“2015 AriSLA Ice Bucket Call for Assistive Technology Projects”
Guidelines for the Submission of Project Proposal

**Deadline:** 1.00 pm, September 15th 2015

1. Framework

This document is an operational guide to compile the Project Proposal for the participation to the “2015 AriSLA Ice Bucket Call for Assistive Technology Projects”. Before starting please read through the following documents published on the website [http://www.arisla.org/](http://www.arisla.org/).

1. **“2015 AriSLA Ice Bucket Call for Assistive Technology Projects”**
   
The document supplies the framework and operative information about the Call, the objectives and themes, eligibility and selection criteria.

2. AriSLA Foundation Privacy Policy

   The document contains all information about policies of personal data protection and their use according to the Italian Law (art. 13 of Law decree n. 196/2003).

3. AriSLA Foundation Intellectual Properties Policy

   The document contains all information about the protection of intellectual properties that could arise during the research activities financed by AriSLA Foundation.

4. AriSLA Foundation dissemination Policy

   The document contains detailed information about results dissemination and communication of the activities performed during AriSLA Foundation financing period.

5. AriSLA Foundation adoption Policy of projects

   The document contains all information about the possibility that a project financed by AriSLA Foundation could be adopted by other funders (enterprises, associations, private people, public bodies, other foundations).

   **All Policies have to be signed if the submitted project will be financed.**

2. How to present the Project

   In order to participate to the “2015 AriSLA Ice Bucket Call for Assistive Technology Projects” the Subject has to compile the “Project Proposal” *Form* (hereby *Form*), that can be downloaded from AriSLA website ([www.arisla.org](http://www.arisla.org)) after registration. The *Form* has to be filled in all its sections, as indicated further at paragraph 3.

   Project can be submitted exclusively within the deadline (September 15th 2015 – 1.00 pm), using the *Form*. 
The *Form* has to be filled in English, completed with the required attachments and sent by email as required at paragraph 4.

Project Proposal file has to be sent together with the scan (in PDF format) of the General Information and Privacy Statement section, signed by the Subject and bearing signature and stamp of the Legal Representative.

AriSLA Foundation will not consider *Forms* not filled in all their parts:

- General Information;
- Section I – Project Information;
- Section II – Work Plan;
- Section III – Impact on ALS
- Section IV – Dissemination and Intellectual Property
- Section V – Budget;
- Section VI – Subject;
- Section VII – Lay Summary
- Section VIII – Revision Process;
- Section IX – Privacy Statement.
- Section X – Check list

If the Subject or the Legal Representative will not authorize AriSLA Foundation to use personal data as required in Section IX – Privacy Statement, the project proposal cannot be evaluated.

3. **How to fill the Project Proposal**

The *Form* is designed to guide the Subject using text boxes and selection of precompiled options.

AriSLA Foundation International Scientific Committee will perform the review of the proposals, for this reason only *Forms* filled in English can be evaluated.

The indication of the maximum number of characters is strict and it is intended including spaces. In case of excess of characters AriSLA Foundation officers will send to the reviewers the *Form* cutting in advance the exceeding parts.

3.1 **General Instructions for completing the Application**

The *Form* contains different Sections where the Subject will give technical, financial and administrative information that will allow a correct peer-review process. In every Section there are many fields that have different compilation characteristics.

Multi-choice fields have a selection of options as *check boxes*. Add an X near the correct option, depending on the proposal submitted.

Text boxes can be filled by a limited number of characters. The number of characters, which includes spaces, is indicated near the box title. The indication of the maximum number of characters is mandatory.
The Form has to be compiled using font Calibri, size 11-pt.

3.2 Sections Contents

General information
This Section gives brief information about the project and will be used for AriSLA Foundation register and archive.

- **PROJECT TITLE** – fill with project title;
- **ACRONYM** – fill with the project acronym;
- **SUBJECT** – name and surname of all the Subject participating to the Call. In case of Partnership, the applicant of the Proposal should be the non profit entity;
- **LEGAL ENTITY** – fill with all data of the Entity where the project will be carried out;
- **TOPICS** – select the thematic area of the submitted projects;
- **PROJECT DURATION** – fill with the months of project duration;
- **AMOUNT REQUESTED (€)** – fill with the financial amount requested to AriSLA Foundation;
- **KEYWORDS** – select maximum 3 keywords referred to the project.

This Section has to be printed, stamped and signed by the Subject and the Legal Representative. A PDF file of the page has to be sent with the Project Proposal project file by e-mail. The original document has to be archived by the Subject.

Section I: Project Information
This Section gathers technical and scientific information about the project proposal.

- **ABSTRACT** *(2,500 characters maximum)* – describe and explain the overall concept underpinning the project. Describe the main ideas, methods or assumptions involved. Please organize the abstract in different section specifying:
  1. **BACKGROUND/RATIONALE,**
  2. **BROAD OBJECTIVES,**
  3. **PROJECT DESIGN AND DEVELOPMENT,**
  4. **ANTICIPATED OUTPUT.**
- **BACKGROUND AND RATIONALE** *(3,000 characters maximum)* – describe the ALS unmet need that you are going to fulfill: explain why and how the proposal addresses the specific challenge and scope of that topic;
- **OBJECTIVES** *(2,000 characters maximum)* – describe the objectives of the project, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project.
- **MATURITY LEVEL OF AVAILABLE TECHNOLOGY** *(4,000 characters maximum)* – describe in details all the data that support the maturity of the available technology respect to the implementation into a new product/service for ALS community. Please, refer to the TRL scale. It is possible to insert a limited number of images and/or
tables. Please consider that the completed document should not exceed 5MB; do not copy sections of already published paper.

- **PRODUCT OR SERVICE DEVELOPMENT (8,000 CHARACTERS MAXIMUM)** - describe the developmental plan adopted for the implementation, customization and validation of the new product or service proposed.

- **ADVANCEMENT BEYOND THE STATE OF THE ART (1,000 CHARACTERS MAXIMUM)** - describe the advancements brought by the proposal to the ALS patients and caregivers QoL. Here, the State of the Art refers to that which is currently seen in an 'industrial’ context, i.e. existing, commercially viable solutions, technologies or applications.

- **RELEVANCE TO AriSLA (1,000 CHARACTERS MAXIMUM)** - clearly specify how the goals of the project fit with the AriSLA Foundation aims of improving the QoL of ALS patients and their caregivers. Proposals targeting specifically other diseases and not firstly transferable to ALS patient will not be processed for review.

- **FUTURE DEVELOPMENT AND PROJECT EXPLOITATION FOR PATIENTS COMMUNITY (2,000 CHARACTERS MAXIMUM)** - describe the feasibility of the product or service proposed in terms of Scalability, Reproducibility, Transferability to the ALS community.

**Section II: Work Plan**

In this section the Subject has to detail project activities, intermediate and final expected results, timing, and developmental strategies that will be put into practice to perform the implementation, customization and validation of the product/service proposed to the ALS community. This section outlines the project work plan.

In the box **SUBJECT COMPLEMENTARITIES AND SYNERGIES (2500 CHARACTERS MAXIMUM)** please describe the Subject as a whole. How do the Subject complement one another and cover the value chain? In what way does each of them contribute to the project? How will they be able to work effectively together?

In the box **PUBLICATION AND OTHER REFERENCES** report project references, listing a maximum of 20 references total:

- a list of relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the Call content;

- a list of relevant previous projects or activities, connected to the subject of this proposal;

- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the project proposed;

  In the Section II.1 present and detail work plan divided into work packages (WPs) following the logical phase of the product or service development. The WPs can be considered as interconnected units of the project activities.

  In each WP describe in detail the planned activities and the concrete results that you want to obtain (i.e., test engineers, clinical testing, validation of the product/service proposed, test market, ...).

  For the technological development, please specify implementation and customization activities for the achievement of the projects aims.

  For the clinical validation phase, please clearly specify the study population, procedures for technology testing, data management and statistical plan. Please remember that the project has to adhere to the Italian regulation for conducting a healthcare intervention, thus ensuring patients and caregivers safety.
The first WP is dedicated to the coordination and management process of project activities. The Subject should specify in this section how the project will be managed, indicating strategies aimed at:

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

For each WP (except WP1 - coordination and management) the following information are requested:

1. **WP TITLE**: insert a title for each WP;
2. **START DATE e END DATE**: for each WP fill the month of start and end of activities consistently with the Gantt chart;
3. **DESCRIBE SPECIFIC AIMS AND STRUCTURE (2500 CHARACTERS maximum)**: describe specific aims, structure and operative management of the WP activities;
4. **TASKS (3000 CHARACTERS maximum)**: describe the activities to be performed (numbering them progressively) that allow to achieve the goals outlined in the previous paragraph;
5. **METHODS (3000 CHARACTERS maximum)**: describe methods used to perform the WP activities, in particular highlight the innovative and original methodologies;
6. **SUBJECT CONTRIBUTION (2000 CHARACTERS maximum)**: describe the contribution and added value of each Subject in respect of project activities and progression in reaching each WP aim.

At the end of Section II the following charts have to be filled:

1. **GANTT CHART (II.2)**, graphic report of activities chronology for each WP. The chart has to be filled indicating WP and involved Subject;
2. **LIST OF DELIVERABLES AND MONTHS (II.3)**, summarize and list in chronological order deliverables (the expected results for each task previously listed) of all WPs and report the delivery date as in the Gantt chart.

**Section III: Impact on ALS**

In this Section, the impact on ALS patient and caregivers Quality of Life has to be described.

- **TARGET BENEFICIARY (1000 CHARACTERS maximum)** - describe and estimate the number of direct beneficiaries, ALS patient and their caregivers. Specify, if necessary, if the product or service can be usable also to people suffering from other diseases or injuries;

- **IMPACT ON PATIENTS AND CAREGIVERS QUALITY OF LIFE (1500 CHARACTERS maximum)** - describe how the project will contribute to the expected impacts set out in the work plan. Describe any barriers and obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. Discuss alternative approaches to overcome them;

- **PROJECT INNOVATION (1500 CHARACTERS maximum)** - is the proposed solution similar to others already on the market? If not describe in detail the reason. If so describe what are the different elements and the advantages. Indicate also how the proposed solution possibly stands out in terms of:
  - Cost of the product/service proposed
- Accessibility or usability by ALS patients

Describe the innovation potential which the proposal represents. Please refer to the results of any patent search carried out.

- **BUSINESS MODEL AND ECONOMIC SUSTAINABILITY (1500 CHARACTERS MAXIMUM)** - describe how you will ensure the economic sustainability of the proposed solution by providing details about the target market (customers, the primary market of reference and future markets, marketing strategy and sales, definition of competitors) and on the business model that will be used. Define up to three key impact indicators for the evaluation of product/service success.

**Section IV: Dissemination and Intellectual Property (4000 characters maximum)**

Provide a draft plan for the dissemination and exploitation of the project's results, including the management of the Intellectual Property. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project. Dissemination and exploitation measures should be as comprehensive as possible, and must be tailored to the specific technical, market and ethical issues to be addressed.

**Section V: Budget**

This Section gathers project financial information. Subject has to fill with a detailed and reliable projection of the project budget for each cost item and year.

AriSLA will transfer the contribution to the Subject upon the arrival of opportune expenses report with all the documents attesting the payments according to the approved Integrated Economic Plan.

**3.3 Eligible Costs**

A correct use of funds can be defined when expenses are consistent with the proposed activities and strictly concerning only the implementation, customization and validation of the proposed technology. Hereby criteria for costs are reported.

**Non eligible costs:**

- Materials, services and general expenses regarding the phase of production and any earlier stage, before customization and implementation;
- Salary of tenure or permanent staff;
- Membership in Scientific Societies;
- Organization of meetings and workshops, if not functional for the activity of WP1;
- Construction and/or renovation of space, furniture, rental of space or rooms, call charges and/or fax.

**Eligible costs:**

**DIRECT COSTS**

**Personnel**

Costs for non-tenure / not permanent staff are admitted to the extent of 50% of the grant, following rules of the committing Institution. The Subject is obliged to report every staff change that will occur during the project. The personnel costs have to be reported in Section V.2 - Cost Justification - Personnel.

**Material, supplies and equipment**
Equipment: purchasing is not eligible. However, depreciation for new equipment is recognized as an eligible cost, based on the actual use and up to a maximum of € 20,000. Different indication could be proposed by the AriSLA International Scientific Commission to the Foundation during the evaluation of the project proposal.

Consumables and lab materials: are considered eligible costs considering necessities and consistency to the project. The costs have to be reported in Section V.2 – Materials, Supplies, Equipment.

Sub-contracting (services)

Provision of external services or supplies are eligible costs depending on the need for the execution of the project and are admitted to the extent of 20% of the grant. Costs have to be reported in Section V.2 - Cost Justification - Sub-contracting (Services).

Other expenses

This category includes different costs: expenses for scientific publications, reprints, software (specifying the need for the project) etc. If Overheads have not been required, small commitments for stationery, office supplies, postage incurred for the exchange of documents/materials related to the project can be included. Under this item, trips or visits to project collaborators or partners are also included. Expenses related to participation in Congresses are eligible up to a maximum of € 3,000/year. Higher costs, if justified, can be negotiated and approved in advance by AriSLA. In the costs related to travels are included the following cost categories:

- Transportation (train / plane / car etc.);
- Accommodation;
- Meals;
- Conference Fee;
- Costs for the production of communication materials (posters related to participation in conferences, leaflets, etc.);
- Fee for abstracts submission or communications.

In the production of any material or scientific publication related to the financed project has to be acknowledged AriSLA Grant (as indicated in AriSLA Foundation Dissemination Policy).

Costs have to be reported under the item Other Expenses (Section V.2 – Cost Justification).

INDIRECT COSTS

Overheads

Overheads are eligible and can be required. The general expenses incurred by the Host Institution, including administrative and maintenance costs and expenses for any machinery and equipment as part of the project activities are comprised in the Overheads category. These costs are calculated as a lump sum and allowed to a maximum of 5% of incurred direct costs.

3.4 Budget Section

The Overall Budget Table (Section V.1) has to be filled with the project total costs for each cost item. Costs will be considered by AriSLA International Scientific Committee during evaluation, in order to judge their consistency with the project.

Other Financial Support
It is absolutely mandatory that the Subject lists in this section all financial resources available in direct support of his/her research endeavours, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards.

Indicate: Title and duration of the Project. It is compulsory to indicate the relative period, gross amount, granting agency, and a brief description of the project. If applicable, specify possible overlaps with the proposed project.

**Cost Justification**

In the Section V.2, Subject has to detail project costs requested to AriSLA, for each cost item and for each year of project. In the table have to be reported:

- **PERSONNEL**: eligible personnel costs;
- **MATERIALS, SUPPLIES, EQUIPMENT**: consumables, equipment costs, etc.
- **SUB-CONTRACTING (SERVICES)**: services acquired through sub-contracting.
- **OTHER EXPENSES**: costs for further expenses such as results dissemination, travels, congress participation, etc.

In the first **PERSONNEL TABLE**, fill with the role of personnel employed for the project and requested to AriSLA, related WP, months of employment, average of the monthly cost and the calculated total cost.

In the second **PERSONNEL TABLE**, fill with the other personnel working on the project, comprehensive of tenure and permanent staff, whose salary is **not** requested to AriSLA, months of employment and by whom their salary is granted.

In the following text boxes, related to cost items, the Subject has to briefly justify each reported expense, in order to give all necessary information for a technical evaluation of costs consistency to the project activities as described in Section II – Work Plan.

- **PERSONNEL (1500 CHARACTERS MAXIMUM)**: fill with the name, role and competences of eligible personnel requested to AriSLA (see paragraph 3.3), detailing profile and contribution to the project in terms of employment time (months/man dedicated to the project);
- **MATERIALS, SUPPLIES, EQUIPMENT (1500 CHARACTERS MAXIMUM)**: justify consumables and equipment costs indicating quantity and use for each year.
- **SUB-CONTRACTING (1500 CHARACTERS MAXIMUM)**: justify sub-contracting costs in the framework of project specific objectives and specify sub-contractors;
- **OTHER EXPENSES (1500 CHARACTERS MAXIMUM)**: justify costs in the framework of project specific objectives.

Subject has to briefly justify each reported expense, in order to give all necessary information for a technical evaluation of costs consistency to the project activities as described in Section II – Work Plan.

**Section VI: Subject**

This Section contains information about the Subject. It is necessary to detail name, contacts and Institutions (in Italian) of each Subject.

CV elements and publications or other material relevant to the project are required, and a brief description of all the Subject. Please indicate if the Subject owns any patent.

**Section VII: Lay Summary**
LAY SUMMARY (2,500 CHARACTERS MAXIMUM) – please summarize the project (in English and 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) which may influence a potential patent application.

Organize the lay summary in different section specifying:

- **TITLE** - it may be different from the project title, rather has to clearly explain the topic of the project;

- **STRUCTURE** - should contain the following elements:
  - Background containing the research focus and how it is linked to ALS;
  - Project aims;
  - Expected final results
  - Impact on ALS (including the socio-economic impact and the wider societal implications of the project).

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

Section VIII: Revision Process

In this Section the Subject has the chance to suggest a list of reviewers of proved experience, that could be included in the AriSLA International Scientific Committee.

Furthermore, there is the possibility to indicate an undesirable reviewer adding the reasons of the request.

Section IX: Privacy Statement

In this Section the Subject and the Legal Representative authorize AriSLA Foundation to use personal data. Unauthorized proposals are not eligible and cannot undergo the review process, as explained before.

This Section has to be filled with the date and with information of the Subject and Host Institution.

This Section has to be printed, stamped and signed by the Subject and the Legal Representative of the Host Institution. A PDF file of the page has to be sent with the project proposal file by e-mail. The original document has to be archived by the Subject.

Section X: Check list

This section is helpful to check if all Form sections have been filled.

4. **How to send the Project Proposal Form**

The Form, filled in all its parts as required in paragraph 3, has to be saved using the project acronym, preferentially as a word document (.doc).
The Form, after the compilation, must not exceed 5MB.

The Proposal file and the scan (in PDF format) of General Information and Privacy Statement sections, both signed by the Subject and bearing signature and stamp of the Legal Representative of the Host Institution, have to be sent by e-mail to bandi@arisla.org within 1,00 pm of September 15th 2015.

These pages have to be signed by the Legal Representative or by his delegate. AriSLA requires a copy of the authorization (delegation) to be sent with the other documents.

To avoid having a file bigger than 5MB please send the Form file, saved using the project acronym, preferentially as a word (.doc) document and the pdf images of the 2 sections requested SEPARATELY.

5. Peer review process and contribution approval

After the peer-review process performed by the International Scientific Committee, as described in the Call, the ranking of selected projects will undergo for the financial approval of AriSLA Foundation Board of Directors.

To start the management of the financed project, Subject has to take into account the rules and suggestions of “AriSLA Regulation” and its attachments.

Concerning the procedures for allocation of funds, AriSLA reimburse the costs effectively incurred and justified on the basis of documented states of progress. The Subject of the project have to produce an annual report according to which they will be paid off the required funding. It is however possible, for specific needs and justified, request to AriSLA, anticipation of the funding in no more than 50% of the costs of the year.

6. Assistance

For any information about the Call or about the Form filling it is possible to receive assistance in the following ways:

1. e-mail Help Desk: bandi@arisla.org;

2. phone Help Desk: from 9.00 am to 5.00 pm (CET) it is possible to contact AriSLA officers at the phone numbers +39 02-58012354.