



FRRB EARLY CAREER AWARD

PRE-PROPOSAL APPLICATION

Guidelines for submission

Deadline pre-proposal: January 31st, 2020, 5 p.m.

Deadline full proposal: June 30th, 2020, 5 p.m.

Summary

1. INTRODUCTION.....	3
2. ONLINE REGISTRATION.....	3
3. TECHNICAL INFORMATION.....	3
4. MODULES CONTENTS	5
4.1 Module 1: anagrafica ricercatore (researcher's anagraphical data)	5
4.2 Module 2: anagrafica Host Institution (Host Institution anagraphical data)	6
4.3 Module 3: progetto e budget (project information and budget).....	7
4.4 Module 4: allegati (attachments)	9
4.5 Module 5: domanda di partecipazione (Participation form)	10
4.6 Module 6: informazioni di pagamento (stamp duty payment)	10
5. ATTACHMENTS	11
5.1 PRE-PROPOSAL APPLICATION FORM	11
5.2 FULL PROPOSAL APPLICATION FORM	13
5.3 ALLEGATO 1: DICHIARAZIONE DI SVOLGIMENTO DI ATTIVITA' NON ECONOMICA AI SENSI DELLE NORME IN MATERIA DI AIUTI DI STATO - Attachment 1	15
5.4 ALLEGATO 2: DICHIARAZIONE DI IMPEGNO DA PARTE DEL SOGGETTO BENEFICIARIO (HOST INSTITUTION) – Attachment 2	15

1. INTRODUCTION

This document is a guide to help applicants submit their projects in response to the FRRB EARLY CAREER AWARD Call launched by Fondazione Regionale per la Ricerca Biomedica (hereinafter FRRB).

Prior to starting your application, please read carefully the Call text.

HOW TO SUBMIT AN APPLICATION TO FRRB

2. ONLINE REGISTRATION

Each application must be submitted via the "*Bandi online*" platform at the following web address:

<http://www.bandi.servizirl.it>

Only proposals received through the dedicated online platform will be considered eligible. Proposals received via post or e-mail will not be considered.

In order to submit a proposal, you will need to register to the online platform, and your registration must be validated by the system.

Early registration and submission to the "*Bandi online*" system is strongly recommended and should be done, as early as possible, in advance of the call deadline.

There are three possible alternative ways to access the online platform:

- via smartcard: in this case you need the Smart card reader, the CRS or CNS card with the pin code, and the "CrsManager" management system, available on the website <http://www.crs.regione.lombardia.it/>;
- via SPID: the user must already have SPID username and password, which allow access to all online services of the Public Administration. These credentials are issued by authorized subjects (identity providers), such as Aruba, Infocert, Poste, Sielte or Tim. For further information, please check the institutional website: <https://www.spid.gov.it/>;
- unique account credentials (username and password).

Once authenticated, the system opens a summary page.

Click on the tab "BANDI (Calls)" on the top of the page.

In the "search box", type FRRB and the system will suggest the "FRRB EARLY CAREER AWARD Call".

You can create as many proposals as you wish, but you will be able to submit only one proposal.

Once you have submitted your proposal, you will be able to download it from the platform.

3. TECHNICAL INFORMATION

The online platform "*Bandi online*" is organized in "modules" (please see paragraph 4).

Modules on the online platform as well as the attachments are in Italian, but the project proposal **must be completed in English**, unless differently specified.

The budget and the proposal forms are in English and must be completed in the same language, since an international panel of reviewers will evaluate them.

Drop down menu: by clicking on it, a selection of possible options will appear. Choose one of the proposed options.

Text boxes: you will find an indication of the maximum number of characters you can use, which is always intended spaces included. Text boxes can be enlarged or narrowed by dragging the right corner bottom of the box.

Asterisks: all fields marked with an asterisk are compulsory for the successful submission of the application.

Modules:

- Modules 1 to 3 contain information about the Principal Investigator (PI), the Host Institution and the scientific project. In module 4 you are asked to upload some compulsory attachments.

Modules 1 to 4 can be completed in any order. In case you change module without having completed all the fields, a pop-up window will appear with the following message: "*Non hai compilato correttamente tutti i campi richiesti. Cosa vuoi fare? Puoi ignorare questo messaggio oppure compilare i campi richiesti*" (You did not fill all requested fields. What do you want to do? Ignore this message or fill in the remaining fields).

You can choose either "*Compila i campi*" (fill the fields) or "*Ignora e continua*" (Ignore and continue). Choose "*Ignora e continua*" if you want to change module.

This pop-up window will appear every time you change module (from 1 to 4 or in reverse order).

Once modules 1 to 4 are completed, you can proceed to modules 5 and 6.

Before proceeding to module 5, please make sure the information you entered in modules 1-4 is correct and complete to the best of your knowledge.

Be aware: once you proceed to module 5, it will not be possible to go back to the previous modules to change the information entered in modules 1- 4.

- In module 5 you will find your "*Participation form*" that, after completing modules 1-4, must be downloaded, signed and uploaded on the platform.
- In module 6, to conclude the procedure, you are asked to pay online a stamp duty of euro 16,00 in order to successfully submit your request for funding.

All modules must be properly filled in order to submit your application. Once you have submitted your application you will not be able to modify it.

The button "*Salva bozza*" (save draft) allows you to save a draft of your application before submitting it; you will be able to recover and/or modify it at any time until you will finally submit your application.

The button "*Visualizza*" in module 5 and 6 will allow you to check your previous modules but only in a reading mode.

Once submitted, your application will be closed by the system. The system will send a confirmation email to the address indicated by the PI, containing an identification code.

The application requires the online completion of all modules as well as the upload of the proposal application form and relevant attachments.

The proposal forms and the attachment forms are available on the FRRB website (www.frrb.it/it/bando-giovani-early-career-award) and on the "*Bandi online*" platform.

The Call opens on December 2nd, at 10.00 a.m. and closes on January 31st 2020 at 5.00 p.m.
Proposals not submitted before the specified deadline in accordance to the above procedure will be disregarded. A wrong or incomplete application could cause the rejection of the entire proposal.

4. MODULES CONTENTS

4.1 Module 1: anagrafica ricercatore (researcher's anagraphical data)

In Module 1 you are asked to enter general information on the Principal Investigator (PI) and, if present, on the Co-Principal Investigator (Co-PI).

PRINCIPAL INVESTIGATOR

- **ID DOMANDA (proposal ID)**: this field is automatically filled with the ID number of your application;
- **Nome (name)**: this field is automatically filled with the name of the PI who enters the online platform with his/her credentials.
- **Cognome (surname)**: this field is automatically filled with the surname of the PI who enters the online platform with his/her credentials.
- **Data di nascita (date of birth)**: select your birth date by clicking on the calendar icon.
- **Luogo di nascita (place of birth)**: your city of birth.
- **Città di residenza (city of residence)**: your city of residence.
- **Indirizzo di residenza (address of residence)**: your residence' address.
- **Numero di telefono (fisso) (landline phone number)**: your landline phone number (if available).
- **Numero di telefono (cellulare) (mobile phone number)**: your mobile phone number.
- **E-mail**: your email address.

Co-PRINCIPAL INVESTIGATOR (not mandatory)

- **Nome (name)**: name of the Co-PI.
- **Cognome (surname)**: surname of the Co-PI.
- **Codice fiscale (fiscal code)**: fiscal code of the Co-PI.
- **Numero di telefono (fisso) (landline phone number)**: landline phone number (if available) of the Co-PI.
- **Numero di telefono (cellulare) (mobile phone number)**: mobile phone number of the Co-PI.
- **E-mail**: email address of the Co-PI.

In the following part of this module, the PI must declare to be in compliance with the eligibility criteria set by the Call.

"IL RICHIEDENTE CONSAPEVOLE DELLE SANZIONI PENALI PREVISTE DALL'ARTICOLO 76 DEL DECRETO DEL PRESIDENTE DELLA REPUBBLICA DEL 28 DICEMBRE 2000, NR. 445 PER LE IPOTESI DI FALSITA' IN ATTI E DICHIARAZIONI MENDACI, DICHIARA SOTTO LA PROPRIA RESPONSABILITA', AI SENSI DELL'ARTICOLO 46 E 47 DELLO STESSO DECRETO 445/00:

- *di aver conseguito il titolo di:*
 - o *Dottore di ricerca (PhD)*
 - o *Specializzazione medica (medical specialization)"*

Choose only one title. If you have both titles, click the one that is functional to your eligibility (see Call text paragraph "3.1. Caratteristiche del Giovane Ricercatore", or paragraph 2.2 for the English version of the Call text).

- **Indicare specializzazione/dottorato di ricerca (indicate specialization/PhD)**: insert the title of

your specialization or PhD.

- **Conseguita presso (which institution):** indicate the Institution which released your title.
- **Data (date):** insert the date when your specialization/PhD has been awarded by clicking the calendar icon.
- **All other questions:** you must tick "YES" to all other questions in order to be eligible.

According to the conditions of the Call, eligible career breaks that can be considered for the extension of the eligibility window, are:

- Maternity leave: up to a maximum of 18 months per child (before or after PhD award);
- Paternity: the effective period of paternity taken (for each child born before or after PhD award);
- Long- term illness (over 90 days for the Principal Investigator, after PhD award): the effective period of break taken for a severe illness.

All these circumstances need to be properly documented in case of funding.

In the following part of this module, the PI must declare if he/she can benefit of an extension of the eligibility period.

INFORMAZIONI AGGIUNTIVE (ADDITIONAL INFORMATION)

"Il sottoscritto chiede di voler usufruire di una estensione al periodo di eleggibilità indicato al paragrafo 3.1 del bando

- o *Si (yes)*
- o *No"*

You must tick SI (yes) if you have the right to extend your eligibility period, or NO (not), if you do not. If you choose SI, the system asks you to indicate:

- **Indicare il numero di giorni:** the number of days of extension of your eligibility period.
- **Indicare la motivazione:** the motivation of your extension of eligibility period.

4.2 Module 2: anagrafica Host Institution (Host Institution anagraphical data)

This Section gathers information about the Host Institution where the project will be implemented and that will eventually be the beneficiary of the funding.

DATI ENTE

- **Tipologia di Ente (type of Host Institution)**
 - o ASST
 - o IRCCS pubblico
 - o IRCCS privato

Choose the appropriate type of Host Institution.

According to the type of Host Institution you choose, a drop-down menu will appear, with a list of possible options.

SEDE OPERATIVA PRESSO CUI SARA' SVOLTO IL PROGETTO (operational Headquarters of the Host Institution)

- **Stato (country):** already filled with "Italy".
- **Provincia (province):** choose from the drop-down menu the province where the operational Headquarters of the Host Institution are located.

- **Comune (city)**: choose from the drop-down menu the city where the operational Headquarters of the Host Institution are located.
- **Indirizzo (address)**: the address where the operational Headquarters of the Host Institution are located.
- **CAP (ZIP code)**: the ZIP code of the city where the operational Headquarters of the Host Institution are located.

SEDE LEGALE (legal headquarters of the Host Institution)

- **Stato (country)**: already filled with "Italy".
- **Provincia (province)**: choose from the drop-down menu the province where the legal site of the Host Institution is located.
- **Comune (city)**: choose from the drop-down menu the city where the legal site of the Host Institution is located.
- **Indirizzo (address)**: the address where the legal site of the Host Institution is located.
- **CAP (ZIP code)**: the ZIP code of the city where the legal site of the Host Institution is located.

RAPPRESENTANTE LEGALE (legal representative of the Host Institution)

- **Codice fiscale (fiscal code)**: the fiscal code of the legal representative.
- **Cognome (surname)**: the surname of the legal representative.
- **Nome (name)**: the name of the legal representative.
- **E-mail**: the email address of the legal representative.
- **PEC (certified e-mail)**: the certified email address of the legal representative.

4.3 Module 3: progetto e budget (project information and budget)

This Section contains information about the project and the budget.

DATI PROGETTO (project information)

- **ID DOMANDA (proposal ID)**: this field is automatically filled with the ID number of your application;
- **Titolo del progetto (project title)**: enter the title of the project.
- **Acronimo (acronym)**: enter the acronym of the project.
- **Durata del progetto (project duration)**: this field is pre-filled with "36 months "
- **Breve riassunto divulgativo in italiano (max 1.000 caratteri) (short lay summary in Italian)**: a brief lay summary of the project in Italian. You can use maximum 1.000 characters including spaces. The system will inform you if you exceed the number of characters (Red box when you exceed 1.000 characters). Do not consider the 4.000 characters indicated in the box.
- **Short lay summary in English (max 1.000 characters)**: a brief lay summary of the project in English. You can use maximum 1.000 characters including spaces. The system will inform you if you exceed the number of characters (Red box when you exceed 1.000 characters). Do not consider the 4.000 characters indicated in the box.
Please note that in case your proposal is funded the summaries may be published.
- **Aree di intervento (research area)**: choose A, B or C. You can choose only one option.
- **Revisori scientifici con potenziale conflitto di interesse (da escludere) (scientific experts with potential conflict of interest to be excluded)**: insert the name of maximum two reviewers you may want to exclude from the revision process of your proposal, as they might have a conflict of interest. Please note that this field is not mandatory.

BUDGET

The duration of project is 3 years (36 months). You are asked to insert the budget per year. Choose the appropriate year from the list and fill the budget table. Once completed, click “*SALVA BUDGET*” (save budget).

For each single year, the eligible costs are the following:

Eligible direct costs

a) Personnel (A)

Please provide the total requested amount for personnel funding. In case of a private host institution (private I.R.C.C.S.), FRRB allows permanent and temporary staff costs. In case of ASST or public I.R.C.C.S., FRRB allows only unstructured staff hired for the project (i.e. PhD student, post-doc, technician, etc.).

For staff partially working on the project, monthly timesheets will be compulsory. The PI will be asked to justify in the annual report every staff change that will occur during the project implementation. The salary of the Principal Investigator is eligible.

Personnel costs should not exceed 50% of the total requested budget.

b) Travel costs (B)

These costs are related to travels of the PI or of his/her collaborators for purposes strictly related to the project.

Travel costs may include the following expenses:

- Transportation (train / plane / public transport/car, etc.);
- Accommodation;
- Meals.

They should not exceed 2% of the total requested budget.

c) Costs for participating in conferences, conferences, seminars and other training events related to the project (C)

These costs are related to registration fees connected to the participation in conferences, seminars or training courses strictly related to the project.

The costs for attending courses or conferences should not exceed 1% of the total requested budget.

d) Materials and supplies (D)

Reagents, antibodies, chemicals, cell culture media, consumables, lab materials (plasticware, glassware, etc.) are eligible and must be calculated according to the necessities of the project.

e) Equipment (E)

Purchasing of scientific equipment is eligible and the related costs can be inserted in the budget only for the time and amount used for the project.

Leasing costs are also eligible.

The relevant documentation (amortisation plan, invoices or quotation in case of purchase of new equipment, its percentage of use for the project) will be eventually requested at the full proposal stage.

f) Subcontracting (F)

Provision of external services are eligible depending on the need of the execution of the project. Although, as a general rule, the PI and the Beneficiary shall have the necessary resources to carry out the work, it is accepted that some parts of the work may be subcontracted. External services can be used to implement part of the work that the PI cannot carry out or because it is more efficient to use the services of an external providers.

It is compulsory to include under this category the cost for an audit certificate (eligible up to a maximum amount of € 8.000), requested by FRRB with the submission of the final cost statement. Subcontracting costs should not exceed 10% of the total requested budget.

g) Other direct costs (G)

In this cost category, different costs can be included: expenses for scientific publications in Open Access, transportation costs of samples and animals, software costs (eligible only if well justified).

Indirect costs (Overheads) (H):

Indirect costs are eligible and can be inserted in the budget. The general expenses incurred by the Host Institution, such as any administrative and general running costs, are included in this category.

Indirect costs are a flat rate of 20% of direct cost.

Subcontracting costs (F) must be excluded from this calculation.

Non-eligible costs

- a) Memberships and participation fees to Scientific Societies, subscriptions to scientific journals/periodicals;
- b) Rental of space or buildings;
- c) Maintenance costs for any machinery and scientific equipment;
- d) Purchase of ordinary scientific equipment such as freezers, incubators, hoods and their maintenance costs;
- e) Purchase of personal computer;
- f) Expenses related to medical tests or health services already reimbursed, according to Circolare 28/SAN issued on October 21st, 1996.

BUDGET TOTALE (total budget)

Once you have filled the budget of each single year, this section will be automatically filled with the total requested budget for each cost category.

The table also reports the total amount requested to FRRB.

The total budget must be compliant with the percentage limitations indicated in the Call text.

4.4 Module 4: allegati (attachments)

In this module you can download the attachment templates and upload the filled attachments in order to submit your application.

DOCUMENTI DA SCARICARE (attachments forms to be downloaded)

- Pre-proposal application form.
- Full proposal application form (available from May 2020)
- Allegato 1: Dichiarazione di svolgimento di attività non economica.
- Allegato 2: Dichiarazione di impegno da parte del soggetto beneficiario (Host Institution).

DOCUMENTI DA CARICARE (attachments to be uploaded)

- Pre-proposal application form (PDF format only).
- Allegato 1: Dichiarazione di svolgimento di attività non economica (every format except word format that is not admitted).
- Allegato 2: Dichiarazione di impegno da parte del soggetto beneficiario (Host Institution)

- (every format except word format that is not admitted).
- Copy of the identity card of the PI (PDF, JPEG, TIFF, PNG).
 - Copy of the identity card of the Legal Representative of the Host Institution (PDF, JPEG, TIFF, PNG).
 - Only in case the Host Institution is a private entity, copy of the current Statute (PDF format only).

ALTRI DOCUMENTI (OTHER DOCUMENTS)

In this section it is possible to upload any other useful document, such as collaboration letters. Please be aware that these documents will be sent to reviewers, but do not generate any additional score for the scientific revision.

To add a document click on the icon +.

Write the type of document you want to load (for example "Collaboration letter") and then proceed to upload the document. Once finished, click the button "SALVA ALTRI DOCUMENTI" (save documents).

Once the modules 1 to 4 are complete, you will be able to click the button "Vai Avanti" to proceed to module 5 and 6. In case of missing information in modules from 1 to 4, you will be alerted by the system.

This action is not reversible:

ATTENZIONE: procedendo alla sezione successiva non sarà più possibile modificare quanto finora inserito. Si prega pertanto di verificare la correttezza delle informazioni caricate.

WARNING: please check carefully that the information entered is complete before clicking on "Pagina successiva". Once you have clicked, it will be no longer possible to change the information entered so far.

4.5 Module 5: domanda di partecipazione (Participation form)

INFORMATIVA PRIVACY (privacy statement)

In order to submit your application, you must agree with the privacy statement. Please read them carefully and tick "SI" (yes) if you agree.

If you do not agree, you will not be able to submit your application.

DOMANDA DI PARTECIPAZIONE (participation form)

In this module, the system automatically generates a participation form containing the information entered in the previous modules.

This document must be downloaded, signed by the PI, and re-uploaded (PDF file only).

Once completed, click the button "VAI AL BOLLO" (proceed to stamp duty payment).

4.6 Module 6: informazioni di pagamento (stamp duty payment)

In order to submit your application, you are asked to pay a stamp duty of €16.00, according to D.P.R. 642/1972.

The payment can be done online only. The system will automatically redirect you to the Banca Intesa platform.

In order to proceed, you must click “PAGA BOLLO (*pay stamp duty*)”.

Once completed the payment, you will finally be able to click the “INVIA (*submit*)” button.

You will finally receive an email with the following indication:

“Oggetto (object): Bando FRRB EARLY CAREER AWARD domanda presentata (Call FRRB EARLY CAREER AWARD proposal submitted).”

Email: La domanda ID xxxx è stata correttamente presentata in data gg/mese/anno (the proposal ID xxxx was successfully submitted on day/month/year).”

5. ATTACHMENTS

5.1 PRE-PROPOSAL APPLICATION FORM

The pre-proposal application form can be downloaded from FRRB website (www.frrb.it/it/bando-giovani-early-career-award), or directly from the “Bandi online” platform (www.bandiservizirl.it).

This form contains the project pre-proposal that will be evaluated by scientific reviewers; evaluations will be performed according to the criteria explained in the Call text and on an independence, impartiality and confidentiality basis.

- The pre-proposal application form **MUST BE** written in English.
- The font used **MUST BE** Times New Roman, 11.pt, line spacing 1.
- The pre-proposal form **MUST BE** uploaded as a PDF file.
- Each section has a maximum number of pages. Text, figures and any other content beyond indicated number of pages **WILL NOT BE CONSIDERED**.

Any proposal submitted using a different template from the one provided will be automatically disregarded.

The pre-proposal application form is divided in 3 sections:

1. General information
2. Project description
3. Principal Investigator (PI)

1. General information

The maximum length of this section must be **1 page**.

1.1 Project title: indicate the title of the project.

1.2 Acronym: indicate the acronym of the project (maximum 15 characters spaces included).

1.3 Research Area: choose only one of the three research areas by ticking the corresponding box.

Consider that the research area is essential for the correct allocation of the project to the scientific reviewer.

1.4 Keywords: choose a maximum of three keywords. Keywords are essential for the correct allocation of the project to the right reviewer.

1.5 Total requested budget: insert the total budget requested to FRRB.

1.6 Scientific abstract: an abstract of your project of maximum 1.200 characters, including spaces.

The abstract is intended for specialized readers.

2. Project description

The maximum length of this section is **2 pages**.

2.1 Research hypothesis: briefly explain your project hypothesis by using a maximum of 1.000 characters, including spaces.

2.2 Innovation potential in Precision Medicine: FRRB has a strong commitment in funding projects aimed at developing precision medicine approaches. Explain the innovation potential of your project in this context by using a maximum of 1.000 characters, including spaces.

2.3 Preliminary data: explain the data you already obtained that represent the scientific basis of your project by using a maximum of 2.000 characters, including spaces. Do not include tables and figures at this step.

2.4 Experimental plan: explain how you will develop your project by describing all the different experimental steps. Use maximum 2.500 characters, including spaces.

3. Principal Investigator (PI)

The maximum length of this section must be **2 pages**.

FRRB is an equal opportunity funding agency. All applicants will be evaluated without attention to race, colour, religion, sex, sexual orientation, gender, national origin, physical or mental disability. In order to avoid any involuntary discrimination about sex and gender of the applicants, you are strongly recommended not to use your first and last name in this pre-proposal form.

3.1 Curriculum vitae (CV) of the PI: the CV section is composed by three subsections structured as follows:

3.1.1 Education: list your degrees starting from the University degree, in chronological order, using this format →

Example:

2008 – Degree in Biology – University of Milan

2010 – Master degree in molecular medicine – University of Milan

2013 – PhD in experimental pathology – University of Milano Bicocca

3.1.2 Job experiences: list your job experiences starting from the most recent and up to the PhD or the medical specialization period, using this format →

Example:

2016-2019 – senior post doc – Institut Pasteur – Paris, France

2014-2016 – post-doc – IRCCS Policlinico of Milan, Milan, Italy

2010-2013 – PhD student – University of Milano Bicocca, Milan, Italy

3.1.3 Publications: list a maximum of 10 of the most relevant publications, listed in chronological order. To fill the table use font Times New Roman, 9 pt.

3.2 PI's biographical sketch: scientific reviewers will evaluate the PI according to the parameters indicated in the Call text. One of these parameters is "To what extent the PI shows potential to conduct the research project in a creative and independent way?". In this section, you should explain your main achievements. Use a maximum of 2.000 characters, including spaces.

5.2 FULL PROPOSAL APPLICATION FORM

The full proposal application form can be downloaded from FRRB website (www.frrb.it/it/bando-giovani-early-career-award), or directly from the “Bandi online” platform (www.bandiservizi.it).

This form contains the project full proposal that will be evaluated by scientific reviewers; evaluations will be performed according to the criteria explained in the Call text and on an independence, impartiality and confidentiality basis.

- The full proposal application form **MUST BE** written in English.
- The font used **MUST BE** Times New Roman, 11.pt, line spacing 1.
- The full proposal form **MUST BE** uploaded as a PDF file.
- Each section has a defined length. Text, figures and any other content beyond indicated length **WILL NOT BE CONSIDERED**.

Any proposal submitted using a different template from the one provided will be automatically disregarded.

The full proposal application form is divided in 4 sections:

1. General information
2. Project description
3. Research team, infrastructures and project management
4. Budget

1. GENERAL INFORMATION

The maximum length of this section must be **1 page**.

Information in this section must be reported as in the pre-proposal form.

1.1 Project title: indicate the title of the project.

1.2 Acronym: indicate the acronym of the project (maximum 15 characters, spaces included).

1.3 Project ID: insert here the ID number generated by the system when you submitted the pre-proposal

1.4 Research Area: choose only one of the 3 research areas by ticking the corresponding box. Consider that the research area is essential for the correct allocation of the project to the scientific reviewer.

1.5 Keywords: choose a maximum of 3 keywords. Keywords are essential for the correct allocation of the project to the right reviewer.

1.6 Total requested budget: insert the total budget requested to FRRB.

1.7 Scientific abstract: an abstract of your project of maximum 1200 characters, including spaces. The abstract is intended for specialized readers.

2. PROJECT DESCRIPTION

The maximum length of this section is **reported in each box**.

2.1 Background: explain the state of the art of the research you intend to develop by using a maximum of 5.000 characters, including spaces.

2.2 Preliminary data: explain the preliminary data you have in support of your hypothesis by using a maximum of 5.000 characters, including spaces.

2.3 Figures and tables: insert figures and tables in support of your preliminary data by using maximum one page.

2.4 Research hypothesis and research aims: explain your experimental hypothesis and the aims of your project. Use maximum 3.000 characters, including spaces.

2.5 Experimental plan (work packages): describe your experimental plan dividing it into work packages by using a maximum of 10.000 characters including spaces.

2.6 GANNT chart: the GANNT chart must include the work packages described in paragraph 2.5 and their duration.

See example below.

	months																														
WP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1																															
2																															
3																															
...																															

2.7 List of deliverables: complete the table by inserting the name of the deliverable and the month in which you foresee to achieve it. All deliverables must be numbered as in the example (do not insert sub-numbers like 1.1 or 3.2 etc.).

2.8 Impact of the research, advancement beyond the state of the art, innovation potential in Precision Medicine: explain the advancements your research could provide in the field and describe how these advancements would impact on precision medicine approaches.

2.9 Dissemination of results: describe your dissemination plan: how would you inform scientific community and lay public about your research? You should describe dissemination activities towards experts as well as towards lay public, including citizens, patients and patient organizations, if applicable.

2.10 Description of RRI principles with particular reference to gender issues: RRI principles are the following: public engagement, Open access, gender equality, science education, ethics, and governance (https://ec.europa.eu/research/swafs/pdf/pub_rri/KI0214595ENC.pdf). Describe how you plan to involve society in your research. FRRB is particularly committed in the process of achieving gender equality in research. Describe how you will approach gender issues in your research, from a social aspect (gender balance in research team and in your Institution, etc.) as well as gender balance in your scientific approach. Do not forget to justify in your project proposal your choices about sex of the experimental samples.

2.11 Ethics: fill the table by indicating whether your research involve human material and/or research animals. Indicate whether you will need an approval from the ethics committee (human and/or animal) in order to perform your research.

2.12 Bibliography: list a maximum of 10 publications that you have cited in your project proposal (paragraphs from 2.1 to 2.5).

3. RESEARCH TEAM, INFRASTRUCTURES AND PROJECT MANAGEMENT

The maximum length of this section is **reported in each box**.

3.1 Team members: FRRB is an equal opportunity funding agency. All applicants will be evaluated without attention to race, colour, religion, sex, sexual orientation, gender, national origin, physical or mental disability. In order to avoid any involuntary discrimination, please, indicate only the SURNAME and first initial of the name of each research team member.

Fill the table by indicating every person who will be included in your team by describing the role in the project and person months he/she will dedicate to the project. Take into account also researchers responsible of facilities or technicians employed by the institution.

3.2 Infrastructures: provide a description of the infrastructures made available by the Host Institution. This includes any scientific facilities (cytometry, microscopy, animal facility, etc.) that will enable you to perform your research project, as well as administrative offices like grant office or other facilities that will help you administrate your grant.

3.3 Project management: provide a description of how you will manage the project. This includes any type of interaction with other scientists (in your Institution or in others), organization of meetings, journal clubs or similar activities. Also, describe here how you would manage the project in case of scientific difficulties (non-confirmed hypothesis, unavailability of reagents, etc.) or other type of pitfalls and caveats.

3. BUDGET

The maximum length of this section is **reported in each box**.

4.1 Budget justifications: please provide a detailed scientific justification of each item inserted in the project budget. Specify also to which project year the item cost refers.

4.2 Budget changes between pre-proposal and full proposal, if any: please provide justifications of any changes inserted in the full proposal form compared to the initial proposed budget (pre-proposal form), if any.

4.3 Other funding of the PI: Insert in the table any ongoing funding of the PI.

5.3 ALLEGATO 1: DICHIARAZIONE DI SVOLGIMENTO DI ATTIVITA' NON ECONOMICA AI SENSI DELLE NORME IN MATERIA DI AIUTI DI STATO - Attachment 1

The Host Institution declares that in the implementation of the project proposal only non-economic activities will be performed.

5.4 ALLEGATO 2: DICHIARAZIONE DI IMPEGNO DA PARTE DEL SOGGETTO BENEFICIARIO (HOST INSTITUTION) – Attachment 2

With this declaration the Legal representative of the Host Institution express its commitment to allow the PI to:

- implement the research project in complete scientific autonomy as Principal Investigator, adopting the most appropriate decisions regarding the budget, in compliance with the funding rules adopted by FRRB;
- autonomously coordinate the team members' activities;
- independently publish as senior author and corresponding author and indicate as co-authors only those who actually contributed substantially to the project;
- be recognized by the Host Institution as (Junior) Principal Investigator with an independent research line and through the dissemination channels provided (institutional website, newsletter, etc.);
- have access to adequate tools, facilities and spaces (laboratory, office) for the whole duration of the project;
- benefit from scientific and administrative assistance from senior colleagues and qualified staff;
- benefit from adequate economic, social security and insurance treatment for the whole duration of the project.