidelines - Committee members

This document is an operational guide for AriSLA International Scientific Committee (ISC) members to perform the **Triage** of the Applications submitted to the “2019 AriSLA Call for Application for ALS research projects”. The Call is dedicated to both **Pilot and Full Grant Applications focusing on basic and pre-clinical research areas**.

Review phases

Both type of Applications will be assessed by a two-step peer-review: 1) Triage selection, and 2) Full proposal evaluation, which entails a remote review and a Consensus Meeting (details are available in the “2019 Call for Applications”).

For the Triage evaluation, only the *General Information, Project Information and Applicant Sections of the Application* are made available to Reviewers. The Triage phase aims at selecting the top-ranking Applications that will undergo Full Evaluation. Each Application is assigned to three members of the ISC, who are asked to score it on the basis of the criteria reported below and provide brief written comments. Applications will be ranked according to the average score and it is anticipated that up to 40 Applications (including both Pilot and Full Grant Applications) will proceed to full review.

For the **Full proposal evaluation**, Applications will be re-assigned to three ISC members that will be selected on the basis of the needed expertise, among those available to take part in the final Consensus Meeting in Milan.

Triage evaluation procedure

The Triage evaluation will be conducted in remote, by accessing the Applications through the AriSLA web portal (operating instructions are reported below).

Triage scores range from 1 (very poor) to 50 (excellent).

Pilot Grants

Triage will be based on the following criteria:

1. **Innovation and originality** of the proposed project with regards to the current knowledge
2. **Quality and feasibility** of the scientific approach. The following parameters should be evaluated:
 - Relevance and significance for ALS
 - Appropriateness of design and methods
 - Overall feasibility of the study.



Full Grants

Triage will be based on the following criteria:

1. **Innovation and originality** of the proposed project with regards to the current knowledge
2. **Quality and feasibility** of the scientific approach. The following parameters should be evaluated:
 - Relevance and significance for ALS
 - Rationale, background and preliminary evidence
 - Appropriateness of design and methods
 - Experience of the Applicant in the field
 - Overall feasibility of the study.

ISC members are asked to **assign a numerical triage score to each project**, according to the scale reported below. The score will reflect the recommendation whether the project deserves full review. It is desirable to use the entire numerical range, in order to avoid most of the projects falling within an intermediate interval, which would make the triage procedure less efficient.

Triage Scoring Scale		
Triage Score	Project Evaluation	Recommendation
46 - 50	Outstanding	No concerns - Suggested for full review
40 - 45	Excellent	Only minor concerns - Suggested for full review
30 - 39	Good	Only few critical points - Can be considered for full review
20 - 29	Average	Several critical points - Not suggested for full review
1 - 19	Poor	Major concerns - Not suggested for full review

For each Application, ISC members are requested to **justify their score by briefly highlighting strength and weaknesses in the 'Comment' field**, also specifying if the Application has any ethical issues that need further attention. If the score is lower than 30, identified weaknesses of the Application should be clearly specified.

Examples of major weaknesses are:

- not related to ALS and/or to the Call's objectives
- not hypothesis-driven; inappropriate design and methods
- not feasible
- weak preliminary studies
- poor rationale
- other (please specify in the comments).

The individual comments of the ISC members will be anonymously sent to the Principal Investigators of those Applications that are excluded from further review. **It is therefore important that the written material is accurate, clearly written, and does not include derogatory language.**



Operating Instructions

Online Registration and General Instructions

The Remote Evaluation Forms must be completed online. Reviewers can login at proposals.arisla.org (in the “Already member?” box) using the information received in the invitation email from AriSLA Scientific Office.

At the first access, the system will ask to change the Password. In case of forgotten Password, please click on “Forgot your Password”: entering Username (email address) an automatic email with the new Password will be sent to the registered email address. Once logged in, the system will ask to modify the Password.

Please note that this account can be used by one device per time.

Please contact AriSLA Scientific Office at bandi@arisla.org if both Username and Password have been lost.

Once logged in, each reviewer can find the list of Applications that have been assigned to him/her.

Confidentiality on all information about the projects has to be preserved at any time, as reported in the Appointment letter.

Each Application can be open by clicking on the pdf icon and on the “Short proposal” link. Attached documents can be downloaded as .zip file by clicking on the green icon. The signed *General Information* page and privacy document are for internal use only.

By clicking on “Evaluate” button a pop-up window will open, where comments and score can be filled out.

In order to be able to evaluate the Application, reviewers must flag the “non-conflict of interest” box. If the Reviewer perceives to have any conflicts, he/she should immediately contact AriSLA staff at bandi@arisla.org, to re-assign the Application.

If the reviewer does not feel confident regarding the theme proposed by a project, he/she can contact AriSLA staff at bandi@arisla.org, in order to re-assign the Application.

By clicking the “Save changes” button data entered in the Form are saved.

By clicking the “Save changes and Submit” button, the evaluation is completed and closed. **Once the evaluation has been submitted, modifications are no longer possible.**

An email will confirm the submission of comments and score for each Application.

The web application is compatible for most of the commonly used browsers. In particular, we ensure its compatibility with these browsers and following versions:

- Firefox 30;
- Chrome 40;
- Safari 9;
- Internet Explorer 11.

Assistance

For any information about the revision process, please contact:

E-mail Help Desk: bandi@arisla.org