



MULTIROUND CALL 2025-2027 – ROUND II

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 are identified as **Lead Applicant** (in charge of creating and completing the Application) and **Partner** (invited by the Lead Applicant). Please refer to page 13 of this document for the Partner invitation process. Applicants should pay attention to these Guidelines, **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. Some special characters/symbols may not be read by the platform. 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, enter their email address and follow 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. 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@fondazionelethon.it) to update it.

For questions concerning the Application, it is possible to send an email to: telethonscience@fondazionelethon.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.

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**, using the lookup tool 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@fondazionelethon.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 (and Partner) 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.

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 Application 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 an 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.

Select, within the Call list, either **Multiround Call 2026 Basic Track** or **Multiround Call 2026 PoC Track** and then click **Apply** to create a New Application form. The Applicant may read/download the related Guidelines and Privacy Policies. The Application ID will be assigned to the newly created Application project once the Applicant reads and agrees with the Privacy Policies.

Fill in the Application

After clicking **Apply**, the system will ask the Applicant to read the **Privacy Policies** and agree to them. It is now possible to access the Application form by clicking on the **Begin Application** button. Please refer to the **Application sections** paragraph on page 6 for details on how to fill each field in the Application form.

Ensure that you save the draft Application to allow for continued work at different times. **Please be aware that certain fields will only populate after selecting the *Save Draft* option. It is recommended to save the draft Application regularly, particularly upon completion of each section.**

The Back and **Next** buttons enable the Applicant to navigate through the Application, and the **Save Draft** button saves all changes and activates important functionalities within the Application without leaving the current page. To exit the Application page, click on the left-hand arrow at 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 stage, the Application must be **approved and signed by the Institution Signatory Approver (or Approvers, in the case of bi-center proposals)** to allow final submission. For bi-center proposals, the Lead Applicant is responsible for confirming that the Partner has completed and submitted their part of the Application before proceeding with the final submission. **For further details, please refer to the Validation and Submission Procedure section on page 19.**

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

Application sections

- Project Overview
 - *General Information*
 - *Overview*
 - *Type of Research*
 - *Overall Description of the Research Project (Triage Phase)*
- Research Proposal
 - *Stage of Development*
 - *Research Plan*
- Ethical Documents
- Host Institution
 - *Applicant Details*
 - *Facilities and Resources*
- Contacts
 - *Approver*
 - *Collaborators*
 - *Partners*
- Budget
 - *Application Budget*
 - *Other Financial support*
- Biosketch
- Reviewers
- Declarations
 - *Notes*
 - *Declarations*

Project Overview

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

General Information

Project Title (max 250 characters) – Enter the title of the proposed project. In case of title changes, the Applicant can modify it at any time before final submission.

Number of centers – Indicate the number of centers (1 or 2) participating in the study and click on **Save Draft**. A maximum of 2 centers is allowed (Lead Applicant + 1 Partner).

Project Duration (in months) – The duration of the project can be 12, 24 or 36 months.

Total Budget Requested – This field is automatically filled in 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*: a researcher who has never applied to a Fondazione Telethon Call; he/she may only submit a New Application.
- *Former Applicant*: 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*: a researcher who has already been funded by Fondazione Telethon Call in the past; he/she may submit a New, a Revised, or a Renewal Application.

Type of Application – Choose the appropriate option: New Application, Renewal Application, Revised Application:

- **Renewal Application**: indicate the Previous Application Number of the project for which the Lead Applicant is asking for renewal and select the Previous role of the Applicant. An Applicant submitting a Renewal Application must fill in the Previous Achievements field:

Previous Achievements (max 15,000 characters) – The Applicant must state the original goals and the scientific achievements obtained in the project for which the Applicant is asking for a renewal. The Applicant must list the derived publications, if any.

- **Revised Application**: revised proposals are specifically those Applications submitted once (but not funded) to a previous FT Multiround Call. 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) – If a previous eligible Application was rejected but did not receive any comments from the Reviewers, the Cover Letter must highlight the relevant modifications made. If a previous eligible Application was rejected but received Reviewers' comments, the Cover Letter must include a detailed reply to the critiques.

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

Overview

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

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

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 250 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 Fondazione Telethon website in case of projects approved for funding.

For Multicenter proposals, please fill in the following two sections:

Coordination and Management – Multicenter Studies only (max 4,000 characters) - The Lead Applicant should specify in this section how the multicenter project will be managed, indicating strategies aimed at:

- monitoring activities of all centers
- facilitating communication
- promoting exchange of ideas and methodological approach
- stimulating the analysis and the integration of results

Role and Contribution of the Partner in the Project – Multicenter Studies only (max 4,000 characters) - The Lead Applicant is asked to describe the contribution of the Partner, explain why he/she is necessary to the success of the project, clarify the complementarities of approaches that justify his/her participation and to highlight how the synergy among them will produce greater results over the sum of individual contributions.

Of note, some fields will be populated only after clicking the *Save draft* button. We recommend saving the draft application frequently, or at least after each section is 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 the **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

Overall Description of the Research Project (Triage Phase)

Overall Description (max 10,000 characters) – **Please note, ONLY this section will be evaluated during the Triage Phase by the Reviewers**, together with the General Information section and Lead Applicant (and Partner) Biosketch (details at page 17). Please provide a clear, rigorous, and detailed description of the central hypothesis, overarching objectives, specific aims, research design, methodological approach, and anticipated outcomes of the proposed research.

In case of Revised Applications, please highlight here the relevant modifications made to the current application; in case of Renewals please highlight the relevant achievements from the previous grant.

Cited Literature for Overall Description (max 2,000 characters) – Please list all references for this specific section. 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.

Research Proposal

Stage of Development

Indicate the proposed **Starting and Ending stages of development** of the proposed project by referencing the FT Development Pathway outlined in the Call. Select from the stages listed below:

Track Basic Research:

0. New knowledge
1. Molecular mechanisms
2. Target Identification
3. Target Validation

Track Preclinical PoC:

4. Early-stage therapeutic candidate identification and characterization
5. Preclinical development

Extensively justify each choice (max 1,500 characters) in the relevant text box.

Research Plan

The research plan must be uploaded as one .pdf file in A4 format containing all the sections described below (max size 50 MB). Please use the “**Research plan template**”, available to download from the header of the online Application form. Uploaded file will be renamed to: GMR26TXXX_ResearchPlan.

Please follow the filling instructions:

- **Text** – Please use Calibri as font, minimum size 11.
- **Figures** – Do not copy sections of already published papers. Make sure that the appropriate figure numbers are correctly indicated in the text. 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.

IMPORTANT NOTICE: The Research Plan must not exceed 12 pages (figures included, GANTT Chart and Cited Literature excluded) and must contain all the sections below. **Failure to comply with these requirements will result in the automatic exclusion from the Call.**

Fill in all the following mandatory sections, ensuring that the original titles remain unchanged:

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

Preliminary results – Provide an account of preliminary unpublished studies performed in the Applicant’s laboratory relevant to the proposed research. Preliminary data are mandatory for this Call and represent an essential part of a research project Application, as they aid the assessment of the likelihood of success of a project. Results are considered ‘preliminary’ only if unpublished. Include all relevant figures for the presented preliminary data.

Specific Aims and Experimental Plan – Enter detailed aims with a brief description, the experimental plan, and the expected outcome. List the specific aims of the project, and for each aim provide the following information:

- Title
- Brief Description – What is the question being asked? What is the general experimental design?
- Experimental Plan – Describe the experimental design, including materials, methods, and protocols, specifically for each aim.
- Expected Outcomes – Describe specific, measurable, achievable and time-bound expected outcomes for each aim.

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

Significance and Innovation – Describe how the scientific knowledge will be advanced if the aims of the project are achieved. Indicate if the project employs novel concepts, approaches or methods and if it challenges existing paradigms in the field or develops new methodologies or technologies.

Possible evolution of research, if successful – Please provide details for future development of the proposed research.

Unmet medical need and relevance to Fondazione Telethon’s mission – Please explain how the results of this research fill a knowledge gap and will have an impact on an unmet medical need for the disease under study. Clearly specify how the goals of the project fit with Fondazione Telethon’s mission (<http://www.fondazionetelethon.it/en/what-we-do/ourmission>).

Background Intellectual Property – Indicate any intellectual property owned by the Applicant or by a third party that would be necessary for the development of the proposed approach. For Applicant’s intellectual property, please indicate freedom to operate for such development.

GANTT chart – Include a GANTT chart describing the timeframe foreseen for the different specific aims and their components.

Cited Literature – Please 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 Ethical Committee approval (e.g. samples from external biobanks, commercial cell lines, etc.).
2. Human samples/data requiring Ethical Committee approval (e.g. biological/genetic material, health/genetic information, etc.).
3. No human samples or subjects.

Please, note:

- If 2 applies, indicate if the Ethical Authorization is already in place (or not) or is in progress.
- If 1 or 2 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 specify what model will be used and indicate if the Ethical Authorization is already in place (or not), in progress or not needed.

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 the “Regolamento di gestione del finanziamento Multiround” document.

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 related to the laboratory where the research project will be conducted and list all the key facilities available for implementing the project.

Contacts

This section includes information about the Institution Signatory, the Collaborators, and the Partners (in case of multicenter proposals) allowing to invite them, respectively, as Organization Approver, Project’s Collaborator(s), and Partner(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 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. 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 System admin at 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 19 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.

Please note that collaborators cannot request a budget.

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. If the invitation is accepted, collaborators will be able to view the online Application and become "Active"; 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 **Collaborators** section, Active collaborators will be listed in a separate table. 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).

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.

Please, carefully refer also to "Regolamento di gestione del finanziamento Multiround" section II for policy related to collaborations with for-profit entities.

Partners

Partners are subjects equally involved and equally responsible in the Application preparation and submission as Co-Applicant. Partners should pay attention to these Guidelines, as an Application failing to meet the requirements will be rejected.

Please note that, similarly to the Lead Applicant, if the Partner is not a holder of a permanent position, he/she can ask for a salary (please see the **Budget** section below).

Please be aware that for this Call the Applicant may add up to 1 Partner on the Application. **The Applicant will not be able to submit the Application if the number of Partners exceeds this limit.**

Use the icon  to select and invite a Partner. Once invited, the Partner will receive an email (please, check also the spam) containing a link through which he/she can accept the role. For registration to the portal, please refer to the **Applicant Account** paragraph on page 3.

Once the invitation is accepted, the Partner will have access to his/her Application, which will be identified by **the same grant code as the Lead Applicant's Application. The status will appear as Pre-Draft with a blank Call Name.** By clicking on it and upon acceptance of the Privacy Policies, the Partner can start working on his/her specific part of the Application package (indicated by the grant code followed by an "A", e.g. GMR26TXXXX A). Within the Application, the Lead Applicant will be able to open the Partner Application within the **Partner Applications** tab, and vice versa.

To remove invited Partners, click on  and then on **×** icons displayed next to their names in the list.

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.

The Partner must click the **Send for Signature** button for the Institution Signatory approval. As for the Lead Applicant, the Partner is invited to fill in his/her part of the Application in due time, to allow the Institution Signatory to approve the Application to proceed with the final submission within the deadline. The Partner must **Submit to Lead Applicant** to allow final submission of the Application package that will have to be completed by the Lead Applicant (please refer to the **Validation and Submission Procedure** section instructions on page 19).

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 maximum total budget allowed for each research project is:

- TRACK Basic Research: max 300,000 € per project (**max 100,000 €/year**)
- TRACK Preclinical Proof of Concept: max 360,000 € per project (**max 120,000 €/year**)

Awards are contingent upon the availability 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. To add an item, click on the relative button and fill in the required information.

DIRECT COSTS

The following expenses associated with the research project are **allowed** (for further details please see the document "Regolamento di gestione del finanziamento Multiround"):

Scientific Equipment – Up to 20,000 € over the whole project period can be requested 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 – Up to 2,500 € over the whole project period can be requested. The requests for a personal computer should be clearly justified according to the research needs.

Materials, Supplies, and Services – Materials and supplies must be listed by category: consumables, antibodies, reagents, etc. Services include items such 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, etc. Major cost items should be listed and properly justified.

Personnel & Salaries – Personnel (including the Lead Applicant or 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 include all personnel, including the Lead Applicant or Partner and all the key individuals involved in the project (either with salary requested or not). Please note that personnel to be recruited (“to be named”) must also be listed here and should be kept to a minimum to avoid delays in the project activation. Consultants should be included only when their level of involvement meets the definition of key individuals.

For all personnel, please provide the following:

- Details regarding the specific “role on Project” (as an example, “molecular biologist performing mutational analysis” is appropriate, while “molecular biologist” is not sufficient).
- The annual effort dedicated to the project.
- Full name of the person, if known; otherwise, indicate “to be named” for personnel to be recruited.
- Type of contract held at the Host Institution or the type of contract that will be applied and the level of seniority required for “to be named” personnel.
- Indicate whether a salary is requested and the relative amount. 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. For each person requiring a salary, salaries must be proportionate to the annual effort dedicated to the project (i.e., Full Time Equivalent) and the level of seniority. Although not encouraged, salaries for “to be named” people may be requested.

Budget can cover salaries for personnel (including the Lead Applicant or Partner) not holding a permanent position. The FT Scientific Committee will also review the proposed budgets, which might be adjusted from the original requested amounts.

Travel – Travel costs for meetings/congresses (up to 3,000 € per year). Travel costs must be carefully justified (destination, purpose, and) and adequately described in the project plan. Costs allowed for travel are:

- Transportation (train/airplane/car, etc.)
- Lodging
- Meals
- Congress registration fees
- Costs for producing posters related to participation in Congresses
- Fees for submission of Abstracts to Congresses.

Project-related travel costs – Travels for collaboration/training purposes. 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 (train/airplane/car, etc.)
- Lodging
- Meals

Other expenses – Each item cost should be detailed and justified.

- Allowed items: publication costs, reprints, journal subscriptions, books, samples and animal shipments, ethical authorizations costs, any software and licences (specifying their necessity for the proposed Research Project). Each item cost should be detailed and justified.
- Allowed items if overheads are not requested: repairing and maintenance of instruments, stationery, computer consumables (toner, external memory devices), and mailing. Please detail the cost by item.

INDIRECT COSTS

Overheads – Up to 10% of the direct research costs per year. Please ensure to insert this part of the budget only after all the direct costs have been indicated.

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

- Full salaries for personnel with a permanent position
- 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, and -80°C freezers.

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

The Applicant (and Partner, if present) 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 (and Partner, if present) will be visible to Reviewers also during the Triage Phase. 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. 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 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 industrial partnership).

Reviewers

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

Suggested Reviewers – The Applicant may suggest reviewers **who are not currently working in Italian Institutions and are experts in their fields of research**, who can 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 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 section 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 is required to certify that all information contained in the Application is accurate and complete, that they possess the authority and/or entitlement to disclose any information provided therein, and that they adhere to the terms and conditions established by Fondazione Telethon ETS.

Application Submission

The deadline for online submission is **April 16th, 2026, at 1 pm.**

Validation and Submission procedure

Single- and bi-center proposals follow two separate procedures for submission, which are explained in this section. Please follow the relevant instructions, according to the specific case.

For single-center proposals:

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 at page 12) and the Application will be shown in the **Pending Signature** tab.

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. Please, ensure that only the Approver is logged into the Application during this phase, to successfully complete the procedure.

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, the Lead Applicant will receive an email notification, and the Application will be shown in the **Pending Submission** tab on the **My Applications** Home Page. At this point, the Lead Applicant will be able to submit the final version of the Application by clicking on the **Submit** button within the Application. The submitted Application will be automatically shown in the **Submitted** tab in 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@fondazionelethon.it.

For bi-center proposals:

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

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 respective Institution Signatory emails for approval (for further details, please refer to the **Contacts** section on page 12) and the Application will be shown in the **Pending Signature** tab.

The Institution Signatory (Approver), after having accepted the *Host Institution Agreement Clauses* in the **Declarations** tab, can either **Sign Application** (approve) or **Send for Revisions** (reject) the proposal. Please, ensure that only the Approver is logged into the Application during this phase, to successfully complete the procedure.

If the Application is **rejected** by the Institution Signatory, the Lead Applicant (or Partner) will receive an email notification, and the Application will return to 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, the Lead Applicant (or Partner) will receive an email notification, and the Application will be shown in the **Pending Submission** tab. At this point, the Partner must click on **Submit to Lead Applicant** to notify and allow the Lead Applicant to submit the final version of the Application by clicking on the **Submit** button. The submitted Application will be automatically shown in the **Submitted** tab in 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 email telethonscience@fondazionelethon.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 hold the responsibility and authority to make the final decision on the Application's completeness and eligibility.

Milan– March 10th, 2026

FONDAZIONE TELETHON ETS