The ASAP Collaborative Research Network

CRN 2025 RFA | Technical Track

# Letter of Intent (LOI) 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 under the ASAP Collaborative Network Grant Portal Registration Guide section. Applications will only be accepted through the MJFF Grant Portal.

**Online Application Form**

Complete the online application form with the following information:

* **Project Information & Description tab:** Please enter basic information about your proposed project, including title, project duration, abstract, and project description (see page 3 for description).
* **Team Information tab:** Please fill in required information for the Coordinating Lead PI, including [ORCID](https://orcid.org/). For each Co-Investigator listed, you will need to note their first and last name, institution, position title, email, role on the project, career stage, and ORCID.
* **Project proposal Template:** Complete the LOI template below (see page 3 for template) and upload as a pdf.
	+ Team summary (see pages 5-7 for instructions and template)
	+ Preliminary data and figures (optional, to be included as an additional page if desired)
	+ Letter of Commitment Template (signed by all Core Leadership members) (see page 8 for template)
	+ Institution Letter of Acknowledgement and Agreement Template (signed by an authorized representative of the Technology Transfer Office and/or other necessary department of all Core Leadership members) (see page 8-10 for template)
* **Confirmation tab:** Please confirm your submission and input your initials.

**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. You can access it through your portal homepage under “Applications in Progress.” When ready to submit, please click “Submit” at the bottom of the application to ensure that your submission is delivered promptly to ASAP/MJFF.
* A notice of LOI 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 LOI.** You should also expect an email within two weeks of the submission deadline notifying you of administrative review status.

# MJFF Grant Portal Registration Guide

ASAP is leveraging The Michael J. Fox Foundation’s (MJFF) grants infrastructure for this initiative. All LOIs must be submitted through the [MJFF Grant Portal.](https://grants.michaeljfox.org/s_Login.jsp)



If you have never previously applied to an ASAP or 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.



If you have applied to an ASAP or MJFF RFA in the past, log in using your email and the password created for your account.

1. If you forgot your password, click “Forgot Password?”. An email will be sent instructing you to reset your password.

**2.** **Questions?** Email grants@parkinsonsroadmap.org for assistance.

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## LOI 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 five (5) pages, not including the Letter of Commitment. 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

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

| Project Title |  |
| --- | --- |
| Project Summary*100 words maximum* | Provide a lay level summary of your proposed research project. |
| Scientific Goals & Strategy that highlight the (1) Tool Generation, (2) Tool Validation, and (3) Tool Distribution approach for the targets selected *1000 words maximum* | Provide a clear overview of the reagents/models being developed within your project. * **Tool Generation:** Describe the specific reagents/models proposed, clearly indicating which targets you have selected. Describe the technical basis of the reagents/models and please provide information (references, rationale, or preliminary data) to justify the selected design.
* **Tool Validation:** Describe how the reagents/models proposed will be thoroughly validated and characterized to ensure quality and performance characteristics are well understood. Include information on the validation process including the stage at which the reagents/models are characterized and the controls that will be used.
* **Tool Distribution:** Describe the mechanism by which the resulting reagents/models will be made available to the research community. Please provide links to relevant webpages for the repository or academic core represented by the Core/Repository Co-Investigator.
 |
| Relevant Research Theme | **Technical Track** |
| Targets Selected |

| * **CLN5**
 | * **HLA-DRB5**
 | * **RIMS2**
 |
| --- | --- | --- |
| * **CLU**
 | * **ITSN1**
 | * **STING1**
 |
| * **CTSB**
 | * **LRP1**
 | * **SYNJ1**
 |
| * **DNAJC6**
 | * **PARK7**
 | * **TREM2**
 |
| * **FBXO7**
 | * **PGK1**
 | * **USP30**
 |
| * **GBA1LP**
 | * **PLA2G15**
 | * **VPS13C**
 |
| * **GPNMB**
 | * **PSMF1**
 |  |

 |
| Statement of Impact and Alignment with ASAP Initiative Goals*500 words maximum* | * Explain how the proposed work will provide the necessary reagents/models to advance our understanding of the selected targets and ultimately elucidate the biological relevance or therapeutic potential of the selected targets.
* Describe what unique value your proposed reagents/models will add to the field over what already exists, and further, how this proposed research aligns with the ASAP Initiative goals and scientific focus areas.
 |

## Team Summary

Collaboration is core to the ASAP mission and therefore a central feature of the CRN. To foster successful coordination and cohesion, teams should be made up of a group of Core Leadership representatives of between two (2) and five (5) collaborators responsible for co-leading & executing the proposed work. A Coordinating Lead PI will assume primary responsibility for submitting the proposal (on behalf of Core Leadership) and will act as administrative contact between ASAP and all other PIs on the application. All Core Leadership except for the Core/Repository Co-Investigator must commit to a minimum allocation of 0.25 (25%) of their time and effort. For a more detailed description of ASAP Team roles and a summary of Institutional and Core Leadership eligibility criteria, please see the corresponding [ASAP CRN 2025 Team Application & Budget Guidelines](https://docs.google.com/document/d/1m5urBySfepo65JoNHlfwrwyyAcl2eLAr/edit?usp=sharing&ouid=113908440192602252378&rtpof=true&sd=true) document.

To ensure open access of the tools developed within this program, the Technical Track has the unique requirement that one Core Leadership Co-Investigator (Core/Repository Co-Investigator) must be a representative from a commercial repository or academic core that has existing infrastructure, ability, and commitment to licensing and commercializing the resulting models/reagents generated within the program according to the following principles:

* Available to non-profit and for-profit researchers at commercially reasonable prices
* No additional licensing requirements for for-profit researcher access
* Global distribution
* Reagents/models easily findable on repository/core website with simple request/order processes (online click-to-order commercial platforms preferred)

For a more detailed description of ASAP Team roles and a summary of Institutional and Core Leadership eligibility criteria, please see the corresponding ASAP Team Application & Budget Guidelines document.

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. This table should match the table submitted in the online application.*

| 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. |
| Core/Repository Co-Investigator |  |  |  |
| Co-I |  |  |  |
| Co-I |  |  |  |
| Co-I |  |  |  |

### Expertise

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

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

### Resources

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

| Investigator Name | Available Resources |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### 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 proposed team investigators and your respective role in the collaboration (100 words max)*

|  |
| --- |

1. *List up to five publications, grant awards, and/or presentations resulting from the above described collaborative work. Provide hyperlinks and PMIDs to referenced work.*

|  |
| --- |

### Open Science Practices

*Open science practices have been shown to accelerate research and maximize reproducibility and impact. A key component of the Technical Track is related to methods and tool/resource sharing. Please answer the questions below pertaining to open science practices related to methodology and tool sharing adhered to within the past five years across all members of your team:*

* **Open Access Protocols:** Has any team member submitted methodologies or protocols to open access repositories? If so, please indicate which ones (e.g., protocols.io, bio-protocol). Provide up to one applicable example per investigator.

| Investigator Name | Protocol |
| --- | --- |
|  | Share Methodology and link  |
|  |  |
|  |  |
|  |  |
|  |  |

* **Tool/Resource Sharing**: Please indicate the extent through which each team member has participated in the open sharing of reagents/models (either via a contractual MTA, distribution through their institution’s cores/repositories, or licensing with a third party for commercial distribution). Please provide some examples of reagents/models that have successfully been shared and the mechanism through which they were shared (e.g. MTA/Institution/Third Party) align with link if applicable.

| Investigator Name | Reagent/Model Shared and Mechanism of Sharing |
| --- | --- |
|  | Reagent/model name, share via MTA/Institution/Third Party, link if available |
|  |  |
|  |  |
|  |  |
|  |  |

**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)?*

|  |
| --- |

### Planned 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 approval prior to the project start date. For reference, visit the [MJFF catalog](https://mjffbiobank.org/#!/biospecimens-and-data) in advance to determine which biospecimen resource may be suitable 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 LOI PDF template.

## Letter of Commitment

*This letter is to confirm the commitment to form a multidisciplinary research team between the following individuals on the LOI entitled* [Insert Project Title] *submitted to the Aligning Science Across Parkinson’s Collaborative Research Network. All individuals named and who sign below commit to the responsibilities and tasks associated with them, as detailed in the LOI.*

| Name | role on proposal | signature | date |
| --- | --- | --- | --- |
|  | Coordinating Lead PI |  |  |
|  | Core/Repository Co-Investigator |  |  |
|  | Co-Investigator |  |  |
|  | Co-Investigator |  |  |
|  | Co-Investigator |  |  |

##

## Institution Letter of Acknowledgement

*This letter confirms that the individual applicants and [name of institution or commercial repository /academic core partner] (the “Institution”, including its Technology Transfer Office, and/or any other necessary department within Institution), agrees to the following resource sharing requirement that also will be included within the agreement that Institution and the individual applicants must sign, if the application entitled [Insert Project Title] submitted by the below collaborative team is selected for funding by the Aligning Science Across Parkinson’s Collaborative Research Network:*

*“As MJFF is a public charity, research conducted with funds from MJFF (“Research”) must be conducted in the public interest. MJFF acknowledges that discoveries, inventions and any other intellectual property rights made by researchers under its sponsorship are the property of those conducting and responsible for the Research.*

*Notwithstanding the foregoing, you agree to make all tools, models, and reagents (i) funded by and (ii) that result from MJFF awarded projects (collectively, the “Results”) readily available to the community for research purposes within 90 days after expiration of the Award. You agree that you will transfer Results and required methods and technology to replicate Results to the commercial repository or academic core partner (“Core/Repository Co-Investigator”) within your team to make the Results readily available to scientific researchers, whether such researchers are employed by or affiliated with non-profit institutions or for-profit companies (collectively known as “Recipients”), for research and other disease-related purposes, which may include testing or development of inventions or technologies which such Recipients own or to which they have rights to commercialize, but will not include any rights to commercialize the Results, or improvements, modifications or derivatives of the Results, or incorporate Results directly into Recipient inventions or technologies. You agree that you will cooperate and collaborate with the Core/Repository Co-Investigator to deposit the Results for the purposes identified herein and that there shall be no additional payment to you to send the Results to the Core/Repository Co-Investigator. In addition, the same price for the Results shall be charged to all Recipients whether they are employed or affiliated with non-profit institutions or for-profit companies.*

*You may negotiate with the Core/Repository Co-Investigator to receive royalties from sales of the Results which shall be no greater than 5% of the amount charged to the Recipient to purchase the Results from the Core/Repository Co-Investigator. However, Recipients of the Results shall not be required to obtain any license from you in order to access or use the Results they receive from the Core/Repository Co-Investigator.*

*By signing this Agreement, you and Institution are confirming that you are not aware of any requirements that would prohibit, delay, or restrict your ability to share your Results, including requirements of third-party collaborators or companies with which you are affiliated, and you also confirm that you will perform reasonable diligence and obtain rights to use any intellectual property or other licenses necessary to create the Results in a way that allows the Core/Repository Co-Investigator to facilitate distribution of the Results as set forth herein.”*

If the Institution(s) and the individual applicants are not able to agree to the foregoing and ensure that the resource sharing requirement will be effectuated if the application is selected for funding, an application should not be submitted.

|  | Coordinating Lead PI | Core/Repository Co-Investigator | Co-Investigator | Co-Investigator | Co-Investigator |
| --- | --- | --- | --- | --- | --- |
| Institution Name |  |  |  |  |  |
| Investigator Name |  |  |  |  |  |
| Investigator Signature and Date  |  |  |  |  |  |
| Institution Representative Name and Title |  |  |  |  |  |
| Institution Representative Signature and Date |  |  |  |  |  |