



Call for SPECIAL PROJECT 2017: ASBESTOS RELATED DISEASES

Guidelines for submission

Deadline: 05.00 pm, March 30th, 2018

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1. FRAMEWORK

This document is an operational guide to help the applicants filling the SPECIAL PROJECT 2017: ASBESTOS RELATED DISEASES submission in the framework of the Call launched by the Regional Foundation for Biomedical Research (FRRB). Before start filling the application, please, read carefully the Full Call text.

HOW TO SUBMIT AN APPLICATION TO FRRB

2. GENERAL INFORMATION

2.1 Online Registration

Application forms for "SPECIAL PROJECT 2017: ASBESTOS RELATED DISEASES" must be completed online at the following URL:

<http://frrb.sinapto.net>

- The first time you visit the page you will be asked to register and create your personal account by clicking on "Create account". You will receive an e-mail at the address indicated in the Registration Form to confirm your account. The system will grant you a temporary password giving you access to the application form. Once you log in, you will be asked to change your password. Please note that this is the only account, which allows you to modify the proposal. Therefore, the name used for the registration, MUST be the name of the Principal Investigator (PI). Please do not enter multiple registrations at the same name.
- In case, after you have registered, you forgot/lost your password, you can retrieve it by clicking the "Forgot your password?" button. Enter your username and you will receive an automatic e-mail to the address used for the registration containing your new password. Once you have logged in, the system will ask you to change it.
- In case you lost both username and password, please contact FRRB Offices by sending an email to: bandi@frrb.it.

Once you log in with your new password, choose *EDIT GRANT*.

Please, read the following information in order to fill properly the online application form. An accurate application will facilitate the review process. A wrong or incomplete application could cause the rejection of the proposal.

2.2 Instructions for completing the Application form

The Application Form is organized into "Sections" that can be completed in any order: remember

to click "Save changes" button each time you move from a section to another in order to save the data already inserted in it. If you save your changes, you will be able to recover and/or modify the inserted data at any time until you finally submit your application.

At any time, even if the application is not completed, you will be able to download a PDF of your draft application by clicking on the "Download Proposal" button located at the upper right side of the page.

In the "Submit" section you can check the status of each section of your application.

Green tick means that all the required information are present.

Red tick means that some informations are still missing.

Before clicking the "Submit" button please verify that:

- All sections are complete (green ticks);
- All required documents have been correctly signed and uploaded;
- You have downloaded the last PDF version of the project and verified that all informations are correct.

Once you press the "Submit" button, you will be asked to confirm your submission by clicking the "Confirm Submit" button.

The form will be then formally closed by the system. An automatic message will appear acknowledging that you have correctly completed your application. At any time you will be able to download the PDF of your submitted application by logging in at <http://frb.sinapto.net>.

Once you have submitted your Application you will not be able to modify it.

As stated in the Call text, all applications must be submitted by the indicated deadline **(05.00 pm, March 30th, 2018)**.

3. TECHNICAL INFORMATION

The Application Form is composed of ten sections that the PI of the Coordinating Institution will have to fill in on behalf of the entire Partnership. An accurate application will facilitate the review process.

A wrong or incomplete application could cause the rejection of the entire proposal.

Use only English language (apart from the fields where the Italian language is expressly requested), since projects will be evaluated by an International Panel of reviewers.

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 required for the successful submission of the application.

4. SECTION CONTENTS

4.1 SECTION: GENERAL INFORMATION

This Section gives brief general information about the project proposal:

- **Project title**: title in English;
- **Titolo del progetto**: title in Italian;
- **Acronym**: it should recall the title or the topic of the project;
- **Number of partners (other than the Coordinator)**: the partnership must be composed from a minimum of 3 Institutions to a maximum of 5 institutions; notice that the Coordinator is not included here, so the partners can be either 2, 3 or 4.
- **Type of Research of the coordinator Institution**: only Fundamental research is allowed for this call.
- **Keywords**: add 3 keywords; please, try to choose them accurately as they will be used to associate your project to the proper reviewers.
- **Project duration**: 36 months (not adjustable);
- **Amount requested (€)**: enter the total financial amount requested to FRRB which, according to the Call text, can be of a maximum of € 1.500.000,00. Please enter values without dots or commas.

For the COORDINATOR as well as for each PARTNER, you will be asked to complete the following information:

- **Principal Investigator**: name and surname of the PI;
- **Host Institution**: the place where the PI of the Coordinating/Partner institution will perform its activities;

- **Type of Institution:** choose one of the proposed options from the drop down menu; please note that the COORDINATOR can only be an ASST or a Public or Private I.R.C.C.S., whereas the PARTNERS can be also Universities and/or Research Organizations.

4.2 SECTION I: PROJECT INFORMATION

This Section gathers technical and scientific information about the project:

- **Scientific abstract:** provide a concise explanation of the project, explaining how the project will have an impact on the scientific community;
- **Scientific background:** explain the state of the art, which allows you to introduce the topic of your project;
- **Preliminary data and rationale of the project:** describe the preliminary data that allow you to formulate a hypothesis for the development of the project;
- **Coherence to the Call:** explain how the project answers to the Call topic. Please refer to the Call Text Chapter 1 ("*Finalità e obiettivi*");
- **Experimental design:** list Work Packages (WPs), define specific Aims for each WP, and describe: a) the experimental design, b) expected results, c) possible problems and solutions, d) statistical analysis and e) deliverables for each Aim, according to the following structure:

Work package 1	Aim 1	Experimental design Expected results Problems and solutions Statistical analysis List of deliverables
	Aim 2	Experimental design
Work package 2	Aim 1

- **Milestones of the project:** list the key points of the project. They could correspond to the obtainment of a group of deliverables or just one deliverable;
- **Impact on the SSN and/or patients:** describe how the discoveries associated to the project could be useful for patients and for the local and global health system;
- **Innovative and translational aspects:** describe what are the innovative key points of the project compared to what has been published, and how this will have an impact on the health system, particularly in the Lombardy region;
- **References:** insert a maximum of 30 references. If using EndNote, choose the "Nature" format;
- **Dissemination plan:** explain how you plan to communicate the results of your research, what kind of dissemination strategy you will choose and which tools you will use. The dissemination plan should be described according to the following aspects: a) dissemination addressed to the scientific community; b) dissemination addressed to the general public and stakeholders. Clearly indicate if you will rely on a subcontract for the dissemination activities;

- **RRI principles:** describe how the project meets the Responsible Research and Innovation principles by referring to the 6 key components of RRI (*governance, public engagement, open access, gender, ethics and science education*), as described in the Call Text Chapter 1 (*"Finalità e Obiettivi"*);
- **Figures (including figure legends), tables and pictures (zip, max 5MB):** upload a PDF file named "**project acronym_figures**".
- **Ethical issues (zip, max 5MB):** download the PDF form from the link, fill and re-upload it. Please make sure to rename the file as follows "**project acronym_ethics**".

4.3 SECTION II: WORK PLAN

Section II.1: Work Packages

- **Number of Work Packages:** insert the number of WPs foreseen for the research project. The system will create a section for each Work Package (WP).

Work Package 1

- **Title:** insert the title of the Work Package;
- **Start date and end date:** insert months of start and end of the WP;
- **WP1: list aims and describe the infrastructures where the aims will be accomplished:** list the aims of the WP and describe the laboratories and facilities available for their development;
- **Role and contribution of the partners in the project:** describe the role of each partner in the project, and what the single partner will do;
- **Partner synergies and complementarities:** describe how the partnership has been defined, why a partner has been chosen and how it will contribute to the project development.

Insert the same information for each planned Work Package (WP2, WP3, etc.).

Section II.2: GANTT Chart

The GANTT Chart, a graphic report of activities chronology for each WP, will be automatically generated with the information entered in the Work Packages Section once you click on the "Save Changes" button.

Section II.3: List of deliverables per month

Fill the table with the information required. The list of deliverables must coincide with the ones listed in the *Experimental Design (Section I: Project Information)*.

Please note that this is an editable table, use the menu on the top of the table to add columns or lines.

4.4 SECTION III: BUDGET

This section gathers all the project financial information related to the whole partnership and the single host institutions. Each proponent has to provide detailed justifications for each cost category. The financial commitment for each partner should be proportional to its role in the project as specified in Section II.

Please note that an evaluation of budget information will be done during the review process in order to judge its consistency with the activities described in the scientific project.

For more information about the eligible and non-eligible costs as per FRRB rules, please read carefully the document "*Linee guida per la rendicontazione delle spese ammissibili*" available at the following link: www.frb.regione.lombardia.it (Section "*Bandi per il finanziamento alla ricerca biomedical/Bandi aperti*").

Overall budget table

- **Requested to FRRB:** this table has to be filled with the project total costs for each eligible cost category and each partner. When filling it, please pay attention to the percentage limit established for some cost categories. For more information also refer to the Call Text (Chapter 7 "*Spese ammissibili e soglie massime di ammissibilità*").
- **Overall budget:** in this box insert the total budget requested to FRRB for the entire Partnership. This figure must correspond to the amount inserted in the Section "*General information*" (*Amount requested*).
- **Other funds:** only in case the proposed project is already supported by other grants choose "yes" from the drop down menu and describe them in the box.

Section III.2 Cost Justification

This section must be filled with the detailed budget information of every partner of the proposed research project, starting from the budget information related to the Coordinating Institution:

- **Cost justification – Coordinator/Partner - Requested to FRRB:** budget table with the information of every Partner, starting from the Coordinator of the project.

Eligible costs

Direct costs

a) Personnel

The information related to personnel costs must be inserted in two different tables:

- in the first table (*Personnel table*) list the units of personnel employed in the project and the costs requested to FRRB. Please provide, for each of them, the following information: name and job title, related WP(s), months of employment, average cost per month and the total requested amount to FRRB;
- in the second table (*Personnel table - other personnel working on the project on other funds*) list the units of personnel working on the project but paid by other funds. Pay attention to include in this table also the Principal Investigator whose salary is NOT eligible for funding according to FRRB rules. Fill this table with the following information: name, job title, total months of employment in the project and by whom its salary is granted.

In case of a private host institution, FRRB allows structured and unstructured 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 partly working on the project, monthly timesheets will be compulsory.

The PI will be asked to report every staff change that will occur during the project implementation.

b) Travel costs

The information related to travel costs strictly related to the project may include the following expenses:

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

- Conference Fees.

In the descriptive table, please illustrate and explain the costs foreseen under this cost category.

c) Materials and supplies

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

In the descriptive table, please illustrate and justify the costs foreseen under this cost category.

d) Equipment

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.

Equipment costs (on hire or eligible amortisation rate) are eligible up to a maximum of 20% of direct costs. It is compulsory to upload in the section "VIII Attachments" the relevant documentation (amortisation plan, invoices or quotation in case of purchase of new equipment, its percentage of use for the project).

In the descriptive table, please illustrate and justify the costs foreseen under this cost category.

e) Subcontracting

Provision of external services are eligible costs depending on the need of the execution of the project. Subcontracting costs can be requested up to a maximum of 20% of direct costs.

In the descriptive table, please illustrate and justify the costs foreseen under this cost category.

f) Other direct costs

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

In the descriptive table, please illustrate and justify the costs foreseen under this cost category.

g) Indirect costs (Overheads):

Indirect costs are eligible and can be inserted in the budget. The general expenses incurred by the Host Institution, including any administrative and running costs, are included in this category. Indirect costs are calculated as a flat rate of 20% of direct cost.

Subcontracting costs are excluded from this calculation.

Non-eligible costs

- Salary of the Principal Investigator of each Partner of the network;
- Memberships and participation fees to Scientific Societies, subscriptions to scientific journals/periodicals;
- Rental of space or buildings;
- Maintenance costs for any machinery and scientific equipment;
- Purchase of ordinary scientific equipment such as freezers, incubators, hoods and their maintenance costs;
- Purchase of personal computer;
- Self invoicing or invoicing among the Institutions involved in the same project network;
- Expenses related to medical tests or health services already reimbursed according to Circolare 28/SAN issued on October 21st, 1996.

4.5 SECTION IV: RESEARCH TEAM

After declaring that the Host Institution of the Coordinator is an eligible Institution choosing your answer from the drop down list, please complete the following information for the COORDINATOR as well as for each PARTNER of the network:

- **I declare that the Host Institution is an eligible subject:** choose YES or NO (if you choose NO, you cannot submit your project);
- **Principal Investigator:** fill all requested information (name, surname, title, etc.);
- **Legal Representative:** fill all requested information about the Legal Representative of the institution where the Principal Investigator will perform its research activities (name, surname, phone number, PEC email, etc.);
- **Host Institution:** fill all requested information (name, address, etc.);
- **CV and relevant research experience of the PI:** provide the Curriculum vitae of the Principal Investigator of the Coordinating institution and of the partners in the project, following the scheme here below:

Name:

Surname:

Actual position:

Expertise/field of research:

Number of publications, total number of citations, and H-index (Scopus):

Education:

1990: PhD in Pathology

1985: Degree in biology

...

Research experiences:

1991-1995: Professor at Institut Curie, Paris

1995-ongoing: Scientific director of...

...

Honours:

2000: Nobel Prize

...

- **Research team members:** list the team members involved in the project and briefly describe their expertise;
- **Selected publications:** fill the boxes with:
 - the five most recent publications;
 - the five publications with the highest impact factor;
 - the five publications most relevant to the project;
- **Patents owned (if any):** list patents owned (if any).

4.6 SECTION V: LAY SUMMARY

- **Lay summary (in English and Italian):** please write a summary of the project using a language, which could be comprehensible also for non-researchers. In case the project proposal will be funded this text will be used by FRRB for communication purposes.

4.7 SECTION VI: REVISION PROCESS

- **Proposed reviewers – First:** fill the requested fields with the name of a reviewer you wish to suggest for project revision;
- **Proposed reviewers – Second:** fill the requested fields with the name of a second reviewer you wish to suggest for project revision;
- **Undesirable reviewer (Name and contact details):** fill the requested fields with the name of a reviewer you would like to exclude from the revision process of your project proposal adding the reasons of your request.

4.8 SECTION VII: PRIVACY STATEMENT

In this Section the PI and the Legal Representative of the Host Institution authorize FRRB to use personal data. Unauthorized proposals are not eligible and cannot undergo the review process. It is then compulsory to read and provide your authorization choosing "YES" from the drop down menu if you agree with the privacy statement (according to D.Lgs. 30 giugno 2003 n. 196, art. 13).

4.9 SECTION VIII: ATTACHMENTS

Upload a PDF file for each requested document listed in the sections concerning the COORDINATOR or the PARTNERS. Please carefully read the information provided in the Call Text, Chapter 10 ("*Presentazione delle domande*").

Each file could not exceed 5 MB.

Please note that in the section "*Altro*" it will be possible to upload any relevant and useful information concerning the proposed project (for example letters of collaborations,...). In case you wish to upload more than one document in the section "*Altro*", you must create one single PDF file containing all documents. Please, rename the files you upload in this way: "**project acronym_....**".

4.10 SUBMIT

Once you have clicked the "*Submit*" button, an automatic alert will inform you about the completeness of the Application. If it is complete, you can confirm the submission and the form will be then formally closed by the system. An automatic message will acknowledge you that the Application submission is completed.

FOR ANY FURTHER INFORMATION, PLEASE CONTACT: bandi@frb.it.