



TELETHON-UILDM CLINICAL PROJECTS - 2021

GUIDELINES FOR PREPARING AND SUBMITTING THE APPLICATION ONLINE

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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 submitting the Application) and **Partner(s)** (invited by the Lead Applicant). For the **Partner invitation process**, please refer to page 7 of this document.

Please note that, in the case of Multicentre projects, the **Scientific Contents** part of the Application can be filled in only by the Lead Applicant.


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.

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.

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.

New Application

On the Home page under **My Application** in the left side menu, clicking the button **New Application**, Applicants can access the page listing all the available Calls for Applications (grant rounds). Click **Apply** to create a new Application form.

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'** - Click on this button if you wish to make any changes to your Application.
- **'View/Print'** - Click on this button to generate the Application form as a PDF file. A PDF of the Application can be downloaded at any time.
- **'Validate'** - Click on this button to validate the Application. The **Validation** section within the Application form will also list any errors or missing items.

- **'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'** - Click on this button if you are sure you wish to delete the Application form. Please note: once an Application has been deleted, it cannot be recovered.

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

- **'Cancel'** - Clicking on this button all modifications are not saved and you are returned to **My Application** home page.
- **'Previous'** and **'Next'** - These buttons allow you to navigate into the Application.
- **'Save'** - This button saves all modifications done, remaining within the Application page you are working on.
- **'Save and Close'** - With this button you can save your work, 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 required fields must be completed. Any required items missing before submission are listed in the **Validation** section.

When the Application is validated by the Applicant(s) and the Organisation Approver(s) approved it (see detailed guidelines at page 8), the Lead Applicant may **Submit** the Application. Before the **Organisation Approval**, the Application is displayed in **My Applications** home page in the status: *Awaiting Signatory Approval*. Once submitted, the Application status will change in *Submitted* and the Lead Applicants will receive a confirmation email.

Upon Application submission, a final **Application 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 any amendments **prior to the Call deadline** date, click on the **'Contact Us'** button on the left hand menu.

Application Forms

- **Scientific Contents:**
 - General information
 - Overview
 - Cover Letter (for Revised Application only)
 - Previous Achievements (for former Grantees only – New and Renewal Applications)
 - Scientific Strategy
 - Preliminary Results
 - Clinical Protocol
 - Cited Literature
- **Administrative Section:**
 - Lead Applicant and Partner CV Details
 - Administrative details
 - Personal Data and Curriculum Vitae
 - Host Institution
 - Collaborations
 - Budgets and Personnel
 - Other Financial Support
 - Reviewers
 - Notes
 - Declaration

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 to be included in a section 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.

Scientific Contents

General Information

Project Title (max 150 characters) - In order to have full access to the Application forms you must insert the title of your proposed project. You can change it at any time. Please do not use all capital letters.

Number of Centres - Indicate the number of centres participating in the study.

Project duration - Indicate the duration of the project (min 12 - max 36 months).

Type of Applicant - Choose the appropriate option according to the following descriptions:

- *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
- *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 wrong classification Telethon will modify and correct *ex officio* the Type of Applicant without informing the Applicant.

Type of Application - Choose the appropriate option among the list: *New, Renewal, Revised*.

Previous Application Number and **Previous Role** - Fill in the number of your previous Application (if any) and indicate your previous role by choosing the appropriate option from the listed menu (Principal Investigator – Single Center; Coordinator - Multicentre; Partner - Multicentre).

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

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

Overview

Abstract (max 2,000 characters) - Organise the Abstract providing the following information:

- Broad objectives and specific aims
- Background/Rationale

- Research design and methods for achieving the stated objectives
- Anticipated output.

Coordination and Management - Multicentre Studies only (max 4,000 characters) - The Lead Applicant should specify in this section 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.

Role and contribution of Partner(s) in the project - Multicentre Studies only (max 4,000 characters) - The Lead Applicant is asked to describe the contribution of all Partners, explain why each of them is necessary to the success of the project, clarify the complementarities of approaches that justifies their participation and to highlight how the synergy among them will produce greater results over the sum of individual contributions.

Relevance to Telethon (max 1,000 characters) - Clearly specify how the goals of the project fit with the Fondazione Telethon's and UILDM's aim of improving the quality of life of people affected by a form of dystrophinopathy or limb girdle muscular dystrophy. Proposals targeting other diseases, although of proven genetic origin, will not be processed for review.

Impact on Patients (max 1,000 characters) - Describe how close to therapeutic development or to any other potential impact on patients the proposed studies are.

Type of Research - Write the disease name and all its available codes. If more than one disease is addressed, please separate names, OMIM numbers, ICD-10 codes and Orpha Numbers with semicolons. In particular:

- the **disease OMIM number** as given by the Online Mendelian Inheritance in Man (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=OMIM>),
- the **ICD-10 code**, as given by the International Classification of Diseases (<http://apps.who.int/classifications/icd10/browse/2010/en>),
- the **Orpha Number**, as given by Orphanet (http://www.orpha.net/orphacom/cahiers/docs/GB/List_of_rare_diseases_in_alphabetical_order.pdf).

MeSH terms (max 250 characters) - Indicate up to five MeSH terms appropriate and specific for the proposed research (<http://www.nlm.nih.gov/mesh/meshhome.html>).

Select the appropriate **Research Areas** - choose all that apply.

Lay Abstract - English (max 2,000 characters) - 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 (max 200 characters) - Insert the title of the project in Italian.

Lay Abstract - Italian (max 2,000 characters) - 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 that this information will be available on Fondazione Telethon website in case of projects approved for funding. Fondazione Telethon may slightly modify both Lay Abstract texts for communication purposes.

Cover Letter

(max 15,000 characters)

The Cover Letter section is accessible only for **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 Research Office for assistance (telethonscience@telethon.it).

Cover Letter – 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.

Previous Achievements

The Previous Achievements section is accessible to former Grantees only, in case of a New or 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.

Scientific Strategy

(max 20,000 characters)

Background - Explain the impact of the problem addressed by the proposed project. Critically evaluate the existing knowledge and identify the specific gaps to progress in the field.

Rationale - State the hypotheses to be tested and provide a realistic description of any expected scientific, technical and economic benefits.

Objectives - Describe the overall objectives and what the specific research proposed in the Application is intended to accomplish. The objectives of the study must be logical, feasible and innovative; they must represent a significant step forward beyond the current state of the art and include substantial original work.

Scientific Strategy Figures - Refer to the “Figures” section (page 3 of this document) to create and upload the figures’ pdf file.

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. For Multicentre Studies, preliminary results of the Centres involved in the study should be listed site by site, if applicable.

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.

Clinical protocol

(max 30,000 characters)

Clearly define:

- 1) Type of study, i.e. observational or interventional, prospective or retrospective, open or randomised (if applicable), etc.
- 2) Study population, i.e. inclusion and exclusion criteria, number of patients based on power calculation (if applicable), etc.
- 3) Endpoints and clinical procedures/medical examinations planned. Indicate the time interval between examinations. State the potential difficulties and limitations of the proposed procedures and discuss alternative approaches to overcome them.
- 4) Study medication(s)/drug(s), i.e. dosage, administration, blinding, etc. (if applicable).

5) Safety; define potential adverse effects 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 (if applicable).

6) Data management and statistical plan. Discuss how data will be collected, analysed and interpreted. Describe in detail the statistical methods to be employed.

The Clinical project must be completed with the Ethics Committee's approval in accordance with the laws of the Italian Ministero della Salute (<https://www.aifa.gov.it/modulistica-sperimentazione-clinica>).

NOTE: If a Clinical study has already been defined, the clinical protocol has to be uploaded in this section. Otherwise, if the study is funded, the Telethon Scientific Office will ask for the protocol and related documents before releasing any funds dedicated to the clinical study.

Explain the need for collaboration (if any) to achieve the scientific aims of the proposed project. Indicate how the idea of collaborating originated, the different approaches, which each collaborator will bring to the overall study, and how the collaboration will be conducted. Any collaboration must be listed in the specific form (page 9 of this document). Include an explicit description of the collaborative elements that are essential for the project to be carried out.

Timetable (max 4,000 characters) - Provide a tentative sequence or timetable for the project. Please upload a GANNT chart (in PDF format) describing the timeframe foreseen for the development of the study.

Methods (max 8,000 characters) - Describe any new laboratory procedure or new methodology employed in the study and state the advantages over existing methods.

Clinical Protocol Figures/Documents/Gantt Chart - Refer to the "Figures" section (page 3 of this document) to create and upload the figures pdf file.

Cited literature

(max 20,000 characters)

List all references accordingly. The list must include the names of all authors, year of publication, title, book or journal, volume number and page numbers. If bibliographic management software is being used, the format of the journal "Developmental Dynamics" may be applied. **Concise references are not allowed.**

Administrative Section

Lead Applicant and Partner CV Details

Lead Applicant and Partner Personal data and CV, Education, Employment, Publications, Experience and Scientific Career are automatically embedded from the Applicant's account.

Administrative Details

The **Administrative Details** main page displays three Summary tables with information on: *Lead Applicant & Partner Organisation*, *Partner Contact Details* and *Total Budget by Organisation* details.

For Multicentre projects, the Lead Applicant invites the Partner(s) to join the Application (see *Partner invitation* section for details).

In the *Lead Applicant & Partner Organisation* section, in the *Grant Organisation* table, clicking on *Edit* (close the name of Applicant's Grant Organisation) the following sections will be shown:

- *Personal Data and Curriculum Vitae*
- *Host Institution*

- *Collaborations*
- *Budgets and Personnel*
- *Other Financial Support*

In the **Personal Data and Curriculum Vitae** page, the Applicant can add her/his relevant publications, personal researcher ID and Financial Interests Disclosure.

In the **Host Institution** page, the Applicant invites her/his Organisation Approver (see below for details); in the **Collaborations** page Applicant invites collaborators actively involved in the proposal.

In the **Budgets and Personnel** page, the Applicant can insert the costs to perform the project (see below for details).

In the **Other Financial Support**, the Applicant lists the financial resources available in direct support of her/his research endeavors (see below for details).

Personal Data and Curriculum Vitae

Relevant Publications - Click on 'Add...' to select up to 20 peer-reviewed publications from the list of publications already recorded in 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.

Host Institution

Organisation Approver Invitation and Confirmation

The Organisation Approver has 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.

To invite the Organisation Approver, please click on Administrative Details, in the Lead Applicant & Partner Organisation section, in the Grant Organisation table, click on Edit (close to the name of Applicant's Grant Organisation), then click on Host Institution. In Organisation Approver section click on **Add Participant** and follow the flow chart. Your Grant Organisation will be shown; Next >> Select the Contact, if available; if not, Next >> Contact Search: type the email address, click on Search, if available click on Select, if not available > Add New Contact – fill in the required fields and Add Contact > Contact Notification: the Invitation email is displayed, Confirm that you wish to send this message (check the box) and Send the Invitation.

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

The Organisation Approver will be notified that he/she has to take on the Application Approver role by an email containing the link to access the TETRA platform and all clauses that have to be accepted to approve the application. In case of first access to the platform, the registration instruction on the webpage should be followed; if already registered, clicking on the link in the invitation email, the Approver will reach a page where he/she can **Confirm the participation** or **Reject the participation**.

Organisation Approver - Approval Guidelines

After logging in, the Organisation Approver will have access, through the left hand menu *My Co-applications*, to the Application(s) for which he/she has been invited to approve. For each Application the reference number, the title, the name of Main Applicant are shown in a table; clicking on the lens icon on the right, the Application page will be shown.

In the central *Organisation Approver (Multi Centre Round)* box shows the Application approval status. When the Organisation Approver has accepted the invitation, *Confirmed participation YES* in green will be displayed.

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

- **‘Contact Us’** - Please click on this button to get in touch with supporting team.
- **‘View/Print’** - Please click on this button to view and read the Application.
- **‘Approve’** - If you agree with the content of the Application click on the ‘Approve’ button. The Application can then be submitted to Fondazione Telethon.
- **‘Reject’** - If you do not agree with the content, click on the ‘Reject’ button, to return the Application to the Lead Applicant or Partner for amendment.

Once the button **Approve** is clicked, in the *Submission approval status* in the central Organisation Approver (Multi Centre Round) box, *Approved* in green will be displayed.

Please note that **to confirm the role of Organisation Approver** and to have access to the Application for approval, **all the following clauses**, also highlighted in the invitation email, have to be accepted:

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 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.
- If the Applicant has stated (Section **Host Institution** - Box Applicant) to have a dual appointment in a foreign Institution, the Organisation acknowledges such statement and 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.

APPLICANT

Provide all the information requested.

Applicant - If the Applicant is not the Chief of the Laboratory/Clinical Unit, 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.

Human subjects - Indicate whether the study involves:

1. Human samples from a collaborator site or an external biobank

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>).

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

Collaborations

The Applicant should list all the collaborators that are 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 Lead Applicant** (see also TETRA Portal Instructions.pdf document).

Collaborators are expected to have research experience and must have an established record for independent research.

Budgets and Personnel

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 and Partner) 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.**

For clinical projects that entail the enrolment of a number of patients necessary for power calculation it is advisable to identify start-up and other fixed costs separately from patient-related costs (variable costs). Fixed costs are incurred regardless of the number of subjects enrolled, while variable costs are strictly related to the expected number of patients. Full reimbursement of variable costs will be dependent on the actual number of enrolled subjects. The PI may contact the Telethon Research Office for assistance (telethonscience@telethon.it) if deemed necessary.

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**:

Coordination costs - Allowed only for the Lead Applicant of a Multicentre project which includes at least 3 centres. This amount should be requested up to a maximum of 5,000 Euro per year and is intended to cover coordination administrative costs, which need to be well specified.

Start-up costs

- Database set-up
- Ethics Committee fees
- Medical supplies
- Pharmacy set-up costs
- Printing of documents (i.e. CRF, informed consent)

Patient-related Costs - these costs may be related to “Materials, Supplies, Services” or to “Salaries” categories when they are closely dependent on the number of patients the centre intends to include in the study. The total number of patients (of each centre in case of multicentre study) should also be reported here.

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.

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

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.

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

- Salary for the Lead Applicant/Partner
- 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.

Indirect costs

Overheads - should be indicated up to 10% of the **direct research cost per year** and include for example: mailing, photocopying, office supplies, telephone expenses, equipment maintenance and repair, services such as radioactive waste and discarded solvent.

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

Other Financial Support

It is mandatory that each Applicant lists in this section all financial resources available in direct support of her/his 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).

Partner invitation

To enlist and invite any Partner, follow the path: Administrative Details/Lead Applicants & Partners/Partner Contact Details, and click on **Add Participant**. The Lead Applicant will then perform the following steps (if needed refer to the *TETRA Portal Instructions.pdf* [System Help](#)):

1. Add Grant Organisation – If the Partner's Organisation is not already available in the IntelliSense menu, add the new one and save it. The newly added Organisation will be displayed in the overview table.

2. Add Participant: follow the flow chart. Select your Partner *Grant Organisation**; Next >> *Select the Contact*, if available; if not, Next >> *Contact Search*: type the email address, click on *Search*, if available click on *Select*, if not available > *Add New Contact* – fill in the required fields and *Add Contact* > *Contact Notification*: the Invitation email is displayed, *Confirm* that you wish to send this message (check the box) and *Send the Invitation*.

**Note: due of technical issues you cannot select a Partner belonging to your same organisation or institution. If this is the case, please register your Partner organisation as New Organisation, adding the department name (for instance Organisation, Department).*

Partner confirmation

If a Researcher is invited to participate in an Application as Partner, he/she will be informed by email. Clicking on the link in the invitation email opens a page where he/she can **Accept** or **Decline** this invitation.

In order to make a decision, the invited Partner may access the related Application in the **My Co-Applications** left-hand menu and examine the Application's details. Once decided, he/she has to click **Confirm** or **Reject**, as appropriate.

Once the Partner has accepted the Invitation, the Partner will be able to register with the system and to edit the Application form.

From within the **Lead Applicant & Partner Organisation(s) table**, click on the **EDIT link beside the Organisation(s) in order to access the Administrative Details sub-menu**, consisting of the following sections: *Personal Data and CV, Host Institution, Collaborations, Budget and Personnel, Other Financial Support*. These Sections have **to be filled in independently by both the Lead Applicant and the Partner(s)**.

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

Reviewers

Suggested Reviewers - The Applicant may suggest external referees not currently working in Italian Institutions, who could competently review the Application. Co-authors in scientific publications and/or individuals who have been associated with the Applicant(s) and/or their 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.

Validation

Clicking on **Validation** or on the **Validate** button in the **My Application** Home Page, any missing items or errors in the Application filling-in are listed. The section **Validation** will be automatically compiled, please note that the sections highlighted in green are those correctly filled in, while those in red have to be completed and key data/items are still missing. This is a tool to check the completeness of your Application and can be performed at any time before the submission.

Application submission

The deadline for **online submission is March 30, 2021 at 1:00 p.m Italian time.**

Before the 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 Lead Applicant is liable for the contents and quality of the Application in its final version.

Once the Application is validated by the Applicant(s) and approved by the Organisation Approver(s) (see detailed guidelines), the Lead Applicant may **Submit** it. Once submitted, the Application status will change from in *Submitted* and the Lead Applicants will receive a confirmation email.

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