



## TELETHON RESEARCH PROJECTS - 2015

# GUIDELINES FOR PREPARING AND SUBMITTING THE APPLICATION ONLINE

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### Index

ONLINE REGISTRATION .....	2
General instructions for completing the Application .....	2
Application Forms .....	4
SCIENTIFIC CONTENTS.....	4
General Information.....	4
Overview .....	4
Cover Letter.....	6
Scientific and Administrative Reports.....	6
Scientific Strategy.....	7
Preliminary Results .....	7
Research Plan .....	7
Cited Literature .....	8
Personal Data and Curriculum Vitae .....	8
ADMINISTRATIVE SECTION .....	9
Personnel .....	9
Collaborations .....	9
Budget .....	9
Other Financial Support .....	11
Host Institution .....	11
Suggested Reviewers .....	13
Notes .....	13
Declaration and Privacy .....	13
Required documents.....	13
Submitting the Application .....	13

## ONLINE REGISTRATION

Application forms for Telethon Research Proposals must be completed online at the following URL:

<http://proposals.telethon.it>

If you are already a registered user, please enter your Login and Password.

If you have forgotten just your Password, please enter your Login name and click on “Forgot your Password”: you will then receive an automatic email with your password.

If you have forgotten both the Login and Password, please contact the Telethon Scientific Office at [soffice@telethon.it](mailto:soffice@telethon.it). **Please do not make multiple registrations with the same name.**

If you do not yet have a registered profile, click on “**Registration**” and fill in all the fields; you will then receive an email confirming your Login and assigned Password that will give you access to the Application forms. We encourage you to choose a Login that you can easily remember.

**It is mandatory that the name inserted in the Registration Form corresponds to the Applicant’s.**

Please note that your Login and Password will remain the same for future Calls.

Once you have logged in, you can change your Password using the function “Change Password”.

Applicants should pay careful attention to the instructions, because an Application that fails to meet the requirements will be rejected. An accurate Application will facilitate the review process.

## General instructions for completing the Application

Use English language only. For terms 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).

Please remember to always click the “**Update Section**” button in order to save the data inserted in the forms. The Application must be submitted electronically once completed.

The Application forms are organized into sections, which can be completed in any order.

You do not need to complete your Application form in one session: remember to click on the "Update section" button to save your data before leaving the page.

You can download a PDF of your Application at any time by clicking on the link Download PDF at the bottom left of the page.

When you are completely satisfied with your proposal click on the "Update section" button, then on the "**Send Application**" button; a pop up window will prompt you to verify and confirm the following:

- *I have uploaded the Host Institution Agreement*
- *I have filled in the Declaration and Privacy Statement section*
- *I have downloaded the project PDF and verified that all the figures are clearly legible and readable both in print and on computer monitors.*

Once you confirm by pressing the button “Send”, the Application will then be formally closed by the system. An automatic message will be sent to you acknowledging that you have completed your Application and you will receive its PDF version. Please note that you are liable for the contents and quality of your Application in its final version.

Once you have submitted your proposal, you can modify your Application at any time, prior to the deadline date, by clicking on the "**Edit Application**" button; remember to resubmit it again with the "**Submit Application**" button.

The Fondazione Telethon Scientific Office holds the responsibility and authority in making the final decision on the Application's completeness and legibility.


### **Formatting editor - instructions**

A text-formatting editor is available only in the specific fields inside the online form where “click to edit” is shown.


The main editor's functions are the following:

- copying and pasting text from Microsoft Word while retaining text formatting as well as tables
- easy formatting of entered text with standard intuitive buttons
- typing special characters including all Greek letters

The formatting editor allows the user to copy and paste text from Microsoft Word while retaining text formatting, with the following restrictions:

- a. You must use Microsoft Word to retain text formatting when copying and pasting: the use of other document editing software is not supported and could lead to errors in our online system
- b. In order to fully retain the original formatting in Word, use the button  [Paste from Word], to copy text into the online field
- c. Once text is pasted from Word, the default font will be automatically set to Arial with minimum size of 16 pt (corresponding to Arial 11 when printed). Please verify in the PDF output all text is clearly readable.

Hovering the mouse over the editor buttons will display a tooltip indicating their functions

Please note that the font Symbol (Greek characters) is not supported: you should use the “**Insert Special Character**” button  in the formatting editor.

To verify that the correct text formatting has been applied **check the PDF of the Application** by clicking on the “Download PDF” button.

The Application PDF is always available while filling in the online Application; it is automatically generated every time the “Download PDF” button is clicked.

### **Figures**

We strongly encourage the Applicant to limit the number of figures used; too many unnecessary figures are not generally appreciated by reviewers. **Do not copy sections of already published papers.**

The Application forms include special upload fields dedicated to figures **at the end of each of the following sections: Scientific Strategy, Preliminary Results, Research Plan.**

- For each of the three sections, all figures and legends must be placed in one PDF document in A4 format.
- Insert the name of the relevant section followed by the indication “Figures” and the page number in the page footer (for example a PDF uploaded into the Application section “Preliminary Results” should have the following footer: “Preliminary Results Figures - page 1 of 2”, “Preliminary Results Figures - page 2 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 under a section named “Figures”. Make sure that the appropriate figure numbers are correctly indicated in the text.
- Please keep the PDF size below 25 MB, to avoid overloading our servers. 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.
- If you include charts or drawings in your PDF, a resolution of 100 dpi for each picture can be used.

**Make sure all the figures are perfectly legible both on monitor and in print.**

- To upload the “Figures” PDF file into the field, click the “Upload” button

- Click the “Sfogliare/Browse” button to select the PDF file from your computer
- Click the “Send File” button
- Click the “Close Window” button.

## Application Forms

### SCIENTIFIC CONTENTS

#### General Information

**Project Title** (max 250 characters) - In order to have full access to the Application Forms you must insert the title of your proposed project. You can change it at any time, but only in this section. **Please avoid using all capital letters.**

**Centres involved** - Indicate whether the project involves a single centre or if it is a multicentre effort; in the latter case, please specify the total number of participating sites. **The number of sites can be modified at any time; if the number is reduced, the system will automatically remove the last partner and all his/her data.**

**Project duration** - Indicate the duration of the project in years (max 3 years).

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

- New Applicant is a researcher who has never applied to a Telethon call; may only submit a New Application.
- Former Applicant is a researcher who has already applied to a Telethon call but has never been funded; may submit a New Application or a Revised Application.
- Former Grantee is a Researcher who has already been funded by Telethon in the past; may submit a New Application, a Revised Application or a Renewal Application.
- **A proposal that derives from a Telethon Exploratory Project 2012 or 2013 or from a Telethon Program Project 2010 has to be registered as New Application.**

Indicate the **Previous Application Number** in the specific box in the case of a Revised or Renewal Application or of a New Application deriving from an **Exploratory / Program Project**.

Applicants submitting a Revised Application must fill in the Cover Letter Form.

**Scientific Report of the previous research project** – This section must be filled in by Former Grantees only. Indicate whether and when the Final Report has been submitted. If not already sent, the Report has to be enclosed in the proper section (“Scientific Report of the previous research project”).

#### Overview

**Abstract** (max 2,000 characters) – The Principal Investigator (PI)/Coordinator has to organise the Abstract into separate sections:

- Broad objectives and specific aims
- Background/Rationale
- Research design and methods for achieving the stated objectives
- Anticipated output

#### Multicentre Studies only

**Role and contribution of Partner(s) in the project** (max 4,000 characters) - The Coordinator is asked to describe the contribution of all Partners, explain why each of them is necessary to the success of the project, clarify the complementarity of approaches that justifies their participation and highlight how the synergy among them will produce greater results over the sum of individual contributions.

**Coordination and Management** (max 4,000 characters) – The Coordinator should specify here how the Multicentre project will be managed, indicating strategies aimed at:

- monitoring activities of all centres
- facilitating communication
- promoting the exchange of ideas and methodological approaches
- stimulating the analysis and integration of results

**MeSH terms** (maximum 250 characters) - Indicate a maximum of five appropriate MeSH terms (<http://www.nlm.nih.gov/mesh/meshhome.html>) that represent the contents of the research and be as specific as possible.

**Relevance to Telethon** (max 1,000 characters) - Clearly specify how the goals of the project fit with the Fondazione Telethon's aims as declared in the mission statement <http://www.telethon.it/en/about-us/mission>.

Please note that **diseases of proven genetic origin represent our focus**; in the proposed projects **the specific link to the genetic diseases under study needs to be clearly expressed and will be specifically assessed**.

Projects focusing on the following subjects are **NOT ELIGIBLE** and will not be processed for review:

- Cancer
- Multiple sclerosis
- Acquired immunodeficiency
- Amyotrophic Lateral Sclerosis (ALS). [Note: funding opportunities for ALS are available through AriSLA (<http://www.arisla.org/>), a dedicated Foundation supported by Telethon]
- Multifactorial diseases; studies focused on the identification of genetic risk factors (e.g. SNPs or other predisposing variants) for multifactorial diseases are not eligible.

**Impact on patients** (max 1,000 characters) – describe how close to therapeutic development or to any other potential impact on patients the proposed studies are.

**Type of Research** - Write the **disease name**, **OMIM number** as given by the Online Mendelian Inheritance in Man (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=OMIM>) and **ICD-10 codes** as given by the International Classification of Diseases (<http://apps.who.int/classifications/icd10/browse/2010/en>); if more than one disease is addressed, please separate names, OMIM numbers and ICD-10 codes with semicolons.

Indicate the **research type(s)** (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 falls within 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.

**Lay Summary** (max 2,000 characters) – This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application. If the application is funded, this description, as is, will become public information. Therefore, do not include proprietary/confidential information.

The Applicant is asked to summarize the project (both in Italian and English) using a lay language, specifying the relevance to Telethon's mission and any progress envisaged towards the therapy or cure of the disease.

Please note that Telethon will reserve the option to edit the lay summary before posting it on the Telethon web site; this editing step is applied in order to make the content easily understandable by the lay public, while preserving its scientific accuracy.

## Cover Letter

In the case of a **Revised Application**, please fill in the Cover Letter Form, specifying the previous Application number.

**Telethon Review Summary** – The Telethon Scientific Office will upload the Telethon Review Summary of the previous Application in this section.

**Cover Letter** (max 15,000 characters) - If the previous Application was excluded by triage, the Cover Letter must highlight relevant modifications made. If the previous Application underwent full review, the Cover Letter must include a detailed reply to the critiques.

In the case the Applicant is changed with respect to the previous Application, a motivation must be provided in the Cover Letter.

## Scientific and Administrative Reports of the previous Telethon Research/Exploratory Project (for Former Grantees only)

In the case of a **Renewal Application** or of a **New Application** by a **Former Grantee** of a **Telethon Research Project** or of an **Exploratory Project**, the Scientific and Administrative Reports are required, if not already submitted.

**Scientific Report** - provide all the requested information, including the title of the completed project, the original abstract, as it appeared in the original Application, a summary of the project's achievements, the contribution of each partner (for multicentre projects only) and state any obstacle met during the research and/or any divergence from the original plan.

Provide a list of the resulting publications; when citing papers that arise from your Telethon-funded research, also include the PMC reference number (**PMCID**) demonstrating the compliance with the [Telethon Open Access Policy](#).

**Administrative Report** – download from the left menu “**Required Documents**” the form *Dichiarazione\_Spese\_Sostenute.xls* and, for Multicentre Coordinators only, the form *Riepilogo\_Dichiarazioni\_Multicentri.xls*; fill it/them in according to the relevant instructions (*Istruzioni Rendiconti Amministrativi.pdf*). Send the completed form(s) by email to [reportamministrativi@telethon.it](mailto:reportamministrativi@telethon.it) by **January 15, 2015**.

This Administrative report must prove that:

- **at least 30%** of the last year's funds has been spent, in the case the previous grant was for a **Telethon Research Project**  
or
- **at least 80%** has been spent, in the case the previous grant was for a **Telethon Exploratory Project**.

For former single-centre projects, the Administrative Report is not required if the funds are directly managed by Telethon (*Gestione Diretta*).

For former multicentre projects, Coordinators are responsible for sending both their own administrative report and the summary of the Partners' centre reports. Partners of the previous project are not required to send their administrative report.

**NOTE: If the Administrative Report is required, it is mandatory to submit it by email within the deadline, otherwise the Application will not be processed for review.**

## Scientific Strategy (max 15,000 characters)

**Background** - Explain the impact of the problem addressed by the proposed project. Critically evaluate the existing knowledge and identify the specific gaps to progress in the field.

**Rationale** - State the hypotheses to be tested and provide a realistic description of any expected scientific, technical and economic benefits.

**Objectives** - Describe the overall objectives and what the specific research proposed in the Application is intended to accomplish. The objectives of the study must be logical, feasible and innovative, they must represent a significant step forward beyond the current state of the art and include substantial original work.

**Scientific Strategy Figures** – Refer to the “Figures” section (page 3 of this document) to create and upload the figures’ pdf file.

## Preliminary Results (max 15,000 characters)

Provide an account of preliminary studies performed in the Applicant’s laboratory pertinent to the proposed research. Peer review committees generally view preliminary data as an essential part of a research grant Application, as they often aid the assessment of the likelihood of success of the proposed project.

For Multicentre Studies, preliminary results of the Centres involved in the study should be listed site by site, if applicable.

**Preliminary Results Figures** – Refer to the “Figures” section (page 3 of this document) to create and upload the figures pdf file. Results are considered ‘preliminary’ only if unpublished. Published results, when deemed necessary, can be indexed as references.

## Research Plan

**Specific aims and Experimental plan** (max 30,000 characters) - Provide a list of the specific aims and describe each one explaining its logic by answering the following questions:

- what is the question being asked?
- how are you going to address it?
- what do you expect to find?
- what will you do with those data?
- what you are going to do if it doesn’t work?

**For each specific aim**, provide an **experimental plan** by describing the general experimental design; if **new methodologies** are developed or employed state their advantages over existing methods and provide a description.

In general, planning of experiments should be based on an appropriate and accurate **statistical design**. State the potential difficulties and limitations of the proposed procedures and discuss alternative approaches to overcome them. Discuss how data will be analysed and interpreted, and describe in detail the statistical methods to be employed.

If the study involves vertebrate animals, please refer to the “**Telethon rules and policy on vertebrate animals**” section on page 12.

Explain the need for **collaborations** (if any) to achieve the scientific aims of the proposed project. Indicate how the idea of collaborating originated, the different approaches each collaborator will bring to the overall study, and how the collaboration will be conducted. Include an explicit description of the collaborative elements that are essential for the project to be carried out. Collaborators are expected to have research experience and must have an established record for independent research.

Any collaboration must be listed in the specific form (page 9).

Please note that Telethon also funds a **Network of Genetic Biobanks (TNGB)** whose purpose is to collect, preserve and offer to the scientific community, and to Telethon-funded investigators in particular, biological samples and related clinical data from individuals affected by genetic diseases. Refer to the online catalogue of the TNGB (<http://biobanknetwork.org/>), to identify potentially useful samples.

**Timetable** (max 4,000 characters) - Provide the timeframe foreseen for the different Specific Aims and their components (Gantt chart or similar).

If a **Clinical protocol** is proposed, clearly define:

- 1) Study design, i.e. blind, double blind, open, etc.
- 2) Study population, i.e. planned number of patients, inclusion and exclusion criteria, etc.
- 3) Description of the clinical procedures/medical examinations planned and the time interval between them - State the potential difficulties and limitations of the proposed procedures and discuss alternative approaches to overcome them.
- 4) Study medication(s)/drug(s) (if applicable): dosage, administration, blinding, etc.
- 5) Safety; define adverse experiences and how they will be monitored; describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness; indicate if psychological support to patients is available. Describe alternative treatments and procedures (where appropriate) that might be advantageous to the subjects. Provide information about the Data Safety Monitoring Board that will be set in place.
- 6) Data management and statistical plan; discuss how data will be collected, analysed and interpreted. Describe in detail the statistical methods to be employed.
- 7) Provide the timetable of the project.

The Clinical project must be completed with the Ethics Committee's approval in accordance with the laws of the Italian Ministero della Salute (<http://www.agenziafarmaco.gov.it/it/content/normativa-di-riferimento-sperimentazione-clinica>).

**NOTE:** If a Clinical study has already been defined, the clinical protocol has to be uploaded in this section. Otherwise, if the study is funded, the Telethon Scientific Office will ask for the protocol and related documents before releasing any funds dedicated to the clinical study.

If you are unsure, please contact the Telethon Scientific Office ([soffice@telethon.it](mailto:soffice@telethon.it)) before submitting the final Application.

**Research Plan Figures** – Refer to the “Figures” section (page 3 of this document) to create and upload the figures pdf file.

### **Cited Literature (max 20,000 characters)**

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.**

### **Personal Data and Curriculum Vitae**

**Personal data** - Input your personal data and avoid using all capital letters. Please provide your telephone, fax and email address of your Office/Laboratory.

**Unique Researcher identifying system** – Telethon believes that the broad adoption of a researcher identification standard is key to an effective management of research. Provide your personal author ID, e.g. *ORCID*



(<http://orcid.org/>) or *ResearcherID* (<http://www.researcherid.com>), if you already have one, otherwise we strongly encourage you to generate one.

**Financial interests disclosure** (max 1,000 characters) - Telethon invites Applicants to highlight possible financial conflicts of interest that might be perceived as relevant. However, these financial interests will not invalidate the Application, nor do they automatically disqualify it from being evaluated.

**Education and training** (max 4,000 characters) - Organise information specifying date, place, institution, type of degree/diploma, and research field.

**Employment and research experience** (max 4,000 characters) - Organise information specifying period (from/to), place, institution/organization, type of employment, and field of interest.

**Publications** - **Include the names of all authors**, year of publication, title, book or journal, volume number and page numbers. If bibliographic management software is being used, the format of the journal “Developmental Dynamics” may be applied. **Concise references are not allowed.**

Provide three separate lists of your publications corresponding to:

- most recent peer-reviewed publications, up to **20**
- top peer-reviewed publications in your career, up to **5**
- most relevant peer-reviewed publications related to the proposed research project, up to **5**.

NOTE: the same publications may be included in more than one list.

## ADMINISTRATIVE SECTION

### Personnel

Personnel (including PI/Coordinator/Partner) are defined as, and should be limited to, key individuals whose contribution is deemed substantial for the scientific development or execution of the project.

For each individual provide: name, birth date, degree, role on the project, the type of contract at the Host Institution (active or not), the annual percentage of effort in the project and whether a salary is being requested.

**Please note that personnel to be recruited (“to be named”) must be listed here and should be kept to a minimum.** For each person the “role on the project” must be specified in detail. For example “molecular biologist” is not satisfactory; “molecular biologist performing mutational analysis” is appropriate.

Consultants should be included only when their level of involvement meets the previous definition. **An inadequately described role on project and annual effort may result in the reduction of the budget approved.**

### Collaborations

The PI/Coordinator/Partner should list all his/her national and/or international collaborations, specifying name, institution, whether the collaborator is related to the project and, *if YES*, the relative contribution.

**Collaborations must be supported by collaboration letters written in English (see the list of required documents below), which have to be uploaded into the online Application.**

### Budget

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 in Euro, please use **whole numbers** only.

For Multicentre proposals: each partner is asked to fill in details about his/her budget in the corresponding boxes. The system will automatically create a summary section with the total budget.

For clinical studies: the PI/Coordinator is encouraged to contact the Telethon Scientific Office for assistance in the definition of the budget ([soffice@telethon.it](mailto:soffice@telethon.it)).

The following expenses associated with the proposed research **are not allowed**:

- Salaries for PI/Coordinator/Partner
- Full salaries for members of staff who already receive a regular wage
- Salaries, travel and/or housing related to sabbatical leaves
- Scientific Society memberships
- 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.

## DIRECT COSTS

The following expenses associated with the proposed research **are allowed**:

**Coordination Costs** - allowed only for the Coordinator of a Multicentre project. This amount should be requested on a forfeit basis up to a maximum of 2,000 Euro per year and is intended to cover coordination administrative costs.

**Equipment** - up to a total of **20,000 Euro** (for each Partner) for minor essential equipment or a portion of a major piece of equipment. Each item of equipment must be clearly listed in the specific section and must be highly justified for the conduction of the proposed research.

**Personal Computer**: must be included in the Equipment section only. The need for a personal computer should be clearly explained according to the research needs, and must not represent a benefit for the Researcher. The amount allowed for IT equipment is up to a total of 2,500 Euro (for each Partner).

Therefore if IT equipment is requested, the total maximum amount for Equipment allowed is 22.500€.

**Materials, Supplies, Services** - materials and supplies must be **listed by category**: glassware, chemicals, radioisotopes, etc. Services include items as Animal Housing (please provide in the justification the total no. of animals and the cost per diem), Animal Production (please specify if the service will be provided by a Company), Sequencing, Peptide Synthesis, etc. Major cost items should be listed and properly justified.

**Salaries** - salaries for the project's staff (postgraduates, post-docs, technicians, etc.) holding a **temporary position** to be determined by the effort dedicated to the project.

Although not encouraged by Telethon, salaries for "to be named" people may be requested.

Please note that **the names must correspond to people listed in the Key Personnel section and also those "to be named" have to be indicated there**.

Indicate which kind of contract will be applied and the level of seniority required. The amount requested should correspond to the level of seniority and to the annual effort declared.

**Travel costs** - in the description field please split travel costs into:

- travel costs for meetings/congresses (not more than 3,000 Euro annually for each Partner)
- project-related travel costs (which must be carefully justified - destination, purpose and travel frequency - and adequately described in the project plan).

Costs allowed in budget for travel are the following:

- transportation costs (train/plane/bus/taxi/car use, etc.)
- boarding and lodging
- congress registration fee
- abstract submission fee.

**Other expenses** (each item should be detailed and justified):

- *Allowed items*: publication costs, reprints, journal subscriptions, books, sample and animal shipments. If software is requested, specify the necessity for the proposed research. Please detail the cost by item.
- *Allowed items if overheads are not requested*: stationery (paper etc.), computer consumables (Toner, CDs), repairing and maintenance of instruments, mailings. Please detail the cost by item.

## INDIRECT COSTS

**Overheads** - should be indicated up to 10% of the **direct research cost per year**, and include for example: mailing, photocopying, office supplies, telephone and fax expenses, equipment maintenance and repairs, services such as radioactive waste and discarded solvent.

Please note that the percentage must not be calculated on the total budget request, but on the subtotal of the direct costs.

## Other Financial Support

It is absolutely mandatory that each Applicant 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 of the Project (max 250 characters)
- status: Current/Pending. It is compulsory to indicate the relative period
- gross amount
- granting agency (max 250 characters)
- brief description (max 2,000 characters)
- if applicable, specify possible overlaps with the proposed project (max 500 characters)

## Host Institution

**Host Institution** - Provide all the information requested clearly and in detail. Please write the address in Italian. Please note that this address will be used for any postal deliveries addressed to you.

Print the completed Host Institution agreement document on the Institution's headed paper and have it signed by the Institution's Director or Responsible Official. The document must then be scanned, saved in PDF format and uploaded into the Application.

**NOTE: It is mandatory to upload the Host Institution Agreement, otherwise the Application will not be processed for review.** The original document should be kept by the Applicant for possible future requests by the Telethon Office.

**Applicant** - If the PI/Coordinator/Partner is not the *Chief of the Laboratory*, the information requested in the **Independence statement** should be exhaustively provided.

**It is mandatory** that **any foreign appointment** of the PI/Coordinator/Partner be clearly indicated in this section and in the "Host Institution Agreement" document.

**Human subjects** - Indicate whether the study involves:

1. human samples from a collaborator site or an external biobank – fill in and upload attachment 1 (see "Additional Documents")
2. human samples from individuals referred to the PI's/Coordinator's Host Institution – fill in and upload attachment 2 (see "Additional Documents")

3. individuals enrolled in clinical trials – send all relevant documentation (Ethics Committee’s Approval, Informed Consent Form and Patient Information leaflet) to the Telethon Scientific Office ([soffice@telethon.it](mailto:soffice@telethon.it)) as soon as available
4. no human samples or subjects.

In the cases **2** and **3**, if the grant is approved for funding, funds WILL NOT BE AWARDED until the pertinent Ethics Committees’ Approval has been obtained. Please activate in due time all necessary procedures to obtain this approval in accordance with the relevant Italian laws (<http://www.agenziafarmaco.gov.it/it/content/normativa-di-riferimento-sperimentazione-clinica>).

Telethon reserves the right to ask for a copy of all the relevant approval documentation.

**Vertebrate animals** - Specify whether or not activities involving vertebrate animals are planned at any time during the proposed project.

#### **Telethon rules and policy on vertebrate animals**

Fondazione Telethon recognizes that experiments on animals are often necessary in many areas of biomedical research but proposal submitted for the evaluation MUST state precisely what will happen to the animals and that:

- the scientific objectives cannot be achieved without using animals
- the model chosen is the most appropriate
- the source of the animals, the quality of care provided and the standards to which investigations will be conducted comply with the ethical values of the scientific community
- the fewest animals compatible with obtaining a valid scientific result are used. In this regard, in planning your experiments you should carefully estimate the number of animals needed. You should take into account the likely magnitude of the effect you will be studying and the frequency with which that effect will be achieved for given levels of statistical significance and power. It is unacceptable to base the number of animals to be used solely on the calculation of the number of experiments that can be carried out at any given time. It is also unacceptable to state that the numbers are based on “previous experience” without additional justification, or to answer the question on numbers of animals to be used by paraphrases such as “these numbers are chosen as the minimum necessary to achieve statistical significance”. Too few animals is just as unsatisfactory as too many.

Where experiments using animals are necessary, you are required to strictly adhere to the relevant Italian laws, rules and regulations (D.to L.vo 116/92); moreover, approval by your Institutional Ethics Review Body is mandatory. The ethical review process is a means of ensuring that any use of animals within lab animal facilities is carefully considered, adequately justified and carried out as humanely as possible, so that any adverse effects experienced by the animals are more than offset by the benefits that arise from the study.

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), from the moment it is recognized that an animal experiment will take place, through the period where the animals are sourced and arrive at the facility, and up to the time they are either dead or have been re-homed. This includes optimizing standards of animal husbandry and care and effective training, supervision and management of all personnel involved. Microbiological status is important not only because there are welfare imperatives in minimizing the incidence of disease but also to avoid the risk that subclinical infections affect research results.

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.

Documentation must be made available upon request.

### **Suggested Reviewers**

The Applicant may suggest external referees - **not currently working in Italian Institutions** - expert in his/her fields of research, who could competently review the Application. Individuals who have been associated with the Applicant and/or his/her Partners within the last 3 years should be avoided.

Fondazione Telethon reserves the right to choose external referees independently.

### **Notes (max 8,000 characters)**

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

Should the Applicant prefer to **exclude direct competitors**, their names can be indicated here.

### **Declaration and Privacy**

The Applicant has to declare that the information included in the online Application is accurate and complete, and that he/she complies with Telethon's terms and conditions. The Applicant must also agree with the personal data treatment for Telethon's institutional purposes (Italian law 196/2003).

**If the Declaration and Privacy Statement is not filled in by the Applicant, the Application will not be processed for review.**

### **Required documents to be uploaded**

Clicking on the "**Required documents**" link on the left-hand menu bar online, the following documents, Host Institution Agreement and Human samples' Declarations (attachments 1 and 2) can be downloaded.

### **Submitting the Application**

The deadline for **online submission** is **January 15, 2015 – twelve o'clock (midday)**.

You can modify your Application until the deadline. Click on the "Submit Application" button to submit your completed Application.

Before the final submission, we advise downloading the PDF of your Application to check all the sections; in particular verify that all uploaded images are included in the PDF and are clearly legible.

After sending the proposal, an automatic number will be assigned to it. Please refer to this number when requesting any further information or when sending hard copy documents.

The **Administrative Report** must be sent to the email address [reportamministrativi@telethon.it](mailto:reportamministrativi@telethon.it) by **January 15, 2015**.

**November 20<sup>th</sup>, 2014**

**FONDAZIONE TELETHON**