

FONDAZIONE



TELETHON RESEARCH PROJECTS - 2020

GUIDELINES FOR PREPARING AND SUBMITTING THE LETTER of INTENT ONLINE

General Instructions

The Application form is available on the **TETRA - Telethon Projects Managements system portal** at <https://projects.telethon.it>.

Applicants are identified as **Lead Applicant** (in charge of creating and submitting the Application). Maximum number of characters in the different sections include spaces.

Registration

To register, fill in and submit the Application, refer to the *TETRA Portal Instructions.pdf* - [System Help](#)  available on the Home page.

Users of Telethon's discontinued grant management systems (<http://proposals.telethon.it> or <http://webtric.telethon.it>) must enter the **same email address used in their previous account** to be automatically recognized by TETRA. In case you don't remember that email address, please send an email to telethonscience@telethon.it. **Avoid duplication of accounts.**

After the first registration, you can change your email address, if you wish to.

If you have questions concerning the Application, click the **Contact Us** link on the left hand menu to send a message.

Personal Details

Before proceeding to complete an Application form please check and update your **Basic Information** and **CV** under the **Manage My Details** link on the left hand menu of the Home page. All this information will automatically populate the relevant fields of your Applications.

In the CV form ensure to update the following items: *Employment, Research Experience, Scientific Career*, and *Publications*, as all these are required for the submission of the LOI Application. **You will not be able to edit this information directly from the Application form**; but you can return to the *Manage My Details* session at any time, for updates.

New Application

On the Home page under **My Application** in the left side menu, clicking the button **New Application**, Applicants can access the page listing all the available Calls for Applications (grant rounds). Click Apply to create a new Application form.

Completing the Letter of Intent (Loi) Application

The created Loi Applications are listed in **My Applications** (link on the left hand menu of the Home page). Applicants should pay careful attention to the **Guidelines and instructions**, as an Application failing to meet the requirements will be rejected. An accurate Loi Application will facilitate the review process.

Use **English** language only. For abbreviations and acronyms not universally known, spell out the term the first time it is used, with the appropriate abbreviation in parentheses; the abbreviation should then be used thereafter.

The text must be single-spaced, not exceeding the character number limitations specified (which include spaces).

The Letter of Intent comprises:

- General information
- Overall Description of the Research Project
- Brief Bio sketch
- Description of the Applicant
- List of up to 10 top project-related publications

You can download a PDF of your Loi Application at any time by clicking on the link **View/Print** at the Details page of your Application.

Clicking on **Save and Close** you can save and return to the Application form as often as you like.

Required fields are indicated by red dots. To successfully submit an Application, all required fields must be completed. Any required items missing before submission are listed in the **Validation** section.

When the Loi Application is validated, the Lead Applicant may **Submit** the Loi Application, which is then automatically identified with the final Application number and displayed as **Under Review**. The Applicants will receive a confirmation email.

A submitted Loi Application cannot be further modified; should you need to apply some amendments prior to the Call deadline date click the **Contact Us** on the left hand menu.

General Information

Project Title (max 150 characters) - To have full access to the Application form you must insert the title of your proposed project. You can change it at any time. Please do not use all capital letters.

Funding opportunity - Please select the opportunity among FT General Grant, FT Career Award, Fondazione Pisana per la Scienza/Fondazione Telethon (**FPS/FT**)

Project duration - Indicate the duration of the project (min 12- max 36 months). Remember to select 36 months for the Telethon career award and the FP/FT award.

Type of Applicant - Choose the appropriate option according to the following descriptions:

- **New Applicant** is a researcher who has never applied to a Telethon Call; he/she may only submit a New Application.
- **Former Applicant** is a researcher who has already applied to a Telethon Call but has never been funded; he/she may submit a New or a Revised Application submitted during the previous 2019 call (GGP19).

- *Former Grantee* is a researcher who has already been funded by Telethon in the past; he/she may submit a New, a Revised or a Renewal Application.

Please note that in case of a wrong classification Telethon will modify and correct *ex officio* the Type of Applicant without informing the Applicant.

Type of Application - Choose the appropriate option among the list: *New, Renewal, Revised-past Application was triaged, Revised-past Application underwent full review.*

Previous Application Number and **Previous Role** (where relevant, on the basis of the Type of Applicant and Application. Fill in the number of your previous Application and indicate your previous role by choosing the appropriate option from the listed menu (Principal Investigator – Single Center; Coordinator – Multicenter; Partner – Multicenter).

Write the **Disease Name** and provide all its available **Disease Codes**:

- the **Disease OMIM number** as given by the Online Mendelian Inheritance in Man (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=OMIM>),
- the **ICD-10 code** (if not available please indicate 'n.a.'), as given by the International Classification of Diseases (<http://apps.who.int/classifications/icd10/browse/2010/en>)
- the specific Disease **Orpha Number** as given by Orphanet (http://www.orpha.net/orphacom/cahiers/docs/GB/List_of_rare_diseases_in_alphabetical_order.pdf) or the Disease group **Orphanet classification** as given by Orphanet (https://www.orpha.net/orphacom/cahiers/docs/GB/Orphanet_linearisation_rules.pdf – see pg.5), if not available please indicate 'n.a.'

If more than one disease is addressed, please separate names, OMIM numbers, ICD-10 codes and Orpha Numbers with semicolons.

Select the appropriate **Area(s) of Research** and the **Research Type(s)** – choose all that apply.

Select the **Research Step** that most truly represents the proposed activities:

1. Genetic studies to identify the genetic cause(s) of the disease
2. Studies of the mechanisms through which gene alterations cause the disease
3. Studies of therapeutic approaches in cellular models
4. Studies of therapeutic approaches in animal models
5. Therapeutic clinical trials
6. Diagnostic, observational and palliative clinical trials.

If your project spans more than one step, please choose the most relevant one; you may however select multiple steps if you deem it necessary to correctly describe your activities.

Overall description of the Research Project

Central Hypothesis, Background and Rationale (max 1,500 characters): State the main hypothesis to be tested and explain the scientific rationale for the proposed project. Critically evaluate the existing knowledge and identify the specific gaps to be filled to progress in the relevant field.

Objective(s) (max 1,500 characters): Describe the overall objective(s) that the proposed research is intended to accomplish.

Research Plan (max 2,000 characters): What is the question being asked? What is the experimental design? How are you going to address the questions? If new methodologies are developed or employed, which are the advantages over existing methods? If limitations of the proposed procedures are encountered, how will be overcome? How data will be analyzed and interpreted? What do you expect to find?

Importance and Novelty (max 1,500 characters): Explain the impact of the problem addressed by the proposed project: how the scientific knowledge will be advanced, if the aims of the project are achieved? How the objectives of the study represent a significant step forward beyond the current state of the art? How the project will challenge existing paradigms in the field?

Preliminary data (max 1,500 characters): Provide, if available, an account of preliminary unpublished studies performed in the Applicant's laboratory relevant to the proposed research. Results are considered 'preliminary' only if unpublished.

Applicant Details

Brief biosketch (max 1,000 characters): describe your professional experience and main qualifications (to be written without simply picking data from the CV info in the Contact section)

Personal Statement (max 1,500 characters): describe why you are well-suited for the role in the proposed project. Relevant factors may include aspects of training; previous experimental work and performance on the specific topic or related topics; technical expertise.

Up 10 top project-related publications to be selected within those inserted in the Contact section.

Declaration

The Applicant has to declare that the information included in the Application is accurate and complete and that he/she complies with Telethon's terms and conditions.

Submitting the Application

The deadline for **online submission is July 27, 2020 at 1:00 p.m.**

Before the final submission, download the PDF of your LoI Application to check all the sections; please note that you are liable for the contents and quality of your Application in its final version.

Fondazione Telethon holds the responsibility and authority in making the final decision on the Application's completeness and eligibility.

After submitting the LoI Application, a final GGP20 number will be assigned to it. Please refer to this number in any future communications related to it.

June 30, 2020

FONDAZIONE TELETHON