2024 Call for Applications for ALS research projects

Full Proposal Guidelines - Full Grants

Submission Deadline: July 18th, 2024, 1:00 pm

Online Registration

Application form (hereby Form) for "**2024 Call for Applications for ALS research projects**" must be completed online by the Principal Investigator (PI) at Arisla Web Application and electronically submitted once completed in all its sections.

PIs should pay careful attention to the instructions. An accurate Application will facilitate the review process. Applications failing to meet the requirements will be rejected.

Click on the **Full Grant button to apply for a Full Grant.**

General requirements

The Application must be written in English. For abbreviations and acronyms not universally known, spell out the terms the first time they are used, with the appropriate abbreviation in parentheses; the abbreviation should then be used thereafter. The text must be single-spaced, not exceeding the character number limitations specified (which include spaces).

The Form is organized into sections, which can be completed in any order: remember to click on the "**Save**" **button to save data before leaving the page**.

The sections: Privacy statement and declaration, General information, PI's biographical sketch, and Partner's biographical sketch are already prefilled with the information of the LOI and no longer editable

A PDF document of the Application can be downloaded at any time by clicking on the link "**Print drafts**" at the upper right of the page.

Submitting the Application

Please check the status of each part of the Application in the *Submit* Section and verify that all sections have been completed.

To submit the Application, click on the "**Confirm the questionnaire and start submission**" button at the upper right of the page.

The PDF version of the submitted Application can be downloaded at any time by logging in at this Arisla Web Application.

Assistance

For any information about the Call or about the Application Form compilation please contact:

E-mail Help Desk: bandi@arisla.org.

Guidelines for preparing the Full Proposal

The Form contains eight Sections:

    I.   Privacy Statement and Declaration: prefilled

    II.   General Information: prefilled

    III.   **Full Proposal**

    IV.   PI's biographical sketch: prefilled

    V.   Partner's biographical sketch (if applicable): prefilled

    VI.   **Budget section (PI and Partner, if applicable)**

    VII. **Other financial resources**

    VIII. Summary Budget section: automatically filled

Text boxes can be filled out by a limited number of characters. The maximum number of characters (including spaces) is indicated at the bottom left of each box. **The indication of the maximum number of characters is mandatory**. Please note that **exceeding characters will be cut.**

Text boxes can be enlarged or narrowed at any time by dragging the bottom right corner of the box.

Definitions

The PI is the principal investigator of a Single-centre project or the **Coordinator** of a Multi-centre project.

Project Partner is a researcher directly involved in the project that will synergistically undertake part of the scientific work. She/he can ask for a budget to cover her/his expenses filling out the corresponding table in the Budget Section.

Collaborator contributes to the completion of minor parts of the project and should be introduced in the "Collaborators" box of the Full Proposal section. Collaborators will have to sign a collaboration letter in which their contribution and support are detailed. The PI/Coordinator of the project must upload the signed letter in the on the right of the "Collaborators" box. **Economic coverage for collaborators is not provided by AriSLA ETS.**

Privacy Statement and Declaration - Section I - Prefilled

In this Section, the PI already confirmed to have read the INFORMATION NOTICE EX artt. 13 and 14 GENERAL REGULATION N. 2016/679/UE(GDPR).

General Information - Section II - Prefilled

Full Proposal - Section III

- **ABSTRACT** (2,000 CHARACTERS MAXIMUM): please organize the abstract in different parts specifying:

  -     **RATIONALE**
  -     **PRELIMINARY DATA**

- **BROAD OBJECTIVES**
- **PROJECT DESIGN AND METHODS**
- **EXPECTED RESULTS**

LAY SUMMARY (2,500 CHARACTERS MAXIMUM) - summarize the project (left box in English and right box in Italian) using terms of ordinary language, avoiding acronyms and technical terms.

If the project will be funded, this description will become public. Therefore, do not include confidential information (not already published or disclosed) that you do not want to disclose or that may influence a potential patent application.

Organize the lay summary in different parts specifying:

- **Title** – it may slightly differ from the project title if this helps to make the topic of the project clearer to the lay public.
- **Structure** – it should contain the Background containing the research focus and how it is linked to ALS, Project aims and Impact on ALS.

AriSLA reserves the right to amend the lay summary before publishing it.

ROLE OF COORDINATORS AND PARTNERS (1,000 CHARACTERS MAXIMUM) – describe partners' and collaborators' role and activities for the proposed research, if applicable.

CENTRAL HYPOTHESIS, BACKGROUND AND RATIONALE (5,000 CHARACTERS MAXIMUM) – give information about the hypothesis, background and rationale of the project, briefly assessing what is already known or being researched regarding the specific proposed topic.

For Revised Application, please fill out the **CHANGES FROM PREVIOUS REVISION** box (5,000 CHARACTERS MAXIMUM). In this Section the relevant modifications made from previous Application must be highlighted, including a detailed reply to the critiques. If the PI is different from the previous Application, the reasons must be provided. Feedback received from previous revision should be upload **as a single PDF file** within this section.

PRELIMINARY DATA (5,000 CHARACTERS MAXIMUM) – describe in details preliminary data that support the project. Results are considered 'preliminary' only if unpublished. You can insert a maximum of five images and/or tables about your preliminary data in the box "**FIGURES**".

FIGURES (MAXIMUM 5 MB) – insert figures that are considered relevant for the project (i.e., preliminary data, work plan flow chart, etc.) in a single PDF format. **Please note that only attachments in PDF format will be downloaded within the application by reviewers.**

RESEARCH PLAN AND METHODS (5,000 CHARACTERS MAXIMUM) – indicate the general objectives and the specific aims that the project intends to achieve. For each aim describe project activities, expected results, timing, and techniques and methodologies that will be used to carry out the research activities.

For clinical observational studies, the following items should be clearly defined:

Study design.

Study population. Indicate the inclusion and exclusion criteria, the number of patients based on power calculation (if applicable), etc.

Procedures. Report the clinical procedures and medical examinations planned and the time interval between them. If new methodologies are developed or employed state their advantages over existing methods.

Safety. Define the potential adverse events (if applicable) and how they will be monitored; describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness.

Data management and statistical plan. Discuss how data will be collected, analysed and interpreted and describe in detail the statistical methods that will be applied.

Ethics Committee's Approval. Indicate if the study has already obtained the pertinent Ethics Committee's approval. This is not mandatory to submit the Application. However, please note that in case the Application is approved for funding, the project will not be activated until the protocol and any related documents, including the informed consent and declaration of approval by the Ethics Committee, will be made available to AriSLA.

If the project implies the use of **animal models,** it must be explained why the scientific objectives cannot be achieved without using animals. Where experiments using animals are necessary, it is required to strictly adhere to the relevant Italian laws, rules and regulations (D.to L.vo 116/92); moreover, approval by the PI's Institution Ethics Review Body is mandatory. Measures should be put in place to avoid unnecessary duplication of research/testing and fully implement the Three Rs (Reduction, Replacement and Refinement, from "The Principles of Humane Experimental Technique", Russell and Burch, 1959). Provide a detailed description of the proposed use of the animals in the work outlined and identify the species, strains, ages, and sex of animals to be used in the proposed work. Provide information on the veterinary care of the animals involved. Make sure that the fewest animals compatible with obtaining a valid scientific result are used and carefully justify the number of animals needed. Documentation must be made available upon request.

Please add a GANTT CHART THAT SUMMARIZES ACTIVITIES PERFORMED – insert the GANTT chart with the list of the activities and the time scale. **Please note that only attachments in PDF format will be downloaded within the application by reviewers**.

EXPECTED RESULTS, POTENTIAL CRITICAL ISSUES AND POSSIBLE ALTERNATIVE APPROACHES (2,500 CHARACTERS MAXIMUM) – clearly describe which results are expected from the project, which potential critical issues may arise and possible alternative approaches to overcome them.

COLLABORATORS (2,500 CHARACTERS MAXIMUM) – fill out the details about collaborators' role and contribution to the proposed project and upload the signed collaboration letter **in English** in PDF format. **Please note that only attachments in PDF format will be downloaded within the application by reviewers.**

REFERENCES (10,000 CHARACTERS MAXIMUM) – report references relevant for the project.

PI's biographical sketch - Section IV – Prefilled

Partner' biographical sketch, if applicable - Section V – Prefilled

Budget (PI and Partner, if applicable) - Section VI

The Budget section includes a subsection for each PI/Partner (please note the Institution boxes under the "Budget section" title).

The PI and Partners must provide a projection of the project budget for each cost item allocated by the year of incurred costs requested to AriSLA: PERSONNEL; MATERIALS, SUPPLIES, EQUIPMENT; SUB-CONTRACTING and OTHER EXPENSES. For Multi-centre Applications, the budget should be allocated for each Partner centre and financial commitment should be proportional to the role in the project. Costs will be considered by AriSLA ISC during the evaluation process, in order to judge their consistency with the project.

In the first PERSONNEL TABLE (PERSONNEL REQUESTED TO ARISLA), indicate the job title (e.g., clinician, engineer, technician, post-doc, PhD student, graduate) of eligible personnel's salary requested to AriSLA, detailing his/her contribution to the project in terms of employment time (months/man dedicated to the project).

Please note that the total amount request to AriSLA for Personnel must correspond with the total costs of personnel indicated in the first table with costs per year.

In the second PERSONNEL TABLE (OTHER PERSONNEL WORKING ON THE PROJECT, NOT REQUESTED TO ARISLA), indicate the other personnel working on the project, **comprehensive of scientific responsible (PI or Partner),** whose salary is NOT requested to AriSLA, specifying job title, months of employment and by whom their salary is granted.

In the following Section COST JUSTIFICATION FOR EXPENSES, the Applicant has to provide a detailed and reliable justification of the project budget requested to AriSLA:

PERSONNEL (1,500 CHARACTERS MAXIMUM) – fill out with the name, if known, role and competences of eligible personnel's salary requested to AriSLA, detailing profile and contribution to the project in terms of employment time.

MATERIALS, SUPPLIES, EQUIPMENT (1,500 CHARACTERS MAXIMUM) – justify reagents, consumables and equipment costs detailing each subcategory (i.e., plasticware, kits/arrays, etc.) and quantity and use for each year.

SUB-CONTRACTING (1,500 CHARACTERS MAXIMUM) – justify sub-contracting costs in the framework of project specific objectives and specify subcontractors.

OTHER EXPENSES (1,500 CHARACTERS MAXIMUM) – justify costs in the framework of project specific objectives.

Eligible Costs

A correct use of funds can be defined when expenses are consistent with the proposed activities, hereby criteria for costs are reported.

Please consider that VAT is a cost for AriSLA. Therefore, the gross amount should be indicated for all item costs.

DIRECT COSTS

Personnel

Costs for non-permanent staff (i.e., graduate students, PhD students, fellow student, post-doc or researchers without support granted by the Host Institution), other than the PI/Partner, are allowed, following rules of the Host Institution. The PI is obliged to report every staff change that will occur during the project implementation.
Please note that the total annual labour cost should be indicated in the Application budget.

Material, supplies and equipment

Reagents, consumables and lab materials are considered eligible costs considering necessities and consistency to the project.

Scientific equipment: purchase is allowed up to a maximum of € 20,000 for minor essential equipment. For each item, please justify the specific need for the project.
Hardware/software purchase is allowed if strictly specific for the project up to a maximum of € 2,500.

Sub-contracting (services)

Applications may be assisted by sub-contractors.
The sub-contractor provides external services or supplies which are necessary for the execution of the project. **Total budget request for subcontracting must not exceed 20% of the funding requested to AriSLA each year.**

Other expenses

Travels: project-related travel costs to visit Collaborators or Partners need to be justified. Expenses related to participation in Congresses are eligible up to a maximum of € 3,000/year/Applicant.
Other costs include expenses for scientific publications, reprints, software (only if in line with the needs for the project), etc.
The AriSLA Grant has to be acknowledged in any material or scientific publication related to the financed project. Moreover, Investigators of a funded project should adhere to the Open access Policy (as indicated in AriSLA Dissemination Policy). For this reason, it is recommended **to include in this category the fee costs for Open Access publications (please consider at least € 3,000/project).**

INDIRECT COSTS

Overheads

Overheads can be required and include general expenses incurred by the Host Institution, administrative and maintenance costs, expenses for any machinery and equipment as part of the project activities.
These costs are calculated as a lump sum. A maximum of 10% of incurred direct costs **requested to AriSLA each year** is allowed.

<u>Non eligible costs:</u>

- Salary of PI and Partner/s

- Full salaries for members of staff who already receive a regular wage
- Salaries, travel and other expenses related to sabbatical leave
- Membership in Scientific Societies
- Organization of meetings and workshops, if not functional for the activity of WP1 in case of Multi-centre Application
- Construction and/or renovation of space, furniture, rental of space or rooms, call charges and/or fax
- Setting up and maintaining animal facilities
- Purchase or repair of major basic equipment such as incubators, hoods, -80°C freezer

Other financial resources - Section VII

IS THIS PROJECT (OR RELATED PROJECTS) SUPPORTED BY ANY OTHER GRANT? It is mandatory that all Applicants lists in this box all financial resources available in direct support of their research endeavours, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards. Specify title and duration of the project, the relative period, the gross amount, the granting agency, and a brief description of the project. If applicable, indicate possible overlaps with the proposed Application.

Summary Budget - Section VIII – Automatically filled

The SUMMARY BUDGET SECTION will be automatically compiled with the project total expenses for each cost item and each Partner reported in the tables of the Budget section.

Please note that the "TOTAL AMOUNT REQUESTED TO ARISLA" in the SUMMARY BUDGET TABLE must correspond to the "AMOUNT REQUESTED" box in the *General Information* Section.

Assistance

For any information about the Call or about the Application Form compilation please contact:

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