

FONDAZIONE



Telethon and Monzino Together for The Heart

GUIDELINES FOR PREPARING AND SUBMITTING THE FULL APPLICATION ONLINE

General Instructions

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

Applicants should pay careful attention to the **guidelines and instructions**, as **an Application failing to meet the requirements will be rejected**. An accurate Application will facilitate the review process.

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

The text must be single-spaced, not exceeding the character or word number limitations specified.

Maximum number of characters in the different sections includes spaces.

Registration

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

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.

New Application

On the Home page, clicking My Application on the left menu, then clicking on the New Application box on the right, Applicants can access the page listing all the available Calls for Applications. Click *Apply* on the "Telethon & Monzino Together for the Heart" link to create a new Application form.

Completing the Application

The created Application is listed in **My Applications** (link on the left-hand menu of the Home page).

On the **My Applications** home page, at the right, the following button sections are shown:

- **Edit**

Please click on the 'Edit' button if you wish to make any changes to the Application.

- **View/Print**

Please click on the 'View/Print' button to generate the Application form as a .pdf file. A .pdf of the Application can be downloaded at any time by clicking on this button.

- **Validate**

To validate the Application, click 'Validate'. In the “Validation” section within the Application form, eventual errors will be listed.

- **Submit**

The Application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meet the submission requirements. The ‘Submit’ button is active once the Application has been correctly validated.

- **Delete**

If you are sure you wish to delete the Application form, please click on the 'Delete' button. Please note: once an Application has been deleted it cannot be recovered.

To navigate into the Application sections, at the top of the Application page, the following buttons are shown:

Cancel, Previous, Next, Save, Save and Close.

Clicking the **Cancel** button all modifications are not saved, and you are returned to **My Application** home page. **Previous** and **Next** buttons allow you to navigate into the Application, the **Save** button saves all modifications done, remaining on the Application page you are working on while clicking on **Save and Close** you can save, exit the Application page and return to the Application form afterward as often as you like.

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

When the Application is validated, the Applicant may **Submit** the Application, the status will change in **Submitted**, and a final **Application number** will be assigned to it. Please refer to this number in any future communications related to it.

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

The Full Application comprises:

- General information
- Overview
 - Abstract
 - MESH Terms
 - Added value and unmet need
 - Lay summary
- Research Plan
 - Disease/s name
 - Research Type
 - Research Step
 - Vertebrate animals
 - Human subjects
 - Research Plan (Document upload)
- Collaborations
- Curriculum Vitae (Document upload)
- Reference Letters
- Budget
- Other Financial Support
- Notes
- Declaration
- Validation

General Information

Project Title (max 200 characters) - In order 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.

Applicant's Details – General information about the Applicant are automatically retrieved from the Applicant's account

Total budget requested (cap 350,000 €) – Please note that this shows the total of the amounts entered on the Budget page (see page 6 of this document).

Project duration – 36 months

Overview

Abstract (max 2000 characters) – Briefly describe the hypothesis and major objectives of the project, the methods for achieving the stated objectives, and the potential impact of the work.

MeSH terms (max 250 characters) - Indicate up to five MeSH terms appropriate and specific for the proposed research (<http://www.nlm.nih.gov/mesh/meshhome.html>)

Added value and unmet need (1000 characters) – Please describe the added value and the unmet need addressed by the proposed research and the potential impact that such results will have.

Lay summary (2000 characters)– Summarize the project using an English lay language. This is meant to describe the project to lay people and will eventually serve for lay communication reasons after award and, as such, it may become public information. Therefore, do not include proprietary/confidential information.

Research Plan

Disease/s name – Please write the disease/s name/s

Research type – Please select from the proposed list all the applicable options.

Research step – Please select from the proposed list all the applicable options.

Vertebrate animals - Specify whether activities involving vertebrate animals are planned at any time during the proposed project.

Human subjects - Indicate whether the study involves:

1. Human samples from a collaborator or an external site
2. Human samples from individuals
3. Individuals enrolled in clinical trials
4. No human samples or subjects.

Research Plan upload – Please refer to the “Research plan” template ([Annex A](#) – RESEARCH PLAN of this document), compile it, and upload it as a .pdf in the **Research plan upload section**. – A sample template will be also available to download in the header of the online form.

- Please use Times New Roman, 11 – Fill in all the sections
- This document should **not exceed 7 pages** (figures **included**, cited literature **excluded**).
- Please keep the .pdf size below 25 MB, to avoid overloading our servers. Use high-resolution pictures only for photographs that require details.

A. Hypothesis, Background and Rationale – Clearly state the main hypothesis to be tested and the rationale of the proposed research. Critically evaluate the existing knowledge and identify the specific gaps in the relevant field. Preliminary results can be included here.

B. Specific Aims - List the specific aims of the project.

For each aim provide the following information:

- **Title**
- **Brief Description** - What is the question being asked? What is the general experimental design?
- **Experimental Plan** - How are you going to address this aim? Please provide an extensive description of the experimental approaches.

C. 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.

D. GANTT Chart - Please upload a GANTT chart (in .pdf format) describing the timeframe foreseen for the different specific aims and their components.

E. Cited Literature

List all references. The list must include the name of all authors, year of publication, title, book or journal, volume number and page numbers. If a bibliographic management software is being used, the format of the journal “Developmental Dynamics” may be applied.

Concise references are not allowed.

The complete list of references will be visible to Reviewers.

Collaborations

The Applicant should list all the collaborators and the required information (Name, Institution, Department, Laboratory, Contribution to the project, Collaboration letter).

Active collaborators are those directly related to the project and, as such, their contribution to the project must be described in the dedicated field. Once selected, the actively involved collaborators receive an Invitation email and, upon acceptance, they **must support the Application by sending collaboration letters to the Applicant, written in English, which have to be uploaded in the online Application by the Applicant** (see also *TETRA Portal Instructions.pdf* - [System Help](#) ).

Curriculum Vitae

Please refer to the “Biosketch” template (**Annex B** – Biosketch of this document), **compile it, and upload it as a .pdf in the Biosketch upload section.** – *A sample template will be also available to download in the header of the online form.* The biosketch may not exceed 5 pages, including the table at the top of the first page.

Name – Fill in the name of the Applicant.

Position Title – Fill in the present position title of the Applicant.

Education/Training – Complete the education block. 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)

A. Personal Statement – Briefly describe why you are well-suited for your role(s) in the project. Relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields, including ongoing and completed research projects from the past three years that you want to draw attention to.

Please cite up to four publications or research products that highlight your experience and qualifications for this project.

B. 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.

Reference letters

Indicate two people that can provide **reference letters**. The signed and scanned reference letters must be sent by the referees by email to the Telethon Research Office (telethonscience@telethon.it) by and no later than **January 31st, 2022**.

Reference letters will be uploaded into the Application by Telethon Research staff.

It is the **Applicant's responsibility** to make sure that the two reference letters are sent by the deadline.

Budget

Budget up to 350,000 Euros, including salary, for 3 years can be requested.

The applicant will have free access to all the internal facilities (consumables only will be charged). Please note that a list of all the facilities can be found at the following [link](#).

Salary – Salary of up to 150,000 Euros for 3 years based on relevant postdoctoral experience can be requested. Salary support for additional staff is not allowed.

Consumables

Other expenses

Publications costs will be covered by CCM, according to internal rules.

Other Financial Support

The Applicant can list in this section all financial resources available in direct support of his/her research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards.

Click on the **Add** button and Indicate:

- Title of the Project
- Status: Current/Pending. If *current*, it is compulsory to indicate the relative period (Start – End date)
- Gross amount, Currency
- Granting agency
- Brief description (max 2,000 characters)
- Specify overlaps with this application, if any (max 1,000 characters)

Notes

Any personal comments, details, or additional information the Applicant wishes to add to any specific sections of the Application can be inserted here. Please indicate which section you are referring to and the reasons for including more information.

Declaration

- The Applicant has to certify that the information included in the Application is accurate and complete.
- The Applicant certifies that he/she is entitled and/or authorized to disclose all information provided within the Application.
- The Applicant declares to have provided any collaborator involved in the Application with the information about Data processing attached to the Call for Application in Appendix 1. He/She also

declares that the relevant consents have been gathered in order to be authorized to indicate the personal data of any other collaborator in the Application.

Please duly fill in, sign and upload the Applicant's Information about Data Processing (see Call Document – Appendix 1).

Validation

This section will be automatically compiled, once the *Validate* action in the **My Application** Home Page has been done. Please note that the sections highlighted in green are those correctly filled in, while those in red have to be completed and key data are still missing.

Application submission

The deadline for **online submission is January 31st, 2022 at 1:00 p.m.**

Before the Submission, download the .pdf of the Application to check all the sections; in particular, check that all uploaded documents are included in the .pdf and are clearly legible. Please note that the Applicant is liable for the contents and quality of the Application in its final version.

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

December 10, 2021

FONDAZIONE TELETHON

Annex A – RESEARCH PLAN

A. Hypothesis, Background and Rationale

B. Specific Aims

Aim 1.

- Title: _____
- Brief Description

- Experimental Plan

Aim 2.

- Title: _____
- Brief Description

- Experimental Plan

C. Feasibility, possible Pitfalls and alternative Approaches

D. GANTT Chart - Please attach a GANTT chart describing the timeframe foreseen for the different specific aims and their components.

E. Cited Literature

Annex B – Biosketch

NAME:

POSITION TITLE:

EDUCATION/TRAINING

INSTITUTION AND LOCATION	DEGREE (if applicable)	Start Date MM/YYYY	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement**B. Positions, Scientific Appointments, and Honors**Positions and Scientific AppointmentsHonors