

Fondazione
CARIPLO



FONDAZIONE CARIPLO – FONDAZIONE TELETHON JOINT CALL FOR APPLICATIONS 2026

GUIDELINES FOR APPLICANTS - FULL APPLICATIONS

Table of Contents

Application Submission	3
General Instructions.....	3
Applicant Account	3
Personal Details.....	4
Application status.....	4
Instructions for Lead Applicant.....	5
Create an Application.....	5
Fill in the Application.....	5
Full Application Sections (Lead Applicant).....	6
Project Overview	7
Research Proposal.....	10
Ethical Documents.....	11
Host Institution.....	12
Contacts.....	12
Budget	14
Biosketch	16
Reviewers	17
Declarations.....	18

Validation and Submission procedure (Lead Applicant).....	18
Instructions for Partner.....	20
Full Application Sections (Partner).....	20
Budget	21
Validation and Submission procedure (Partner)	23

Application Submission

The deadline for **online submission is September 16th, 2026, at 1PM (CEST).**

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 and in charge of completing his/her part of the Application).

Applicants are strongly advised to follow these Guidelines carefully, **as any Application that fails 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 allowed in each section 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 one email **ONLY**. 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@fondazionetelethon.it) to update it.

For questions concerning the Application, it is possible to send an email to: telethonjointcall@fondazionecripio.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 is encouraged to 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. 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 Lead 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.

Instructions for Lead Applicant

Create an Application

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

Select, within the Call list, the **Fondazione Cariplo (FC) – Fondazione Telethon (FT) Joint Call 2026 (FC – FT Joint Call 2026)** and choose **Full Application**, 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 **Full Application sections (Lead Applicant)** 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 (Lead Applicant)** section on page 18.

A submitted Application cannot be further modified; if the Applicant needs to make some amendments before the Call deadline date, please contact telethonjointcall@fondazionecariplo.it.

Full Application Sections (Lead Applicant)

- Project Overview
 - *General Information*
 - *Overview*
 - *Type of Research*
 - *Overall Description of the Research Project (Triage Phase)*
- Research Proposal
 - *Research Plan*
- Ethical Documents
- Host Institution
 - *Applicant Details*
 - *Facilities and Resources*
- Contacts
 - *Approver*
 - *Collaborators*
 - *Partners*
- Budget
 - *Application Budget*
 - *Other Financial support*
- Biosketch
- Reviewers
- Declarations
 - *Dissemination*
 - *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 (for example a PDF uploaded into the Application section “Hypothesis and Background Rationale for proposed research” should have the following footer: “Hypothesis and Background Rationale for proposed research Figures - page 1 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.

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

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 participating in the study and click on **Save Draft**. A maximum of 2 centers are allowed (Lead Applicant + 1 Partner).

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

Please answer the relevant questions to state whether you participated in **previous FT, FC or FC – FT Joint Calls** and if your project has been funded.

Type of Applicant – Please select one of the following:

- **New Applicant:** a researcher who has never applied to a FC – FT Joint Call; he/she may only submit a New Application.
- **Former Applicant:** a researcher who has already applied to a FC – FT Joint 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 FC – FT Joint 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 FC – FT Joint Call funded project for which the 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 FC – FT Joint 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 FC – FT scientific staff (telethonjointcall@fondazionecariplo.it).

Overview

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

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

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.

Relevance to the Call (max 2,000 characters) – Clearly specify how the proposed research fits with the objectives of the Call aimed at fostering basic research with a focus on the study of genes/gene

families, mRNAs and proteins whose function is unknown in rare diseases of genetic and non-genetic origin.

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 FC and FT 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 FC and FT websites 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 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** – (if not available, please indicate “n.a.”) 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 lookup tool and selecting from the list.

Indicate Tdark(s) (max 1,000 characters) – Based on the classification developed by the Illuminating the Druggable Genome Knowledge Management Center (IDG-KMC), targets for which information on structure, function, interacting molecules, and drugs is not known are defined as **Tdarks**. Applicants are **required to verify** the Tdark classification of their target(s) of interest by downloading the “[Pharos Target Classification](#)” file from FC and FT websites and consulting the “tdl” column which specifies the Target Development Level of each protein.

Indicate the rationale for which the Tdark(s) is/are related to the proposed disease (max 1,500 characters) – Please explain the rationale for which the Tdark was chosen in relation to a specific disease.

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

Please answer the question “**Does the project involve bioinformatic analyses?**”. If Yes, please specify the type of analysis that will be performed and who will be responsible for such analysis in the relevant mandatory box (max 2,000 characters).

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 Lead Applicant (and Partner) Biosketch (details at page 16). Please provide a clear, rigorous, and detailed description of the central hypothesis, overarching objectives, specific aims, research design, methodological approach including bioinformatic analysis/tools 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. Please, use *Nature* reference style.

Research Proposal

Research Plan

Fill in all the fields as follows:

Hypothesis, Background and Rationale for proposed research (Why?) (max 8,000 characters) – State the main hypothesis to be tested and explain the impact of the problem addressed by the proposed project. Critically evaluate the existing knowledge and identify the specific gaps to be filled to progress in the relevant field. Clarify how the project represents a significant step forward with respect to the current state of the art.

Preliminary results (max 8,000 characters) – Please, be aware that **preliminary data are mandatory for a Full Application**. Provide an account of preliminary unpublished studies performed in the Applicant’s laboratory relevant to the proposed research. Preliminary data are an essential part of a research project Application, as they aid the assessment of the likelihood of success of a project. Results are considered ‘preliminary’ only if unpublished.

Figures for preliminary results – Refer to the **Figures** section (page 6) for instructions on how to prepare and upload a single PDF containing all figures (maximum file size: 50 MB).

Research Plan, Research Design and Methods (How?) (max 8,000 characters) – Please outline an extensive description of the overall objectives that the proposed research is intended to accomplish and how the experimental approaches will be addressed. For each aim, please provide the following information: Title; Brief Description (what is the question being asked, and the general experimental

design?); Experimental Plan (describe the experimental design, including materials, methods, bioinformatic analysis/tools and protocols); and Expected Outcomes (describe specific, measurable, achievable and time-bound expected outcomes).

Feasibility, Possible Pitfalls and Alternative Approaches (max 3,000 characters) – 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.

Engagement and training of young researchers (max 2,000 characters) – Please outline an action plan aimed at involving, training, and enhancing young researchers and their careers. Please note that the term “young researchers” in this Call for proposals indicates PhD students and postdocs not older than 35 years of age at the Call’s deadline.

Gantt Chart – Upload a GANTT chart describing the timeframe foreseen for the different specific aims and their components (max 50 MB).

Impact

Please describe the expected results on the scientific community and on patients with rare disease in the long-term (max 4,000 characters).

Literature

Cited Literature (max 20,000 characters) – 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. The complete list of references will be visible to Reviewers.

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. Individuals enrolled in clinical studies (e.g. clinical trials, registries);
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 to 3 applies, 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.

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 the person (e.g. **Institution's Director, Responsible Official or Administrative Representative**) legally representing the Organisation where the research project will be conducted and has 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** sections on page 18 (for Lead Applicant) and on page 23 (for Partner), for more detailed instructions on the submission process.

Collaborators


Collaborators are individuals involved in the project but not included in the Applicant's lab staff. Their number is not limited; however, each collaborator's active contribution must be clearly described and justified in the Application.

Important notes

- Collaborators cannot request a budget.
- A Lead Applicant or Partner may be listed as a collaborator in another Application submitted within the same Call.
- Collaborators may belong to a foreign Institution or any Italian Institution (including the Applicant Institution), provided they are not part of the same research lab.

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.

Partners

Partners are subjects equally involved and equally responsible in the Application preparation and submission as Co-Applicant. Partners may belong to other Italian Institutions or to the same Institution/Department of the Lead Applicant, provided they are not part of the same research lab.

Please be aware that for this Call the Lead Applicant may add up to 1 Partner on the Application. **The Lead 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. Use the + icon to add Partner information. Upon clicking **Save**, the invitation containing a link through which he/she can accept the role will be sent out.

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**. Within his/her 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 **Cancel Invite** or **Revoke** button 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.

Budget

Application Budget

The Lead Applicant will be able to enter his/her budget details by clicking on the **Edit Budget** button.

A maximum of 250,000 € is available for each Full Application. For multicenter projects, this total amount is shared between the Lead Applicant and the Partner. Each Applicant is responsible for completing the budget details for their respective part of the application.

Awards are contingent upon the availability of funds.

Fondazione Telethon wishes to remind Applicants and their Institutions that funds are raised through many small individual donations. Therefore, FC and FT bear a special responsibility to oversee an appropriate allocation of funds.

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

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 IT equipment should be clearly justified according to the research needs.

Software – if a specific software is requested, please specify the necessity for the proposed research.

Materials, Supplies and Services – Materials and supplies must be listed by category: consumables, antibodies, reagents, etc. Services include items as animal housing (please provide the total number of animals and the cost per diem in the justification field), animal production (please specify if the service will be provided by a company), sequencing, peptide synthesis, biological material from

biobanks, etc. Major cost items should be listed and properly justified. Audit costs are not allowed¹.

Personnel & Salaries – Personnel (including the Lead Applicant) are defined as, and should be limited to, key individuals whose contribution is deemed significant for the scientific development or execution of the project. Please include all personnel, including the Lead Applicant and all key individuals who are part of the lab staff 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 not holding a permanent position. The FC-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). 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
- Congress registration fees
- Costs for producing posters related to participation in Congresses
- Fees for submission of Abstracts to Congresses.

Other expenses – Allowed items: publication costs, reprints, journal subscriptions, books, sample and animal shipments. Each item cost should be detailed and justified.

¹ Please note that for grants awarded by FC, on a sample basis, from a minimum of 2 to a maximum of 4 projects will be identified to be subject to an accounting-administrative audit conducted by an auditing firm that will carry out administrative-accounting checks and physical checks on the reporting. For audited projects, the results obtained will be taken into account in determining the amounts to be disbursed.

INDIRECT COSTS

Overheads – up to 10% of the direct research costs per year for Full Applications. Please ensure to insert this part of the budget only after all the direct costs have been indicated. Overheads are mandatory for projects in the field of non-genetic rare diseases. If overheads are not requested, you can include the following costs in **Other expenses** (Direct costs): stationery, computer consumables (toner, external memory devices) and mailing.

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
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- Organization of meetings and workshops
- Construction, alteration, maintenance, lab furnishing, rental of buildings or building spaces and utilities, fax and telephone costs
- Major basic equipment such as incubators, hoods, -80°C freezers.

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 FC or FT) – 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 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 and Patents and Companies sections. 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 **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. FC and FT reserve 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

Dissemination

(max 5,000 characters) - Please include a plan that will lead to widespread dissemination of project results, translating complex research findings into a lay language. Please also include any recommended strategies to disseminate such research findings, both in person (e.g., meetings, workshops, other public events) and online communication (e.g., website, social media, newsletter).

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.

Validation and Submission procedure (Lead Applicant)

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.

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. Only at this stage, will the Lead Applicant receive an **email confirmation** that the Application has been successfully submitted. 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 telethonjointcall@fondazionecariplo.it.

Bi-center proposals:

Once the Application has been completed in all its parts, the Lead Applicant can initiate the submission procedure of his/her 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 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 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 will receive an email notification, and the Application will be shown in the **Pending Submission** tab.

At this point, once the Partner submits his/her part of the Application to the Lead Applicant, **the Lead Applicant will be notified by email and can then proceed to submit the final version of the Application by clicking on the *Submit* button.** Only at this stage, will the Lead Applicant receive an **email confirmation** that the Application has been successfully submitted. 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 telethonjointcall@fondazionecariplo.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.

Instructions for Partner

Partners are subjects equally involved and equally responsible in the Application preparation and submission as Co-Applicant. Partners may belong to other Italian Institutions or to the same Institution/Department of the Lead Applicant, provided they are not part of the same research lab. Partners are strongly advised to follow these Guidelines carefully, as any Application that fails to meet the requirements will be rejected.

The Lead Applicant may add and invite 1 Partner on the Application. Once invited, the Partner will receive an email (please check also the spam) containing a link through which he/she can accept the role.

Once the Partner accepts the invitation, he/she will have to register on the portal following the General Instructions (pages 3 - 5 of this document). After registration, the Partner will be able to access the Application from the Home Page. The application will be identified by the **same grant code as the Lead Applicant's application**, but in **Pre-Draft status** and with a **Lead Applicant role**. The Partner will have to read and agree to the Privacy Policies before filling in the Application. Within his/her Application, the Partner will be able to open the Lead Applicant's Application within the **Partner Applications** tab, and vice versa.

The Partner is responsible for filling in his/her part of the Application, which only includes the sections indicated below. Please head to the relevant page indicated for each section to get more details on how to fill in the Application.

Full Application Sections (Partner)

- Ethical Documents (see page 11)
- Host Institution (see page 12)
 - *Applicant Details*
 - *Facilities and Resources*
- Contacts
 - *Approver (see page 12)*

- Collaborators (see page 13)
- Budget (see details below)
 - Application Budget
 - Other Financial support
- Biosketch (see page 16)
- Declarations (see page 18)
 - Notes
 - Declarations

Budget

Application Budget

The Partner will be able to enter his/her budget details by clicking on the **Edit Budget** button.

A maximum of 250,000 € is available for each Full Application. For multicenter projects, this total amount is shared between the Lead Applicant and the Partner. Each Applicant is responsible for completing the budget details for their respective part of the application.

Awards are contingent upon the availability of funds.

Fondazione Telethon wishes to remind Applicants and their Institutions that funds are raised through many small individual donations. Therefore, FC and FT bear a special responsibility to oversee an appropriate allocation of funds.

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

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 IT equipment should be clearly justified according to the research needs.

Software – if a specific software is requested, please specify the necessity for the proposed research.

Materials, Supplies and Services – Materials and supplies must be listed by category: consumables, antibodies, reagents, etc. Services include items as animal housing (please provide the total number of animals and the cost per diem in the justification field), animal production (please specify if the service will be provided by a company), sequencing, peptide synthesis, biological material from

biobanks, etc. Major cost items should be listed and properly justified. Audit costs are not allowed².

Personnel & Salaries – Personnel (including the 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 Partner and all key individuals who are part of the lab staff 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 not holding a permanent position. The FC-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). 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
- Congress registration fees
- Costs for producing posters related to participation in Congresses
- Fees for submission of Abstracts to Congresses.

Other expenses – Allowed items: publication costs, reprints, journal subscriptions, books, sample and animal shipments. Each item cost should be detailed and justified.

² Please note that for grants awarded by FC, on a sample basis, from a minimum of 2 to a maximum of 4 projects will be identified to be subject to an accounting-administrative audit conducted by an auditing firm that will carry out administrative-accounting checks and physical checks on the reporting. For audited projects, the results obtained will be taken into account in determining the amounts to be disbursed.

INDIRECT COSTS

Overheads – up to 10% of the direct research costs per year for Full Applications. Please ensure to insert this part of the budget only after all the direct costs have been indicated. Overheads are mandatory for projects in the field of non-genetic rare diseases. If overheads are not requested, you can include the following costs in **Other expenses** (Direct costs): stationery, computer consumables (toner, external memory devices) and mailing.

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Milan, June 23, 2026

FONDAZIONE CARIPILO AND FONDAZIONE TELETHON ETS