**The ASAP Collaborative Research Network**

Pre-proposal Instructions and Requirements

Please review the instructions below before you log in to the online Grant Portal. Please refer to page two for additional instructions on how to set up an account. Applications will only be accepted through the Grant Portal.

All pre-proposals are treated with confidentiality by ASAP, its collaborators, and reviewers. All pre-proposals received in response to this ASAP RFA will be subjected to review and only applicants whose pre-proposals are determined to best fit criteria as defined in the RFA will be invited to submit full applications. In order to expedite the pre-proposal review process, written critiques will not be provided to applicants who are not invited to the full application stage.

**Online Application Form**

Complete the online application form with the following information:

* Coordinating Principal Investigator (PI) Contact Information (*Institution, Mailing Address, Email, Phone*)
* Co-Investigators (Co-I) *(Institution; Mailing Address; Email; Phone)*
* Project Description (see page 3 for description)

**Pre-proposal Template PDF to be Uploaded Separately**

Complete the attached pre-proposal template and upload the following sections as a one PDF document:

* Team summary (see pages 4-6 for instructions and template)
* Preliminary data and figures (optional, to be included as an additional page if desired)
* Letter of Commitment (signed by all Key Personnel)

**Please Note:**

* Symbols do not transfer correctly to our online system. Please make sure to spell out any symbols (e.g., alpha-synuclein) in your online form.
* Please type your login email address correctly, otherwise you may not receive important information regarding your submission or be able to access your account.
* Once you begin an online application, you may save and return to it before final submission. When ready, please click ‘submit’ to ensure that your submission is delivered promptly to ASAP.
* A notice of proposal receipt is automatically sent by email upon online submission**. If this automatic notification is not received within one hour of submission, please contact ASAP admin at** **grants@parkinsonsroadmap.org** **to check on the status of your proposal.** You should also expect an email within one week of the submission deadline notifying you of administrative review status.

**ASAP Collaborative Network Grant Portal Registration Guide**

ASAP is leveraging The Michael J. Fox Foundation’s (MJFF) grants infrastructure for this initiative. All pre-proposals must be submitted through the [MJFF Grant Portal](https://mjff.smartsimple.com/welcome/asap).



**GETTING STARTED – NEW USERS**

If you have never applied to an MJFF RFA, click the “Register Here” button.

1. Search for your organization in the “Organization Name” field. If your organization is not found, click “Add New Organization” and complete the organization information.
2. Complete the “Contact Information” fields. Be sure to use an active email address.
3. Click the “Submit” button.
4. You will receive an email to the provided email address.
5. Follow the instructions in that email to set a password and log in to the Grant Portal.

**GETTING STARTED – RETURNING USERS**

If you have applied to an MJFF RFA in the past, click the “Returning User” button.

1. Input the email address associated with your MJFF account.
2. If the email you entered is in our system, you will receive an email instructing you to reset your password and log in to the Grant Portal.
3. If you do not receive an email, you may try a different email address. If you still do not receive an email, please register as a new user.

**Questions?**

Email grants@parkinsonsroadmap.org for assistance.

**The ASAP Collaborative Research Network**

Pre-proposal Template

*Please use the following template to create an executive summary of your experimental plan, research impact, and team makeup. Upload a PDF copy with your online submission. Text should be no smaller than 10-pt font and should not exceed three pages. One additional page of relevant preliminary data cited in the proposal may be included.* ***Delete the instructional text after each header and in each table below to save space.***

## Project Description

This portion is to be completed online and is only included here for reference.

|  |  |
| --- | --- |
| Project Title |  |
| Project Summary*100 words maximum* | Provide a lay level summary of your proposed research project. |
| Scientific Goals & Strategy*500 words maximum* | Describe the central question that your project seeks to address and the methods that will be used to interrogate your hypotheses. Describe human cell lines, biospecimens and/or whole-animal models you will use and what features you will measure. Provide information (references, rationale, or preliminary data) to justify your selected experimental model(s)/paradigm(s). Describe research tool and animal model availability and status (e.g., MJFF Tools Catalog, breeding programs, tool compounds, viral vector generation). If using genetic methods, indicate the approach (e.g., siRNA, viral vector overexpression, knockdown). If using single cell analyses, indicate type and rationale for use (e.g., scRNAseq, snRNAseq, ATAQseq, etc.) If using pharmacological methods, provide information on the intended molecular target and readout to indicate the ability of the compound to reach and engage the target *in vivo*.  |
| Relevant Research Theme | Biology of PD-associated Genes, Neuro-immune Interactions, or Both |
| Statement of Impact and Alignment with ASAP Initiative Goals*100 words maximum* | Explain how the proposed work will advance our mechanistic understanding of contributing (patho)-physiological processes underlying disease initiation and/or progression. Describe what unique value your proposed research will add to the field that does not already exist, and further, how this proposed research aligns with the ASAP Initiative goals and scientific focus areas. |

### Future Human Biosample Use – INFORMATIONAL

MJFF makes data and biospecimens available from select Parkinson’s studies for discovery and validation research. Should your team desire to use this resource for your studies, a formal request must be included at the full proposal stage. For reference, visit the [MJFF inventory catalog](file:///C%3A%5CUsers%5Ceriley%5CDesktop%5CTO%20DO%20%40%20HOME_May%202017%5C00%20-%20PD%20Phase%203%5C3%20-%20ASAP%20Collab%20Pillar%5C1%20-%20ASAP%20RFA%20Planning%202019%5CPre-proposal%20-%20Working%20Drafts_RD3%5Cmjffbiobank.org) in advance to determine which biospecimen resource is right for your research.

### Figures and Related Data – OPTIONAL

Applicants are allowed no more than one (1) additional page of relevant preliminary data/figures. Please note that this optional data **must** be clearly referenced in the project summary and/or scientific goals and strategy. If used, this optional page must be included within the pre-proposal PDF template.

## The PDF template begins here. Please remember to d*elete the instructional text after each header and in each table below to save space.*

## Team Summary

Each team should consist of three to five members, including a Coordinating Principal Investigator (PI) and up to four additional Co-Investigators (Co-Is). There must be a minimum of two (2), but no more than five (5) participating institutions. We require each Team to consist of at least one early career investigator, within one (1) to seven (7) years of their first independent appointment, in the position of Co-I, and for there to be at least two different disciplines represented on each team. These requirements must be clearly articulated in the sections below. Please be mindful to delete rows that are not applicable to your team. Also, remove the instructional text under the header above and in each table below to save space.

Successful teams will demonstrate the following:

* History of collaboration between at least two members of the team
* Diverse expertise represented across all members of the team

### Team Members

*List the team members according to their role on the team.*

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Investigator Name | Institution/Company | ORCID |
| Coordinating Lead PI |  |  | If you do not yet have the ORCID persistent digital identifier, visit <https://orcid.org/> to create one and complete your profile. |
| Co-I |  |  |  |
| Co-I |  |  |  |
| Co-I |  |  |  |
| Co-I |  |  |  |

*Please indicate which team member(s) satisfies the designation of early career investigator.*

Name: Click here to enter text.

Start Date for First Independent Appointment: Click here to enter a date.

Number of Years in First Independent Appointment: Click here to enter text.

### Expertise

*Describe the expertise that each investigator brings to the team (100 words max per investigator).*

|  |  |
| --- | --- |
| Investigator Name | Expertise |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Resources

*Describe the resources that each investigator has at their disposal to bring to the team (100 words max per investigator).*

|  |  |
| --- | --- |
| Investigator Name | Available Resources |
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|  |  |
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### Collaboration History

*ASAP believes that collaborative behaviors engender insights and methods that transcend the disciplines represented in the network. Please answer the questions below regarding collaborative activity of all the team members.*

1. *Describe past and/or present collaborative projects amongst the team investigators and your respective role in the collaboration (100 words max)*

|  |
| --- |
|  |

1. *List up to five publications and/or presentations resulting from the above described collaborative work. Please provide available hyperlinks and PMIDs to referenced work.*

|  |
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|  |

### Scholastic Service

*ASAP values connectedness within the research community and contribution to the growth of an investigator’s respective field as evidenced by the indicators below.*

**Conference Leadership & Editorial Boards**

*For applicable team members, prioritize a list of five (5) top examples of conference leadership for which the team member has served as an organizer or session chair in the past five years. Further, include five (5) select examples of editorial board service.*

|  |  |  |
| --- | --- | --- |
| Investigator Name | Select Conference Examples | Editorial Boards |
|  | List the top five (5) conference/session names of highest priority to you; separate entries with semicolons to conserve space. | List top five (5) editorial board service examples. e.g., Journal, role served, years of service in that role; insert next example; and so on. |
|  |  |  |
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**Professional Scientific Societies, Research Grant-making/Patient Foundations, & Academic Institutions**

*For applicable team members, list leadership roles at or advisory service provided to a professional scientific society, nonprofit research grant-making/patient foundation, and/or academic institution within the past ten years.*

|  |  |
| --- | --- |
| Investigator Name | Society/Foundation/Institution |
|  | Society/Foundation name, position, years of service in that position |
|  |  |
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### Open Science Practices

*Open science practices have been shown to accelerate research and maximize reproducibility and impact. Please answer the questions below pertaining to open science practices adhered to within the past five years across all members of your team:*

* **Open Access Journals:** Please indicate what percentage of each team member’s manuscripts were published in an open access format in the past five years.

Click here to enter text.

* **Open Access Pre-print Servers:** Has any team member submitted methodologies, protocols, software and/or other tools to open access repositories? If so, please indicate which ones (e.g., protocols.io, bio-protocol)

Click here to enter text.

* **Preprints:** Has any team member submitted preprints to bioRxiv or any other repository in the past five years? Check all that apply.

[ ]  completed articles (pre-peer review)

[ ]  accepted manuscripts (pre-publication)

[ ]  incremental findings including datasets

[ ]  null results

* **Datasets:** Has any team member submitted full, accessible datasets with your research output (i.e., metadata, documentation, and intended computational use cases, as appropriate) in the past five years? If so, please indicate where.

Click here to enter text.

**Perspective:** *Based on your experience with collaborative teams and open science practices, what are your primary recommendations regarding organizational structure, modes of communication, incentives or removal of disincentives, to promote innovation and transformative discovery on this project (100 words max)?*

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