



FONDAZIONE TELETHON SPRING SEED GRANT 2025

Guidelines for preparation and submission of the online Applications

General Instructions	3
Applicant Account	3
Personal Details	4
My Applications section	4
Create a New Application.....	5
Filling in the Application	5
Application Sections.....	6
Project Overview	7
<i>General Information</i>	7
<i>Overview</i>	7
<i>Type of Research</i>	8
Scientific Approach	9
Background and Rationale	9
Research Plan	9
Ethical Documents	10
Host Institution	11
<i>Applicant Details</i>	11
<i>Facilities and Resources</i>	11
Contacts.....	11
<i>Approver</i>	11
<i>Collaborators</i>	12

Budget	12
<i>Application Budget</i>	12
<i>Other Financial Support</i>	13
Biosketch	14
Reviewers	15
Declarations	15
<i>Notes</i>	15
<i>Supporting documents</i>	15
<i>Declarations</i>	15
Application Submission	16
<i>Validation and Submission procedure</i>	16

General Instructions

The Application form is available on the *Fondazione Telethon Grant Management* system portal at this [link](#).

Applicants should pay attention to the “**Guidelines for preparation and submission of the online Applications**” document, **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 specified character or word number limitations. **The maximum number of characters in the different sections includes spaces.**

Applicant Account

Registered Users in TETRA (the former Grant Management system)

Applicants who have already registered in TETRA – the former *Fondazione Telethon Grant Management* system – are **kindly asked NOT to create a new account**.

Please click on **Forgot Password?** and follow the instructions for setting a New Password, then enter the portal at this [link](#). Please note that the System allows the creation of an account associated with **ONLY** one email. Therefore, if the Applicant already has an account, he/she is kindly requested NOT to register with a different email, but to ask for a password change (by clicking on **Forgot Password?** - below the **Login** button).

New Applicant to Fondazione Telethon Calls

To register, Applicants should click on the **Register Here** button and enter their email address: to complete the registration process follow the online instructions.

Institution Information

Please enter the full name of the Applicant Institution. If the name of the Institution is already registered in the System, it will be shown in a dropdown menu. **Only if the Institution has not been registered yet**, Applicants have to register it by clicking on **Register New Institution** and following the instructions.

Contact Information

Please note that the System allows the creation of an account associated with **ONLY** one email. Therefore, if the Applicant already has an account, he/she is kindly requested NOT to register with a different email, but to ask for a password change (by clicking on **Forgot Password?** - below the **Login** button). In case the email address is no longer valid, the Applicant is kindly asked to contact our IT Admin (telethonscience@telethon.it) to update it. For questions concerning the Application, it is possible to send an email to: telethonscience@telethon.it. **Please note that, once the Applicant has registered on the portal for the first time, it is necessary to update the profile information** by clicking on the dedicated shortcut **Update/Edit Profile** in the dashboard. Please fill in all the mandatory fields.

In the **Department** section, select the department from the dropdown list; if the Applicant does not have a department, please select 'Not applicable' and then **Save**. If the Applicant's Department is not available among those listed, please enter only the Host Institution, and email the new department name to telethonscience@telethon.it. At the end, click on **Submit profile** so that all this information will automatically populate the Application relevant fields. Please refer to the **Personal Details** section below for more information.

Personal Details

Before starting a New Application, the Applicant must update the **My Profile – General, Department, and Biosketch** sections by clicking on the dedicated shortcut **Update/Edit Profile** in the dashboard.

The **My Profile – General** section contains the information entered during the first registration on the portal and can be updated/modified at any time.

The **My Profile – Department** section automatically reports the Institution Information inserted during the first registration on the portal.

In the **My Profile – Biosketch** section, the Applicant must ensure to update the following items: *Education/Training, Personal Statement, Positions, Contributions to Science, Relevant Publications, Patents (whether or not relevant for the current project), Companies (founder of or appointed by a start-up, involved in industrial partnership), Financial Interest* - as all these are **mandatory** for the submission of the Application. For further details, please read the **Biosketch** section (page 14).

Of note: keep the My Profile section updated. Please ensure to click on **Submit Profile** before creating a New Application, so that the information contained in the My Profile sections will be automatically incorporated in the relevant fields of the New Application.

My Applications section

In this section the Applicant can find his/her draft Applications, check the status of the Applications and find his/her submitted Applications and active grants (once available on the new platform).

The created Applications are listed in **My Applications**, located on the Home Page. A final Application number will be assigned to the newly created Application project once the Applicant reads and agrees with the Privacy Policies.

In the **My Applications** section, starting from the left side of the Home Page, the following tab sections are shown:

- **In progress** – In this tab the Applicant will find his/her draft Applications. To make changes to the Application, the Applicants must select the Application they want to edit.
- **Pending Signature** – In this tab the Applicant will find the Application waiting for Signature and approval by the pertinent Institution/Organization.
- **Pending Submission** – In this tab the Applicant will find the Application in pending status, i.e. waiting to be submitted.
- **Submitted** – In this tab the Applicant will find the Application that has been submitted.
- **Under Review** – In this tab the Applicant will find the list of Applications that have moved to *Under Review* status.
- **Pending activation** – In this tab the Applicant will find the list of Applications that are waiting to be activated.
- **Active grants** – In this tab the Applicant will find the list of Applications that have been activated.
- **Historical Grants** – In this tab the Applicant will find the history of all Applications.
- **Locked** – In this tab the Applicant will find the list of Applications that have been locked. This state occurs when the Call has been closed while the Application is still in progress.

Guidelines to apply to the Call

Create a New Application

On the Home Page, clicking on the **Funding Opportunities** shortcut on the dashboard, the Applicant can access the page listing all the available Calls.

As part of the **Spring Seed Grant 2025** initiative, four Calls are open, focusing on different diseases/syndromes; namely:

- Anderson-Fabry Disease (AFD)
- SATB2-associated Syndrome (SATB2)
- Sturge-Weber Syndrome (STUWE)
- Jamuar Syndrome or UGDH-related disorder (UGDH)

Within this initiative, an Applicant may **apply only to 1 Call and submit only one project**. The Applicant must select the relevant Call for the disease he/she is interested in and click **Apply** to create a New Application form. Applicant may read/download the related Guidelines and Privacy Policies.

Filling in the Application

After clicking **Apply**, the system will ask the Applicant to read and agree to the **Privacy Policies**. It is then possible to access the Application form by clicking on the **Begin Application** button. Please, refer to the **Application sections** paragraph on page 5 for details on how to fill each field in the Application form.

The draft Application must be saved to be able to work on it at different times. Please, note that some fields will be populated only after clicking the **Save Draft** button. **We recommend saving the draft Application frequently, or at least every time a section has been completed.**

The created Applications are listed in **My Applications** at the bottom of the Home Page. A final Application number will be assigned to the newly created Application project.

The Back and **Next** buttons allow the Applicant to navigate into the Application, and the **Save Draft** button saves all changes and activates important functionalities within the Application (without leaving the current Application page). To exit the Application page, click on the left-hand arrow on the top of the page to return to the Application list. It is possible to delete the Application by clicking on the **Delete** button at the bottom of the Application page. Please note that the Application may be withdrawn by clicking on the **Withdrawal** tab only when the Application is in *Pending Signature* status.

Mandatory fields are indicated by red stars. To successfully submit an Application, all mandatory fields must be completed. Any item missing before submission is listed in a box that is shown at the top of the page, once the Applicant clicks on the **Send for Signature** button.

When the Application is validated, the Applicant may send the Application for signature to the Institution Signatory. Before the Institution Signatory approval, the Application is displayed on the **My Applications** page in the *Pending Signature* status.

At this point, the Application will have to be **approved and signed by the Institution Signatory Approver** to allow final submission. **For further details, please refer to the Validation and Submission Procedure section on page 15.**

A submitted Application cannot be further modified; if the Applicant needs to make changes before the Call deadline date, an email should be sent to telethonscience@telethon.it.

Application Sections

- Project Overview
 - General Information
 - Overview
 - Type of Research
- Scientific Approach
 - Background and Rationale
 - Research Plan
- Ethical Documents
- Host Institution
 - Applicant Details
 - Facilities and Resources
- Contacts
 - Approver
 - Collaborators
- Budget
 - Budget
 - Other Financial support
- Biosketch
- Reviewers
 - Suggested Reviewers
 - Excluded Reviewers
- Declarations
 - Notes
 - Declarations

Figures – The Application form includes special upload fields dedicated to figures in the Research Proposal tab within the Application. Do not copy sections of already published papers.

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.

Important notice: in the PDF version of the Application, all Figures 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 50 MB. 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. A resolution of 100 dpi for each picture can be used for charts or drawings (if included).

Make sure that all figures are perfectly readable both on the screen and in print.

Project Overview

This section comprises the General Information of the Application, the Overview and the Type of Research of the Project.

General Information

Project Title (max 250 characters) – Enter the title of the proposed project. To facilitate the evaluation process, Applicants are kindly invited to insert the title of the project by April 15th, although anticipating this information is not mandatory.

In case of title change, the Applicant can modify it at any time before final submission.

Project Duration (in months) – The duration of the project is 12 months.

Total Budget Requested – This field is automatically filled in once the **Budget** section is completed by the Applicant (please remember to click always on **Save Draft** to enable this functionality).

Type of Applicant – Please select one of the following:

- *New Applicant*: is a researcher who has never applied to a Fondazione Telethon Call; he/she may only submit a New Application.
- *Former Applicant*: is a researcher who has already applied to a Fondazione 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 Fondazione Telethon Call in the past; he/she may submit a New or a Revised Application.

Type of Application – NOTE: RENEWAL APPLICATIONS ARE NOT ADMITTED.

- Revised Applications are those referring to former proposals submitted but not funded, to the previous STUWE, AFD, and UGDH calls. Indicate the **Previous Application Number** and the **Previous Role** of the Applicant. An Applicant submitting a Revised Application must fill in the **Cover Letter** field and attach a copy of the **Review Summary of the Previous Application**:

Cover Letter (max 15,000 characters) – the Cover Letter must highlight the relevant modifications made and a detailed reply to the critiques raised upon the Full Review.

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

Overview

Please, be aware that this section will be shared with the Patient Association dealing with the disease for which the Application is submitted.

Abstract (max 2,000 characters) – Provide the following information:

- Broad objectives and specific aims
- Background/Rationale
- Research design and methods

- Anticipated outcomes

Added value and unmet need (max 1,000 characters spaces included) - Explain how the proposed study will challenge current knowledge. Clearly state the current unmet need/s in the disease/syndrome that the proposed study will contribute to fulfil.

Lay Summary – English (max 2,000 characters) – Summarize the project using an English **lay** language. This description is meant for communication purposes and, as such, it may become public information. Therefore, do not include any proprietary/confidential information.

Project Title – Italian (max 200 characters) – Insert the title of the project in Italian.

Lay Summary – Italian (max 2,000 characters) – Summarize the project using an Italian **lay** language. This description is meant for communication purposes and as such, it may become public information. Therefore, do not include any 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 this information will be available on Fondazione Telethon website in case of projects approved for funding.*

Of note, some fields will be populated only after clicking the *Save draft* button. We recommend saving the draft application frequently, or at least every time a section has been completed.

Type of Research

Disease Name – Write the disease(s) name(s).

Fill in all available Disease Codes:

- **Disease OMIM Number** – Fill in the **OMIM number of the Disease** as given by the Online Mendelian Inheritance in Man (<https://www.ncbi.nlm.nih.gov/omim?db=OMIM>);
- **ICD-11 Code** – (if not available please indicate “n.a.”) as given by the International Classification of Diseases (<https://icd.who.int/browse/2024-01/mms/en>);
- **ORPHA Number** – (if not available please indicate “n.a.”) as given by Orphanet (<https://www.orpha.net/consor/cgi-bin/index.php?lng=EN>).

If more than one disease is addressed, please separate names, OMIM numbers, ICD-11 codes and Orpha Numbers with semicolons.

MeSH Terms (max 5) – Indicate up to five MeSH terms appropriate and specific for the proposed research (<http://www.nlm.nih.gov/mesh/meshhome.html>) by clicking on **Add/Edit** button. Please, be aware that the field will be visible on the Application only after clicking on **Save Draft**.

Research Type and Area of Research – Select all that apply.

Research Steps – Select the research steps that best represent the proposed study (all that apply):

- genetic studies
- studies on mechanisms
- therapeutic approaches in vitro
- therapeutic approaches in vivo
- therapeutic clinical trials
- diagnostic, observational and palliative clinical trials

Scientific Approach

Background and Rationale

Background-Rationale-Objectives (max 6000 characters spaces included)

Background: Clearly state the main hypothesis to be tested and the rationale of the proposed research. Critically evaluate the existing knowledge, illustrate the impact of the problem addressed by the proposed project and identify the specific gaps to be filled 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 is intended to accomplish.

Preliminary Results (max 4000 characters spaces included), *if available*

Preliminary results **are not requested** for this call and therefore they are not mandatory.

Results are considered ‘preliminary’ only if unpublished. Published results, when deemed necessary, can be indexed as references.

Preliminary Results Figures - upload a .pdf, maximum file size is 50 MB.

Background on Intellectual Property (max 2000 words spaces included)

The Applicant should indicate, to the best of his/her knowledge, any intellectual property where the Applicant is an inventor and any intellectual property owned by the Applicant or by a third party that would be necessary for the development of an approach to treat the disease/syndrome based on the results of the proposed project. For Applicant’s intellectual property, please indicate freedom to operate for such development.

Research Plan

Specific aims experimental plan, pitfalls and alternative approaches (max 8000 characters spaces included)

Provide a list of the specific aims explaining the **scientific rationale**. For each specific aim, provide an experimental plan by describing the **general experimental design**. Should new methodologies be developed or employed, please provide an appropriate description and state their advantages over existing methods.

The experimental plan must be based on an appropriate and accurate **statistical design**. State the **potential difficulties and limitations** of the proposed procedures and discuss alternative approaches to overcome them.

If the study involves vertebrate animals, please refer to the “Telethon rules and policy on animal experimentation” summarized in the **Ethical documents section** (below).

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

Expected Outcomes and Future Development (max 2000 characters spaces included)

Illustrate the expected outcomes of the studies and the future project development (e.g., applications to grants/awards from corporations, foundations, and government agencies; development of strategic partnerships).

Timetable - GANNT Chart (upload a .pdf, maximum file size is 50 MB). Upload a GANNT chart describing the timeframe foreseen for the achievements of the Specific Aims.

Experimental Plan Figures upload a .pdf, maximum file size is 50 MB.)

Guidelines for Figures:

All figures and legends must be placed together in one PDF document in A4 format. Do not copy/include sections of already published papers. Please keep the PDF size below 50 MB

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 Figures 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.

Use high resolution pictures only to show important details; in this case a maximum resolution setting of 300 dpi (Photoshop: Image>Image Size>Resolution) for each photo is recommended. Indeed, a resolution of 100 dpi for each picture can be used for charts or drawings (if included).

Make sure all the figures are perfectly readable both on the screen and printed.

Cited literature - (max 20,000 characters spaces included) - List all references. The list must include the name of all authors, year of publication, title, book or journal, volume number and page numbers. Concise references are not allowed.

Ethical Documents

Human Subjects – Indicate whether the study involves (consider both Applicant and collaborator(s) activities):

1. Human samples not requiring an Ethics Committee approval (e.g. samples from external biobanks, commercial cell lines, etc.);
2. Human samples/data requiring an Ethics Committee approval (e.g. biological/genetic material, health/genetic information, etc.);
3. Individuals enrolled in clinical studies (e.g. clinical trials);
4. No human samples or subjects.

Please, note:

- If 2 or 3 applies, indicate if the Ethical Authorization is already in place (or not) or is in progress.
- If 1 or 2 or 3 applies, also specify the origin of the samples in the mandatory box (max 2,000 characters). If the study involves patient-derived samples, the Applicant must also include a summary of patients' details (e.g., age, sex, origin, genetics).

Vertebrate animals – Specify whether or not experiments involving vertebrate animals are planned at any time during the proposed project (Yes/No). If Yes, please indicate if the Ethical Authorization is already in place (or not) or is in progress.

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. For further details, please refer to “Regolamento di Gestione del finanziamento” of the relevant Call.

Host Institution

Applicant Details

Please provide all the information required in this section of the Application.

If the Applicant is not independent (i.e., he/she is not the Chief of the Laboratory), the name of the Chief of the Laboratory must be inserted in the corresponding field and **an Independence statement must be uploaded** in the dedicated box. Please note that the Independence Statement **must be provided and signed by the Chief of the Laboratory** and should contain the name of the Applicant, the Application Title and a clear statement highlighting the Applicant’s capability to carry out the proposed experiments in due time. Applications lacking the independence statement (when required) will not be accepted.

Should the Applicant hold other appointments (including foreign appointments), those must be indicated in the **Other Appointment** section.

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.

Facilities and Resources

Laboratory Space, Clinical Resources, Office Space, Major Equipment, Core Facilities and Services, Other – Provide all the information requested and list all the key facilities available for implementing the project.

Contacts

This section includes information about the Institution Signatory invitation and the Collaborators allowing to invite them, respectively, as Organization Approver and Project Collaborator(s).

Approver

The **Institution Signatory** is a person (**Institution’s Director or Responsible Official or Administrative Representative**) representing the Organisation where the research project will be conducted and will have the **responsibility for the Application approval**.

To add an Approver, use the lookup tool and add one of the listed institutional contacts already registered in the platform as Institution Signatory to be able to send the application for signature. There must be at least one Institution Signatory indicated to be able to submit the application. In case of error, the Approver can be deleted by checking the box placed on the left of the Institution Signatory’s name and then by clicking on the  button.

If an Institutional Signatory cannot be found using the lookup tool, click on  to add and invite Institution Signatory. The Institution Signatory will be notified via email to accept the Approver role and, if new, to activate his/her account and complete the registration. Once the Institution Signatory has accepted the invite the application can be sent for signature by clicking on the **Send for Signature** button.

If the Approver does not receive the automatic email, check the spam folder otherwise contact System admin at telethonscience@telethon.it. Personal email accounts are not accepted. Thus, please make sure that the Institution Signatory’s email is the institutional account.

Once the Application has been sent for signature, **the selected Institution Signatory will receive an email** containing the link to access the platform and proceed with the approval. In case of first access to the platform, please follow the registration instructions on the webpage. If already registered, clicking on the link

in the invitation email the Login page of the portal will open. If the Approver does not receive the automatic email, check the spam folder otherwise contact System admin at telethonscience@telethon.it.

The Applicant is encouraged to fill in the whole Application in due time, to allow the Institution Signatory to approve and submit the application within the deadlines.

Please refer to the **Validation and Submission Procedure** section on page 15 for more detailed instructions on the Application submission process.

Collaborators

Collaborators are subjects involved in the project and, as such, their active contribution must be carefully described and justified in the Application.

Please note that collaborators cannot request a budget. However, the Lead Applicant’s Host Institution, upon the indication of the Lead Applicant, may allocate a maximum of 20% of the total budget to only one foreign collaborator (belonging to a foreign third-party institution), whose collaboration within the scope of the project should be previously evaluated and approved by the reviewers. If this is the case, the collaborator's letter must detail the work to be carried out as part of the collaboration and include information about the foreign collaborator’s Host Institution. The Lead Applicant’s Host Institution will be responsible for the budget transfer to the foreign collaborator.

Please see the “Budget” section for details.

Please carefully refer to section II of the *Regolamento di gestione del finanziamento* document for policies regarding collaborations with foreign collaborators and with profit entities.

Use the icon  to select and invite collaborators. Once invited, collaborators will receive an email (please, check also the spam) containing a link through which they can accept or decline their role. The Applicant has to make sure each collaborator will accept his/her role through the automatic email. Once the invitation is accepted, “Active” collaborators will be able to see the online Application; additionally, they will have to send a **Collaboration letter** written in English to the Lead Applicant, properly dated and signed, exhaustively illustrating their role and contribution to the project.

In the Application, Active collaborators will be listed in a table displayed in the **Collaborators** section: the Applicant must click on the **Edit details** button of this section to complete the required collaborators’ data and to upload the Collaboration Letters (pdf).

Please, carefully refer also to “Regolamento di Gestione del finanziamento” section 2 for policy related to collaborations with for-profit entities.

To remove invited Collaborators, click on  and then on ✕ icons displayed next to their names in the list.

Please, remember to save the draft through the Save Draft button.

Budget

Application Budget

Click on the **Edit Budget** button to open a new window where the Applicant will be able to enter the budget details.

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 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 avoid delays in the project activation. To ADD an item, click on the relative button and fill in the required information.

Allowable costs are:

DIRECT COSTS

- Materials, Supplies and Services
- Personnel and Salaries
- Travel costs for collaborations and learning purposes or to attend Patient Association Meetings
- Other expenses – all costs different from the other allowed; these costs will be approved by FT

The Lead Applicant’s Host Institution, upon the indication of the Lead Applicant, may allocate a maximum of 20% of the total budget to only one foreign collaborator (belonging to a foreign third-party institution), whose collaboration within the scope of the project should be previously evaluated and approved by the reviewers. If this is the case, the budget for the collaborator should be indicated in the “Other expenses” section. Eligible costs for the foreign collaborator are as follows:

- Materials, Supplies, Services
- Salaries

INDIRECT COSTS

Overhead - up to 5% of the direct research cost per year.

Unallowable costs are:

- Equipment (including IT equipment)
- Full salaries for the Lead Applicant and for members of staff who already receive a regular wage (please, indicate the effort of the Lead Applicant in the personnel, setting budget zero)
- 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
- Other Travel Costs (except those defined above)
- Publication costs

Please remember to click on the *Save Draft* button placed on the right side of the page to display the Total Budget Requested on the Project Overview tab.

Other Financial Support

It is mandatory that the Applicant lists all the additional financial resources – active/current or pending grants (also from Fondazione Telethon) in direct support of his/her research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards. Please click on the ***View/Edit*** button to add or update Financial Support records.

Indicate:

- Project title

- Status: Current/Pending. If current, it is compulsory to indicate the relative period (From Date – to Date)
- Gross amount
- Currency
- Granting agency
- Brief description of the project
- Overlaps with this Application, if any

Please, remember to click on the **Save Draft** button placed on the right side of the page to display the resume table.

Biosketch

This section displays details added to the Applicant’s profile in the system. To update details displayed here, please update, and re-submit the Applicant’s system profile, by clicking on this symbol. 

Before proceeding to complete an Application form, please check the **Update/Edit Profile** shortcut on the dashboard and update the **General, Department and Biosketch Information**. Please ensure to update, in the **Biosketch** section, the following items that are required for the submission of the Application:

ID Researcher Platform and Personal Author ID – the Applicant must indicate one of the Researcher Platforms and provide their personal author ID. In case the Applicant does not have one, we suggest generating an ORCID ID (<http://orcid.org/>).

Education/Training – click on the **Edit** button and fill in the requested details. Begin with the baccalaureate or other initial professional education. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately. For each entry provide:

- the name and location of the institution
- the degree received (if applicable)
- the month and year of end date (or expected end date)
- the field of study (for residency entries, the field of study should reflect the area of residency training)

Personal Statement – briefly describe why the applicant is well-suited for his/her role(s) in the project. Relevant factors may include aspects of his/her training; previous experimental work on the specific topic or related topics; technical expertise; collaborators or scientific environment; past performance in the field or in related fields, including ongoing and completed research projects from the past three years that the applicant wants to draw attention to.

Positions, Scientific Appointments, and Honors – list in reverse chronological order all current positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). List any relevant academic and professional honors.

Contributions to Science – briefly describe up to five of the applicant’s most significant contributions to science. The description of each contribution should be no longer than one-half page, including citations. These contributions do not have to be related to the project proposed in this application. For each contribution, the applicant may cite up to four relevant publications or research products. If the applicant is not the author of the product, indicate what his/her role or contribution was. Note that while manuscripts that have not yet been accepted for publication may be mentioned as part of the contribution, only published papers can be cited to support each contribution. Moreover, the applicant may indicate the historical background that frames the scientific problem, the central finding(s), the influence of the

finding(s) on the progress of science or the application of those finding(s) to health or technology, his/her specific role in the described work.

Relevant Publications – please list up to 10 publications relevant to the application.

Patents (whether relevant or not for the project) – please use this box to add any patent Applicants are owners/inventors of.

Companies (founder of or appointed by any start-up? Involved in industrial partnership?) – please use this box to add any involvement with companies (e.g. founder, involvement in industrial partnership).

Please make sure to save the updated data by clicking on *Save draft* and then by clicking on *Submit Profile* to display this information in the Biosketch tab within the Application.

Please note that, to edit the information listed above, the Applicant must return to **Update/Edit Profile** section at any time, for updates. It is not possible to make amendments to such information directly from the **Biosketch** tab within the Application.

In addition, **it is mandatory for the Applicant to download the Biosketch template** from the Reference Documents on top of the Application, fill it out and **upload it as a .pdf** in the relevant box. The Biosketch may not exceed 5 pages, including the table at the top of the first page, excluding relevant publications. Figures, tables, or graphics are not allowed.

Reviewers

Please click on **Add/Edit** button to add or update reviewers.

Suggested Reviewers – The Applicant may suggest reviewers **not currently working in Italian Institutions** and experts in their fields of research, who could competently review the Application. Co-authors in scientific publications and/or individuals who have been associated with the Applicants within the last 5 years will not be considered suitable. Fondazione Telethon reserves the right to choose reviewers independently.

Excluded Reviewers – Should the Applicant prefer to exclude direct competitors from being chosen as reviewers, their names can be indicated here.

Click *Save* and *Save Draft* to update the suggested/excluded reviewers. This insertion will be then displayed in a dedicated table on the Reviewers tab within the Application.

Declarations

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. The Applicant must indicate which section they are referring to and the reasons for including more information.

Supporting documents

Please attach any supporting documentation (if any). It is possible to upload .pdf files and .jpg files.

Declarations

The Applicant must certify that the information included in the Application is accurate and complete, that they are entitled and/or authorized to disclose all the information provided within the Application and that they comply with Fondazione Telethon ETS's terms and conditions.

Application Submission

The deadline for online submission is **May 6th, 2025**.

Validation and Submission procedure

Once the Application has been completed in all its parts by the Lead Applicant, clicking on the **Send for Signature** button placed at the bottom-right of the page will initiate the submission procedure.

Please, note that if there are sections that need completion or are wrongly completed, these will be shown in a tab at the top of the Application page during this phase: complete/correct all the highlighted fields before sending for signature again.

Once validated, the Application will be sent to the Institution Signatory email for approval (for further details, please refer to the **Contacts** section on page 11).

The Institution Signatory (Approver), after having accepted the *Host Institution Agreement Clauses* in the **Declarations** tab, can either **Submit** (approve) or **Send for Revisions** (reject) the proposal.

If the Application is **rejected** by the Institution Signatory, the Applicant will receive an email notification and the Application will be shown in the **In Progress** tab again. Please note that once modified, the updated version of the Application will then need to be sent for signature again and approved by the Institution Signatory to be submitted.

If the Application is **approved** by the Institution Signatory, this will be automatically shown in the **Submitted** tab on the **My Applications** Home Page and it cannot be further modified. Should the Applicants need to make some amendments before the Call deadline date, they are asked to write an email to telethonscience@telethon.it.

APPLICANTS SHOULD MAKE SURE TO PRE-SUBMIT THEIR PROPOSAL IN DUE TIME TO ALLOW THE APPROVAL AND SUBMISSION PROCEDURES TO BE COMPLETED WITHIN THE DEADLINE.

Before final submission, Applicants are invited to download the PDF of their 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 Applicants are liable for the contents and quality of the Application in its final version.

Fondazione Telethon ETS holds the responsibility and authority to make the final decision on the Application's completeness and eligibility.

Rome – April 1st, 2025

FONDAZIONE TELETHON ETS