



## SPRING SEED GRANT 2026

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### GUIDELINES FOR APPLICANTS

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## General Instructions

The Application form is available on the *Fondazione Telethon Grant Management* system portal at this [link](#). Applicants should pay attention to this “**Guidelines for Applicants**” 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 and use the same email address used for accessing TETRA.**

Please enter the portal at this [link](#), click on **Forgot Password?** (below the **Login** button) and follow the instructions for setting up a New Password. Please note that the System allows the creation of an account associated with **ONLY** one email. In case the email address is no longer valid, the Applicant is kindly asked to contact our IT Admin ([telethonscience@fondazionelethon.it](mailto:telethonscience@fondazionelethon.it)) to update it.

### *New Applicants to Fondazione Telethon Calls*

Please enter the portal at this [link](#), click on the **Register Here** button and complete the registration process following the online instructions:

- **Institution Information:** Please enter the full name of the Applicant’s 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. Please fill in all the mandatory fields and click on **Submit**.

## Personal Details

**Before starting a New Application**, the Applicant must update the **My Profile – General 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. This section automatically reports the Institution Information entered during the first registration on the portal. If you need to update the **Department/Institute**, use the lookup tool to filter the Applicant's **Host Institution**, and all the departments associated with it will be listed for selection. If the Applicant does not have a department or the department is not available among those listed, please enter only the Host Institution, and email it to [telethonscience@fondazionetelethon.it](mailto:telethonscience@fondazionetelethon.it). At the end, click on **Submit profile** so that all this information will automatically populate the Application relevant fields.

In the **My Profile – Biosketch** section (**not mandatory**), the Applicant can update the following items: *Education/Training, Personal Statement, Positions, Contributions to Science, Relevant Publications, Patents, Companies*.

**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, when applicable.

## Application status

In the **My Applications** section on the Home Page the Applicant can find draft Applications, check the status of the Applications and find submitted Applications and active grants (once available on the new platform).

In the **My Applications** section, accessible from the left-hand side of the Home Page, the following tabs are available:

- **In progress** – This tab displays draft Applications. To edit an Application, select the one you wish to change.
- **Pending Signature** – This tab lists Applications awaiting signature and approval by the relevant Institution or Organization.
- **Pending Submission** – This tab displays Applications that are still pending and have not yet been submitted by the Applicant.
- **Submitted** – This tab displays submitted Applications.
- **Under Review** – This tab displays Applications in Under Review status.
- **Post Review** – This tab shows a list of Applications for which the post-review decision remains pending. While an Application is in this status, it cannot be accessed by the Applicant.
- **Pending activation** – This tab shows the list of Applications that are waiting to be activated.

- **Active grants** – This tab shows the list of Applications that have been activated.
- **Historical Grants** – This tab displays the Application history (e.g., declined or closed applications).
- **Locked** – This tab shows Applications that are locked because the Call closed before completion.

## Application Guidelines

### Create a New Application

On the Home Page, by 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 2026** initiative, one Call is open, focusing on **Cohen Syndrome (COHEN)**.

Within this initiative and Call, the Applicant may **submit only one project**. The Applicant must select the relevant Call and click **Apply** to create a New Application form. A final Application number will be assigned to the newly created Application project once the Applicant reads and agrees with the Privacy Policies.

### Fill in the Application

To access the Application form, click on the **Begin Application** button. Please refer to the **Application Sections** paragraph on page 6 for details on how to fill in the Application form.

Within the Application:

- **Back** and **Next** buttons allow the Applicant to navigate through the Application.
- **Save Draft** button saves all changes and activates important functionalities within the Application (without leaving the current Application page). In particular, note that some fields will be populated only after clicking on the **Save Draft** button. **We recommend saving the draft Application frequently, or at least every time a section has been completed.**
- **Left-hand arrow** (at the top of the page) button allows to exit the Application page and return to the My Applications list.
- **Delete** button (at the bottom of the page) deletes the Application.
- **Send for Signature** button allows to validate and send the Application for signature to the Institution Signatory. To successfully send the Application for signature, **all mandatory fields (indicated by red stars) must be completed**. Any missing item at the time of submission will be listed in a box shown at the top of the page. In case of successful validation, the Application will be sent for the Institution signatory approval. At this stage the Application will be displayed in the *Pending Signature* status on the My Applications list.

- **Withdraw** button allows the withdrawal of the Application when this is in *Pending Signature* status.

At this point, when the Application is in *Pending Signature* status, it 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 18.

A submitted Application cannot be further modified; if the Applicant needs to make changes before the Call deadline date, please contact [telethonscience@fondazionetelethon.it](mailto:telethonscience@fondazionetelethon.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.

All figures and legends must be placed together in one PDF document in A4 format. Do not copy sections of already published papers.

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 will be automatically displayed at the end 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 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 16<sup>th</sup>**, although providing this information in advance 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 populated once the **Budget** section is completed by the Applicant (please remember to always click 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 a Fondazione Telethon Call in the past; he/she may submit a New or a Revised Application.

**Type of Application** – Choose the appropriate option: New Application. **Please note: Revised or Renewal Applications are NOT admitted for this Call.**

### Overview

**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) - 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 fulfilling.

**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 summaries are fundamental parts of the application and Fondazione Telethon may slightly modify both the Project title (in Italian) and Lay Summary texts (in English and Italian) for communication purposes. This information will be available on the FT 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** – 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 6,000 characters) – 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 proposed project and identify the specific gaps to be filled to progress in the field. Provide a realistic description of any expected scientific, technical and economic benefits. Describe the overall objectives and what the specific research proposed is intended to accomplish.

**Preliminary Results** (max 4,000 characters), *if available* – Preliminary results **are not requested** for this Call and therefore 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. Please refer to page 7 for more details.

**Background on Intellectual Property** (max 2,000 characters) – 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. For the Applicant's intellectual property, please indicate freedom to operate for such development.

### *Research Plan*

**Specific aims, experimental plan, pitfalls and alternative approaches** (max 8,000 characters) – 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.

**Expected Outcomes and Future Development** (max 2,000 characters) – 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 - GANTT Chart** (upload a .pdf, maximum file size is 50 MB) – Upload a GANTT chart describing the timeframe foreseen for the achievements of the Specific Aims.

**Experimental Plan Figures (if any)** – Upload a .pdf, maximum file size is 50 MB.

**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. 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 points 2 or 3 apply, indicate if the ethical approval is already in place (or not) or is in progress.

- If points 1, 2 or 3 apply, 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).

Please note that FT 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.

**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), in progress or not needed.

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 Seed Grant*.

## Host Institution

### *Applicant Details*

**Permanent position, Position Title, Main Research Fields, Name of Laboratory/Clinical Unit, Number of staff members** – Please provide all the information requested.

If the Applicant is not independent, the name of the **Chief of the Laboratory** must be indicated 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. 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 relevant financial conflicts of interest. Financial interests will not invalidate the Application, nor will 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 them to be invited, respectively, as Organization Approver and Project Collaborator(s).

#### *Approver*

The **Institution Signatory** is a person (**Institution's Director, 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, select from the dropdown menu one of the listed institutional contacts already registered in the platform as an Institution Signatory to be able to send the application for signature. There must be one Institution Signatory indicated to be able to submit the application.

If an Institution Signatory cannot be found using the dropdown menu, click on the **Create Signatory** button to register a new Institution Signatory. The new Institution Signatory will be notified via email to access the portal and set up a new password. If the Approver does not receive the automatic email, check the spam folder; otherwise, contact the System admin at [telethonscience@fondazionetelethon.it](mailto:telethonscience@fondazionetelethon.it). Personal email accounts are not accepted. Thus, please make sure that the Institution Signatory's email is the institutional account.

Once the Applicant has created the new Institution Signatory, this will be available to select from the dropdown menu to send the Application for signature by clicking on the **Send for Signature** button.

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. If the Approver does not receive the automatic email, check the spam folder; otherwise, contact the System admin at [telethonscience@fondazionetelethon.it](mailto:telethonscience@fondazionetelethon.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 18 for more detailed instructions on the 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.

Use the icon  to select and invite collaborators. To remove invited Collaborators, click on  and then on **X** icons displayed next to their names in the list.

Once invited, collaborators will receive an email (please check also the spam folder) containing a link to accept or decline the role. The Applicant has to make sure each collaborator accepts the role through the automatic email. Once the invitation is accepted, collaborators will be listed in the Application as “Active” in a separate table of this section. Each collaborator has to provide the Applicant with a **Collaboration letter** written in English and properly dated and signed, exhaustively illustrating the specific role and contribution to the project. For each of the Active collaborators, the Applicant is responsible for completing the required collaborators’ data and uploading the Collaboration Letters (PDF) by clicking on the **Edit details** button of this section.

In case of foreign collaborators, please note that the **Lead Applicant’s Host Institution, upon indication by the Lead Applicant in the Application, may allocate a maximum of 20% of the total budget to only one collaborator from a foreign third-party Institution. This budget must be indicated in the Application, and the involvement of the foreign collaborator must be within the scope of the project, evaluated and approved by the reviewers.** If approved, the Lead Applicant’s Host Institution will be responsible for transferring the budget to the foreign collaborator and collecting detailed expenditure information to be reported to FT. Please see the **Budget** section below for more details. In this case, the Collaboration letter must detail the work to be carried out as part of the collaboration and include information about the foreign collaborator’s Host Institution.

Please carefully refer to Section II of the *Regolamento di Gestione del Finanziamento Seed Grant* document for policies regarding collaborations with foreign collaborators and with profit entities.

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

## Budget

### Application Budget

**A maximum budget of € 50,000 is allowed.**

Click on the **Edit Budget** button to open a new window 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.

**Allowed costs:**

- DIRECT COSTS
  - Materials, Supplies and Services
  - Personnel and Salaries (NOT for the Lead Applicant and ONLY for personnel not holding a permanent position)
  - Travel costs for collaborations and learning purposes or to attend Patient Association Meetings (up to € 3,000)
  - Other expenses – all costs different from the others allowed; these costs will be approved by FT.

In case of foreign collaborators, **the Lead Applicant's Host Institution, upon indication by the Lead Applicant in the Application, may allocate a maximum of 20% of the total budget to only one collaborator from a foreign third-party Institution.** This budget must be indicated in the Application, and the involvement of the foreign collaborator must be within the scope of the project, evaluated and approved by the reviewers. If this is the case, **the budget for the collaborator should be indicated in the "Other expenses" section.** Please carefully refer to Section III.2 and Section V of the *Regolamento di Gestione del Finanziamento Seed Grant* for more details.

Eligible costs for the foreign collaborator are as follows:

- Materials, Supplies and Services
- Salaries (ONLY for personnel not holding a permanent position)
- INDIRECT COSTS
  - Overheads - up to 5% of the direct research costs.

**Not allowed costs:**

- Publication costs
- 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
- Travel costs for congress participation
- 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
- Equipment (including IT equipment)

Please carefully refer to Section V of the *Regolamento di Gestione del Finanziamento Seed Grant* for more details.

Please remember to click on the **Save Draft** button to populate the Total Budget Requested field 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 to display the resume table.**

### **Biosketch**

The Applicant must complete and upload one .pdf file in A4 format containing all the mandatory sections described below. Please refer to the “**Biosketch template**”, available to download from the header of the online application form. Please keep the .pdf size below 50 MB.

**The Biosketch of the Applicant will be visible to Reviewers and must not exceed 5 pages**, including the table at the top of the first page, excluding relevant publications. Figures, tables, or graphics are not allowed. Please ensure to complete 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 the 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** – please use this box to add any patent owned or invented by the Applicants, whether relevant or not for the project.

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

**Please make sure to save the updated data by clicking on *Save draft*.**

## 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 then be displayed in a dedicated table.

## Declarations

### Notes

**Your Notes, if any** (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 6<sup>th</sup>, 2026, at 1 pm (CEST)**.

### Validation and Submission procedure

Once the Application has been completed in all its parts, click on the **Send for Signature** button to initiate the submission procedure.

Please note that any incomplete sections will be shown in a box at the top of the Application page during this validation 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 12). The Application will now be shown in the **Pending Signature** tab in the My Applications section.

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 again in the **My Applications - In Progress** tab. 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 **My Applications - Submitted** tab and it cannot be further modified. Should the Applicants need to make amendments before the Call deadline date, email [telethonscience@fondazionetelethon.it](mailto:telethonscience@fondazionetelethon.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.

Milan – April 1<sup>st</sup>, 2026

FONDAZIONE TELETHON ETS