FONDAZIONE

TELETHON RESEARCH PROJECTS - 2020

GUIDELINES FOR PREPARING AND SUBMITTING THE FULL APPLICATION ONLINE

General Instructions

The Application form is available on the **TETRA - Telethon Projects Managements system portal** at https://projects.telethon.it.

Applicants are identified as **Lead Applicant** (in charge of creating and completing the Application). Applicants should pay careful attention to the **Guidelines and instructions**, as **an Application failing to meet the requirements will be rejected**. An accurate Application will facilitate the review process.

Use **English** language only. For abbreviations and acronyms not universally known, spell out the term the first time it is used, with the appropriate abbreviation in parentheses; the abbreviation should then be used thereafter.

The text must be single-spaced, not exceeding the character or word number limitations specified.

Maximum number of characters in the different sections include spaces.

Registration

To register, fill in and submit the Application, refer to the *TETRA Portal Instructions.pdf - System Help* 📄 available on the Home page.

After the first registration, you can change your email address, if you wish to.

If you have questions concerning the Application, click the **Contact Us** link on the left hand menu to send a message.

Personal Details

Before proceeding to complete an Application form, please check the **Manage My Details** on the left hand menu of the Home page and update your **Basic Information** and **Update CV** sections. All this information will automatically populate the relevant fields of your Applications. In the **Manage My details-Update CV** section ensure to update the following items: *Education/Training, Positions, Personal Statement/Scientific Career* as all these are required for the submission of the Application. For the Publication section, please go to **My Research Output** section on the left hand menu and refer to the instruction in the Tetra Portal Instruction.pdf document. You will not be able to edit this information directly from the Application form; but you can return to the **Manage My Details** page at any time, for updates.

Full Application

On the Home page, clicking **My Application** on the left menu you will find your Full Application ready to be completed; its reference number is not related to that of the Letter of Intent.

Completing the Application

The created Application is listed in *My Applications* (link on the left hand menu of the Home page).

In the *My Applications* home page, at the right, the following button sections are shown:

- *Edit*

Please click on the 'Edit' button if you wish to make any changes to your Application.

- *View/Print*

Please click on the 'View/Print' button to generate the Application form as a PDF file. A PDF of the Application can be downloaded at any time by clicking on this button.

- *Validate*

To validate the Application click 'Validate'. In the "Validation" section within the Application form eventual errors will be listed.

- *Submit*

The Application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meet the submission requirements*.* The 'Submit' button is active once the Application has been correctly validated.

- *Delete*

If you are sure you wish to delete the Application form, please click on the 'Delete' button. Please note: once an Application has been deleted it cannot be recovered.

To navigate into the Application sections, at the top of the Application page, the following buttons are shown:

Cancel, Previous, Next, Save, Save and Close.

Clicking the *Cancel* button all modifications are not saved and you are returned to *My Application* home page. *Previous* and *Next* buttons allow you to navigate into the Application, the *Save* button saves all modifications done, remaining on the Application page you are working on, while clicking on *Save and Close* you can save, exit the Application page and return to the Application form afterwards as often as you like.

Mandatory fields are indicated by red dots. To successfully submit an Application, all mandatory fields must be completed. Any items missing before submission are listed in the *Validation* section.

When the Application is validated, the Lead Applicant may *Submit* the Application, which will have to be approved by the Organisation Approver for the final submission (see detailed guidelines at page 10). Before the Organisation Approval, the Application is displayed in *My Applications* home page in the status: *Awaiting Signatory Approval*. The Application status will change in *Submitted* only after the approval by the Organisation Approver.

Upon Application Approval and Submission by the Organization Approver, a final **Application number** (different from the Letter of Intent reference Number) will be assigned to it. Please refer to this number in any future communications related to it.

A submitted Application cannot be further modified; should you need to apply some amendments **prior to the Call deadline** date click the *Contact Us* on the left hand menu.

Please note that some sections of the Full Application will be automatically compiled with the relevant data inserted in the Letter of Intent; such data are not editable and cannot be modified.

The Full Application comprises:

- General information
- Overview
- Cover Letter (for Revised Application only)
- Preliminary Results
- Scientific Approach
  - Hypothesis, Background and Rationale
  - Overall Objectives
  - Preliminary Results and related Figures
  - Specific Aims
  - Feasibility, Pitfalls and Alternative Approaches
  - Significance and Innovation
  - Impact on patients and relevance to Telethon's mission
  - Experimental Plan Figures
  - Human Subject
  - Vertebrate Animals
- Cited Literature
- Previous Achievements (for former Grantees –Renewal Applications only)
- Timing and Clinical protocol
- Next Generation Sequencing (NGS)
- Personal data and Curriculum Vitae
- Collaborations
- Budget and Host Institution
  - Organisation Approver
  - Budget and Personnel
  - Other Financial Support
  - Host Institution
- Reviewers
- Notes
- Declaration
- Letter of Intent
- Validation

Figures

We strongly encourage the Applicant to limit the number of figures; too many unnecessary figures are not generally appreciated by the reviewers. Do not copy sections of already published papers.

The Application form includes two sections dedicated to figure uploads, at the end of the Preliminary Results and of the Scientific Approach sections.

- All figures and legends must be placed together in one PDF document in A4 format.
- In the Figures PDF, insert a footer with the name of the relevant section of the Application form followed by the indication "Figures" and the page number (for example a PDF uploaded into the Application section "Preliminary Results" should have the following footer: "Preliminary Results Figures - page 1 of 2", "Preliminary Results Figures - page 2 of 2", etc.)

- Important notice: in the PDF version of the Application, all Figure files will be automatically collected and displayed at the end of the Application form PDF as an appendix. Make sure that the appropriate figure numbers are correctly indicated in the text.
- Please keep the PDF size below 25 MB, to avoid overloading our servers. Use high resolution pictures only for photographs that require details; in this case a maximum resolution setting of 300 dpi (Photoshop: Image>Image Size>Resolution) for each photo is recommended.
- If you include charts or drawings in your PDF, a resolution of 100 dpi for each picture can be used.

Make sure all the figures are perfectly legible both on monitor and in print.

General Information

Project Title – Retrieved from the Letter of Intent.

Project duration - (min 12- max 36 months) - Retrieved from the Letter of Intent.

Funding opportunity - Retrieved from the Letter of Intent: FT General Grant, FT Career Award, Fondazione Pisana per la Scienza/Fondazione Telethon *(FPS/FT)*

Type of Applicant - Retrieved from the Letter of Intent:

- *New Applicant* is a researcher who has never applied to a Telethon Call; he/she may only submit a New Application.
- *Former Applicant* is a researcher who has already applied to a Telethon Call but has never been funded; he/she may submit a New or a Revised Application submitted during the previous 2019 call (GGP19).
- *Former Grantee* is a researcher who has already been funded by Telethon in the past; he/she may submit a New, a Revised or a Renewal Application.

Please note that in case of a wrong classification within the Letter of Intent, Telethon has modified and corrected *ex officio* the Type of Applicant/Application.

Previous Application Number and *Previous Role:* Retrieved from the Letter of Intent

Applicants submitting a Revised Application must fill in the Cover Letter form in the dedicated section (see page 5).

Overview

Abstract (max 250 words) - Provide the following information:

- Broad objectives and specific aims
- Background/Rationale
- Research design and methods for achieving the stated objectives
- Anticipated output

MeSH terms, Disease Name, Disease Codes and Disease OMIM number, **ICD-10 code**, **Orpha Number, Area**(s) **of Research** and **Research Type**(s) – Retrieved from the Letter of Intent, if present.

Lay Abstract – English (max 250 words)

Summarize the project using an English lay language. This description is very important, it is meant to describe the project to lay people during the review process and will eventually serve for lay communication reasons after award and, as such, it may become public information. Therefore, do not include proprietary/confidential information.

Project Title – Italian

Insert the title of the project in Italian.

Lay Abstract – Italian (max 250 words)

Summarize the project using an Italian lay language. This description is very important, it is meant to describe the project to lay people during the review process and will eventually serve for lay communication reasons after award and, as such, it may become public information. Therefore, do not include proprietary/confidential information.

Please consider that the lay abstracts are fundamental parts of the application and Fondazione Telethon may slightly modify both Lay Abstract texts for communication purposes and that these information will be available on Fondazione Telethon website in case of projects approved for funding.

Cover Letter

The Cover Letter section is accessible only for the Applicants submitting a **Revised Applications.**

Telethon Review Report of the Previous Application – Attach the Telethon Review Report of the previous Application in this section. If needed, contact the Telethon scientific staff (telethonscience@telethon.it).

Cover Letter (max 15,000 characters) - If the previous Application was excluded by Triage, the Cover Letter must highlight the relevant modifications made. If the previous Application underwent Full Review, the Cover Letter must include a detailed reply to the critiques.

If the Applicant is different from the previous Application, the reason must be provided in the Cover Letter.

Please note that Revised Applications will be evaluated from scratch on a competitive basis, together with all the other Applications, regardless of the fact of being Revised, New o Renewal projects.

Scientific Approach

Hypothesis, Background and Rationale (max 5,000 characters) - State the main hypothesis to be tested and explain the impact of the problem addressed by the proposed project. Critically evaluate the existing knowledge and identify the specific gaps to be filled to progress in the relevant field.

Overall Objectives (max 1,000 characters) - Describe the overall objectives that the proposed research is intended to accomplish.

Preliminary Results (max 10,000 characters) - Provide an account of preliminary unpublished studies performed in the Applicant's laboratory relevant to the proposed research. Preliminary data are an essential part of a research project Application, as they aid the assessment of the likelihood of success of the proposed project.

Results are considered 'preliminary' only if unpublished.

Preliminary Results Figures - Refer to the "Figures" section (page 3 of this document) to create and upload the Figures' PDF file.

Specific Aims - List the specific Aims (click on ***Add*** button for each Aim) of your project.

For each aim fill in the required information (fields):

- ***Title***
- ***Brief Description*** (max 1,000 characters per aim) - What is the question being asked? What is the general experimental design?
- ***Experimental Plan*** (max 3,000 characters per aim) - How are you going to address this aim? Please provide an extensive description of the experimental approaches.

If the study involves vertebrate animals, please refer to the "**Telethon rules and policy on animal experimentation**" section on the following page.

Explain the need for **collaborations** (if any) to achieve the scientific aims of the proposed project. Indicate how the idea of collaborating originated, the different approaches each collaborator will bring to the overall study, and how the collaboration will be conducted. Include an explicit description of the collaborative elements that are essential for the project to be carried out. Collaborators are expected to have research experience and must have an established record for independent research.

Any collaboration must be listed in the specific section (see page 9).

Please note that Telethon also funds a **Network of Genetic Biobanks (TNGB)** whose purpose is to collect, preserve and offer to the scientific community biological samples and related clinical data from individuals affected by genetic diseases for research purposes. Refer to the online catalogue of the TNGB (http://biobanknetwork.telethon.it/), to identify potentially useful biological samples.

Feasibility, Pitfalls and Alternative Approaches (max 3,000 characters) – Please explain how the proposal is focused on achieving specific and feasible goals. In addition, state which pitfalls could arise during the research activity and the alternative plans that will be implemented.

Significance and Innovation (max 2,000 characters) - Describe which important problem will be addressed in the proposed study and how the scientific knowledge will be advanced, if the aims of the project are achieved. The objectives of the study must represent a significant step forward beyond the current state of the art and include substantial original work. Indicate if the project employs novel concepts, approaches or methods and if it challenges existing paradigms in the field or develops new methodologies or technologies.

Impact on patients and Relevance to Telethon's mission (max 2,000 characters) - Describe how close to therapeutic development, or to any other potential impact on patients, the proposed studies are. Clearly specify how the goals of the project fit with Fondazione Telethon's mission (http://www.telethon.it/en/what-we-do/our-mission).

Experimental Plan Figures – Refer to the *Figures* section (page 3 of this document) to create and upload the figures' PDF file(s).

Human subjects - Indicate whether the study involves:

1. Human samples from a collaborator site or an external
2. Human samples from individuals referred to the PI's Host Institution
3. Individuals enrolled in clinical trials
4. No human samples or subjects.

Should the grant be approved for funding, funds will not be provided until the pertinent Ethical documentation has been obtained. Please activate in due time all necessary procedures to obtain this approval in accordance with the relevant Italian laws (https://www.aifa.gov.it/modulistica-sperimentazione-clinica). (https://www.aifa.gov.it/modulistica-sperimentazione-clinica).

Be aware that the relevant approval documents must be provided for grant activation.

Vertebrate animals - Specify whether or not activities involving vertebrate animals are planned at any time during the proposed project.

Telethon rules and policy on animal experimentation

Telethon recognizes that experiments on animals are often necessary in many areas of biomedical research. Proposals submitted for the evaluation MUST explain why the scientific objectives cannot be achieved without using animals.

Where experiments using animals are necessary, you are required to strictly adhere to the relevant Italian laws, rules and regulations (D.to L.vo 26/2014); moreover, **approval by your Institution Ethics Review Body is mandatory**. The ethical review process is a means of ensuring that any use of animals within lab animal facilities is carefully considered, adequately justified and carried out as humanely as possible, so that any adverse effects experienced by the animals are more than offset by the benefits that arise from the study.

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), from the moment it is recognized that an animal experiment will take place, through the period where the animals are sourced and arrive at the facility, and up to the time they are either dead or have been re-homed. This includes optimizing standards of animal husbandry and care and effective training, supervision and management of all personnel involved. Microbiological status is important not only because there are welfare imperatives in minimizing the incidence of disease but also to avoid the risk that subclinical infections affect research results.

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. In this regard, in planning your experiments you should carefully estimate the number of animals needed. You should take into account the likely magnitude of the effect you will be studying and the frequency with which that effect will be achieved for given levels of statistical significance and power. It is unacceptable to base the number of animals to be used solely on the calculation of the number of experiments that can be carried out at any given time. It is also unacceptable to state that the numbers are based on "previous experience" without additional justification, or to answer the question on numbers of animals to be used by paraphrases such as "these numbers are chosen as the minimum necessary to achieve statistical significance". Too few animals is just as unsatisfactory as too many.

Be aware that the relevant approval docs must be provided for grant activation.

Cited Literature (max 20,000 characters)

List all references. The list must include the name of all authors, year of publication, title, book or journal, volume number and page numbers. If a bibliographic management software is being used, the format of the journal "Developmental Dynamics" may be applied.

Concise references are not allowed.

The complete list of references will be visible to Reviewers at any evaluation phase.

Previous Achievements - for former Grantees only, in case of a Renewal Application

Provide the **Project number and title of the most recent Telethon grant** (max 350 characters); and briefly state the original goals and the scientific **achievements**, also listing the derived publications (max 3,000 characters). Unpublished results relevant to the current Application must be reported in the Preliminary Results section.

Timing and Clinical protocols

GANNT Chart - Please upload a GANNT chart (in PDF format) describing the timeframe foreseen for the different Specific Aims and their components.

Clinical protocol - If applicable, please upload a clinical protocol (in PDF or word format) and clearly define:

1. Study design, i.e. blind, double blind, open, etc.
2. Study population, i.e. planned number of patients, inclusion and exclusion criteria, etc.
3. Description of the clinical procedures/medical examinations planned and the time interval between them - State the potential difficulties and limitations of the proposed procedures and discuss alternative approaches to overcome them.
4. Study medication(s)/drug(s) (if applicable): dosage, administration, blinding, etc.
5. Safety: define adverse events and how they will be monitored; describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness; indicate if psychological support to patients is available. Describe alternative treatments and procedures (where appropriate) that might be advantageous to the subjects. Provide information about the Data Safety Monitoring Board that will be set in place.
6. Data management and statistical plan; discuss how data will be collected, analysed and interpreted. Describe in detail the statistical methods to be employed.
7. Provide the timetable of the study.

A clinical project must be supported by an Ethics Committee's approval in accordance with the laws of the Italian *Ministero della Salute* (http://www.aifa.gov.it/content/sperimentazione-e-ricerca).

NOTE: If the clinical protocol is already available, it has to be **uploaded** in this section. Otherwise, if the study is funded, the protocol and related documents must be provided to Telethon in order for funds to be released.

In case of doubts, please contact the Telethon scientific staff (telethonscience@telethon.it) before submitting the final Application.

Next Generation Sequencing

If the Applicant intends to perform NGS experiments, he/she is asked to provide additional information and to fill in the pertinent fields.

Organism name (max 250 characters) - provide the name of the organism target of sequencing. For example: Homo sapiens, Mus musculus, Drosophila melanogaster, etc.

Estimated number of samples and/or runs – provide an estimated number of samples to be sequenced or the number of sequencing runs foreseen in the project.

Type of experiment – please describe the type of sequencing approach. Choose the appropriate option from the following list:

- Whole Genome Sequencing (WGS)
- Whole Exome Sequencing (WES)
- Transcriptome analysis
- Epigenomics
- Metagenomics

Or, if not present in the list, provide a brief description (e.g. amplicon or custom target sequencing, etc.) in the field dedicated to *other types of experiments* (max 250 characters).

NGS platform – provide the name of the NGS platform to be used. Choose the appropriate option from the list:

- Illumina (MiSeq, HiSeq, Genome Analyzer, etc.)
- Ion Torrent (PGM, Proton)
- Third Generation/Single Molecule Sequencing

Or, if not present in the list, provide a brief description in **other NGS platforms** (max 250 characters).

Personal Data and Curriculum Vitae

Personal data - Employment, Research Experience, Scientific Career and Publications are automatically embedded from the Applicant's account.

Up to 10 projects-related publications: Retrieved from the Letter of Intent.

Selected Publications Click on *"Add Publication"* to select up to further 10 peer-reviewed publications from the list of publications already recorded in the Applicant's account. All references relevant to the present Application need to be marked with an asterisk (*) in the Publications section of the Applicant's account.

ID Researcher Platform and Personal Author ID - Indicate one of the Researcher Platforms and provide your personal author ID. If you do not have one, we suggest you to generate an ORCID ID (http://orcid.org/).

Financial interests disclosure (max 1,000 characters) – Declare all possible financial conflicts of interest that might be perceived as relevant. Financial interests will not invalidate the Application, nor will they automatically disqualify it from being evaluated.

Collaborations

The Applicant should list all the collaborators and the required information.

Actively involved collaborators are those directly related to the project and, as such, their contribution to the project must be described in the dedicated field. Once selected, the actively involved collaborators receive an Invitation email and, upon acceptance, they **must support the Application by sending collaboration letters, written in English, which have to be uploaded in the online Application by the Applicant** (see also TETRA Portal Instructions.pdf document).

Other Collaborators are those not directly related to the project; these collaborators are not invited to send collaboration letters.

Budget and Host Institution

Clicking on *Edit* the sections *Budget and Personnel*, *Other Financial Support* and *Host Institution* will be made available:

Please note that the Budget section will appear on the left hand menu and can be filled in properly only once you insert the Host Institution name.

Organisation Approver Invitation

The Organisation Approver will have to be a person (Institution's Director or Responsible Official or Administrative Representative) who, representing the Organisation where the research project will be performed, will have the responsibility for the Application Approval and final Submission.

For the FPS funding opportunity please indicate Dr. Leopoldo Laricchia Robbio (llaricchia@fpscience.it) as Approver.

Click on *Add Contact* to invite the Organisation Approver, who will be notified by mail.

If the Organisation Approver is not already available in the menu in the IntelliSence menu, add the new one clicking on **Add Person** and save it. Personal email accounts are not accepted, please make sure that the Organisation Approver's email is the **institutional account**.

Please confirm that you wish to include this Organisational Approver then click on **Send the Invitation.**

In the *Organisation Approver* box (in the *Budget and Host Institution* section) the Approver's details and the approval status are shown; in case of error the Approver can be deleted clicking on the **Remove** button.

The selected Organisation Approver will receive an email alerting that she/he has to take on the Application Approver role.

Organisation Approver Confirmation and Guidelines

The invited Organisation Approver will receive an email containing the link to access the TETRA platform. In case of first access to the platform, please follow the registration instruction on the webpage; if already registered, clicking on the link in the invitation email opens a page where the Approver can *Confirm the participation* or *Reject the participation.*

After logging, the Organisation Approver will have access, through the left hand menu *My Approval*, to the Application(s) for which he/she has been invited to approve. For each Application, clicking on the lens icon on the right, the Application page will be shown.

In the central box the *Signatories* section shows the Application approval status. When the Organisation Approver has accepted the invitation, *Confirmed participation YES* will be displayed.

While the Application is in preparation and not yet submitted by the Applicant, the *Signatory approval status* shows *Approval Not Yet Required*; when the Application will be complete and submitted by the Applicant the status will become *Approval Required.*

On the right hand menu the Approver can access the following buttons

- **View/Print**

Please click on the 'View/Print' button to view and read the Application. If you agree with the content of the Application please approve below. The Application will then be submitted to Fondazione Telethon. If you do not agree with the content, please Reject Application to return the application to the applicant for amendment.

- **Approve**

To approve the Application, the Approver will have to <u>accept all the following clauses</u> which will be shown in the Approval page:

I, Organisation Approver, in the role of /on behalf of the Institution's Director or Responsible Official or Administrative Representative agree with the following statements:

- The Organisation is eligible: it has to be either a public or a private Italian non-profit research Organisation.
- The Applicant is authorized to submit the Application on the Organisation's behalf.
- The Organisation undertakes to respect any and all conditions under the Call for Application and discharges Telethon from any liability related to any breach of said conditions by the Applicant and/or by the Organisation itself.
- The Organisation declares that Fondazione Telethon will be appointed as data processor by the Organisation for the Direct Management of funds.
- The Organisation declares to have provided the Applicant and any researcher involved in the Application (Key Personnel or Collaborator) with the information attached to the Call for Application in Appendix 1. It also declares that the relevant consents have been gathered in order to be authorized to indicate the personal data of the Applicant and any other researcher in the Application.
- The Organisation declares to be aware that Fondazione Telethon can, at any time, request the above-mentioned documents (Information to data subjects and declaration of consent) and that the Organisation shall deliver any relevant document, according to Fondazione Telethon's request.

- The Organisation declares to have read the research Application pre-submitted on-line to Telethon by the Applicant and that it is complete and correct.
- The Organisation declares that it will provide the necessary facilities and personnel to carry out this research project. If the Applicant is not holder of a permanent position, the Organisation is aware that the salary of the Investigator cannot be requested within the Application as part of the Telethon Grant and that it needs to be provided through other means, except <u>in case of the Career Award funding opportunity</u>. In this specific case <u>FT will provide salary coverage for the entire duration of the project, which is fixed for 3 years, for an amount of maximum 40.000€/year. This value is not present in the Budget section and not visible in the .pdf but will be added in case of funding</u>.
- If the Applicant has stated (see Section Budget and Host Institution - Host Institution - Box Applicant) to have a dual appointment in a foreign Institution, the Organisation acknowledges such statement and it declares that the double appointment does not conflict with the time commitment indicated by the Investigator within the Application for an effective conduct of the proposed research project.
- FONDAZIONE PISANA PER LA SCIENZA award: In case of an Application for this funding opportunity FPS will provide research budget and salary coverage for the Lead Applicant for the 3 years project. Salary will be established based on the seniority of the researcher, in due time, once the project will be selected for funding. Grant activation and Funds management will be performed by Fondazione Pisana per la Scienza.

Once approved, the Application will be automatically <u>submitted</u>; in the *My Application* Applicant Home page and in the *My Approval* Approver Home page, the status shown will be Submitted.

- **Reject**

It is possible to explain the reasons for Rejection, which will be emailed back to the Applicant.

Budget and Personnel

A maximum of 80,000 €/year for research expenses is allowed for all the different funding opportunities.

The Lead Applicant salary coverage request is <u>not allowed except for</u>:

Career Award: FT will provide salary coverage for the 3 years project, for an amount of maximum **40,000 €/year** – <u>Salary request has not to be specified in the Budget section</u>; it will be considered on top.

Should the grant be approved for funding, funds will not be provided until the pertinent documentation to demonstrate eligibility for the Career Award (see Call for Telethon Research Projects – page 3). has been obtained.

Fondazione Pisana per la Scienza/FT award: FPS will provide salary coverage for the Lead Applicant for the 3 years project. Salary will be established based on the seniority of the researcher, in due time, once the project will be selected for funding. <u>Salary request has not to be specified in the Budget section</u>.

Awards are contingent upon the availability of funds.

Telethon wishes to remind Applicants and their Institutions that funds are raised through many small individual donations. Telethon therefore bears a special responsibility to oversee an appropriate allocation of funds.

The *Budget* description must be accurate in all its parts and every item must be justified in the "Description/Justification" field and clearly related to the execution of the project. **Any omission, generic description, or miscalculation could lead to the project's rejection**.

All amounts must be expressed in Euro; please use **whole numbers** only.

Personnel (including the Lead Applicant) are defined as, and should be limited to, key individuals whose contribution is deemed significant for the scientific development or execution of the project. Please note that **personnel to be recruited ("to be named") must be listed here and should be kept to a minimum**.

To **ADD** an Item click on the relative button and fill in the required information.

Direct costs

The following expenses associated with the proposed research **are allowed**:

Equipment - up to a total of 20,000 Euro for minor essential equipment or a portion of a major piece of equipment. Each item must be clearly listed in the specific section and must be highly justified for the conduct of the proposed research.

IT equipment: The request for a personal computer should be clearly justified according to the research needs. The maximum amount allowed for IT equipment is 2,500 Euro and must be included in the "Equipment" section.

Materials, Supplies, Services - materials and supplies must be **listed by category**: consumables, antibodies, reagents, etc. Services include items as animal housing (please provide the total number of animals and the cost per diem in the justification field), animal production (please specify if the service will be provided by a company), sequencing, peptide synthesis, biological material from biobanks (e.g. for TNGB refer to the cost recovery list http://biobanknetwork.telethon.it/Pages/View/pricelist), etc. Major cost items should be listed and properly justified.

Personnel and Salaries - For each person, the "role on the project" must be detailed. As an example, "molecular biologist performing mutational analysis" is appropriate, while "molecular biologist" is not sufficient. Consultants should be included only when their level of involvement meets the previous definition. **An inadequately described role in the project and/or a mismatch with the annual effort, as also expressed in the budget, may result in the reduction of the budget approved.**

Salaries for the project's staff (postgraduates, PhD students, junior/senior post-docs, technicians) holding a **temporary position** must be proportionate to the effort dedicated to the project (i.e. Full Time Equivalent). Although not encouraged by Telethon, salaries for "to be named" people may be requested. Indicate the type of contract that will be applied and the level of seniority required. The salary requested should correspond to the level of seniority and to the annual effort declared. The amount must refer to the total employee cost (gross amount plus employment taxes).

If a salary is not required, enter 0 in the Salary field.

Salary for the Career Award and the FPS funding opportunities have not to be input in these fields.

Project-related travel costs must be carefully justified (destination, purpose and travel frequency) and adequately described in the project plan.

Costs allowed for travel are:

- transportation costs (train/plane/bus/taxi/car use, etc.)
- meals and lodging
- congress registration fee
- abstract submission fee.

Other expenses (each item should be detailed and justified):

- Allowed items: publication costs, reprints, journal subscriptions, books, sample and animal shipments. If software is requested, specify the necessity for the proposed research. Please detail the cost by item.

- Allowed items if overheads are not requested: repairing and maintenance of instruments, stationery, computer consumables (toner, external memory devices), mailing. Please detail the cost by item.

Travel costs - travel costs for meetings/congresses (not more than 3,000 Euro annually).

Indirect costs

Overheads - should be indicated (input the value) up to 10% of the **direct research cost per year.**

Please note that the percentage must not be calculated on the total budget requested but on the direct costs subtotal.

The following expenses associated with the proposed research are **not allowed**:

- Salary for the Lead Applicant
- Full salaries for members of staff who already receive a regular wage
- Salaries, travel and/or housing related to sabbatical leaves
- Scientific Society memberships
- Organization of meetings and workshops
- Construction, alteration, maintenance, lab furnishing, rental of buildings or building spaces and utilities, fax and telephone costs
- Major basic equipment such as incubators, hoods, -80°C freezers.

Other Financial Support

It is mandatory that each Applicant lists in this section all financial resources available in direct support of his/her research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards.

Click on the **Add** button and Indicate:

- Granting agency (max 250 characters)
- Title of the Project (max 250 characters)
- Status: Current/Pending. If *current*, it is compulsory to indicate the relative period (Start – End date)
- Gross amount, Currency
- Brief description (max 1,000 characters)
- If applicable, specify possible overlaps with the proposed project (max 500 characters).

Host Institution

Provide all the information requested

Applicant - If the Applicant is not the Chief of the Laboratory, the **Independence statement** must be completed (max 1,000 characters).

It is mandatory that **any foreign appointment** of the Applicant be clearly indicated in this section.

Facilities and Resources - Provide all the information requested and list all the key facilities available for implementing the project.

Reviewers

Suggested Reviewers - The Applicant may suggest external referees - **not currently working in Italian Institutions** - expert in their own fields of research, who could competently review the Application. Co-authors in scientific publications and/or individuals who have been associated with the Applicant and/or his/her collaborators within the last 5 years should be avoided.

Telethon reserves the right to choose external referees independently.

Excluded Reviewers - Should the Applicant prefer to **exclude direct competitors** from being chosen as reviewers, their names can be indicated here. If the indications were not clearly justified, Telethon will disregard any exclusion request.

Notes (max 5,000 characters)

Any personal comments, details or additional information the Applicant wishes to add to any specific sections of the Application can be inserted here. Please indicate which section you are referring to and the reasons for including more information.

Declaration

The Applicant has to declare that the information included in the Application is accurate and complete and that he/she complies with Telethon's terms and conditions.

Letter of Intent

In this section all the data listed below and previously inserted in the Letter of Intent, are made available, if not already embedded in the Full Application.

Applicant name; Central Hypothesis, Background and Rationale; Objective(s); Research Plan; Importance and Novelty; Preliminary data; Brief biosketch; Personal Statement; Full Name (LOI; Place/Date (LOI).

Validation

This section will be automatically compiled, once the *Validate* action in the **My Application** Home Page has been done. Please note that the sections highlighted in green are those correctly filled in, while those in red have to be completed and key data are still missing.

Application submission and Organisation Approval

The deadline for **online submission is October 30, 2020 at 1:00 p.m**.

Please consider that clicking the **Submit** button, will generate a Pre-Submission Application which cannot be further modified.

The Pre-Submission will then automatically be notified to the Grant Organization Approver who, after having checked and accepted the *Host Institution Agreement Clauses* will approve or reject the proposal. If **approved**, the Application will be automatically submitted by the Organization Approver; if **rejected** (the reasons for rejecting may be written back to the Applicant) the Applicant will receive a notification in order to eventually amend the Application. The updated Pre-Submission will then need to be further approved.

FOR THESE REASONS, PLEASE MAKE SURE TO PRESUBMIT YOUR PROPOSAL IN DUE TIME TO ALLOW THE APPROVAL PROCEDURE TO BE CARRIED OUT.

THE DEADLINE IS INTENDED FOR THE APPROVAL OF THE APPLICATION by the Organisation Approver.

Before the Pre-Submission, download the PDF of your Application to check all the sections; in particular check that all uploaded images are included in the PDF and are clearly legible. Please note that the Applicant is liable for the contents and quality of the Application in its final version.

Fondazione Telethon holds the responsibility and authority in making the final decision on the Application's completeness and eligibility.

September 30, 2020   **FONDAZIONE TELETHON**