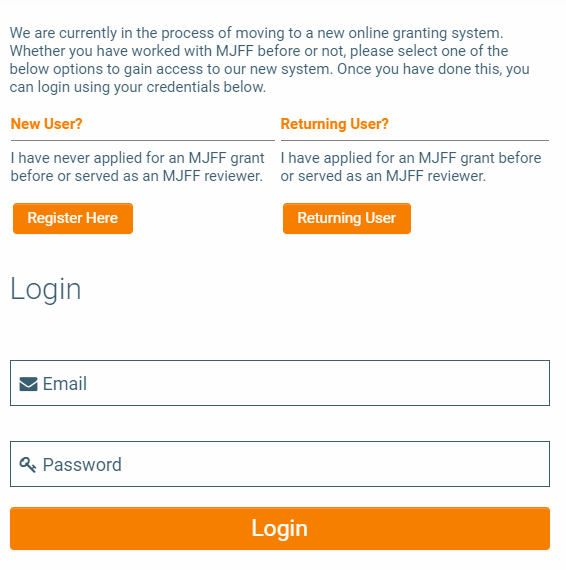
2021 FUNDING Programs

Analysis of Patient-Reported Outcomes from Fox Insight

THE MICHAEL J. FOX FOUNDATION GRANT PORTAL REGISTRATION GUIDE

All pre-proposals must be submitted through the new [MJFF Grant Portal](https://mjff.smartsimple.com/s_Login.jsp).



**Getting Started: New Users**

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

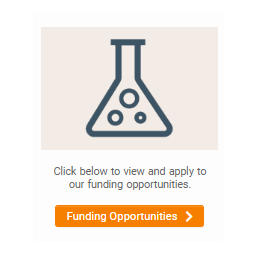
1. Search for your organization in the Organization Name field. If your organization is not found, click Add New Organization and complete the organization registration.
2. Complete the Contact Information fields. Be sure to use an active email address.
3. Click the Submit button.
4. You will receive 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.

Once you have logged in to the MJFF Grant Portal, click the Funding Opportunities button to view open funding opportunities. Select Analysis of Patient-Reported Outcomes from Fox Insight 2021 RFA and proceed to start your pre-proposal.



**Changing Your Organization**

You can access your profile and information by clicking on your initial on the top right of the page and then selecting My Profile. If you notice your organization is incorrect you may request an organization change by following the below steps:

1. Navigate to the Organization Change Request tab in your profile.



1. Check the Request a Change to Primary Organization or Associated Organization checkbox.
2. After reading the instructions on the page and determining your change type, select the appropriate option from the Change Type drop down menu.
3. Search for the new organization in the Organization search bar. If it does not currently exist in our database, click the Add Organization if Not Found Above button and follow the steps to register the new organization.
4. In the Notes/Description box, please briefly explain the need for the change.
5. Click the Request Organization Change button at the bottom of the page.



You can begin an application before the organization change is made. Once you request an organization change, a member of MJFF staff will promptly review your request and send you a confirmation email.

Pre-Proposal Instructions and Requirements

Please review the instructions below before you log in to the MJFF Grant Portal. Applications will only be accepted through the MJFF Grant Portal.

All pre-proposals are treated with confidentiality by The Michael J. Fox Foundation (MJFF) and our reviewers. All pre-proposals received in response to MJFF RFAs 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 for those not invited to the full application stage.

**Online Application Form**

Complete the online application tabs with the following information:

* Project Information & Description tab: Please enter basic information about your proposed project, including title, project duration, and abstract.
* Team Information tab: Please fill in required information for the Principal Investigator, including ORCID, and add other members of the team (including Co-Principal Investigators, Consultants, etc.) For each team member 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 tab: Complete the pre-proposal template below and upload as a PDF document. In the Confirmation section of the Project Proposal Template tab, please confirm your submission and input your initials.

**Please Note**

* Symbols do not transfer correctly to our online system. Spell out any symbols (e.g., alpha-synuclein) in your online form.
* 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 MJFF.

A notice of proposal receipt is automatically sent by email upon online submission**. If you do not receive this automatic notification within one hour of submission, please contact MJFF at** [grants@michaeljfox.org](mailto:grants@michaeljfox.org) **to check on the status of your proposal.**

2021 FUNDING Programs

Analysis of Patient-Reported Outcomes from Fox Insight Research Study

#### pre-proposal template

*Please use the following template to create an executive summary of your experimental plan and upload a PDF copy with your online submission. Text should be no smaller than 11-pt font and should not exceed* ***2 pages, inclusive of preliminary data****. References are optional and may be included within the two-page template; delete the instructional text in each box below to save space.*

Principal Investigator:

Institution/Company:

Project Title:

|  |  |
| --- | --- |
| HYPOTHESIS | Explain the research aims including the scientific rationale supporting this study. |
| SCALES AND QUESTIONNAIRES | Please describe the Fox Insight assessments/scales/questionnaires to be used in the proposed analyses and how they relate to the research aims. |
| RATIONALE/VALIDATION HISTORY | Describe any previous research supporting the proposed topic and analyses. |
| ANALYSIS PLAN | Describe the study design and specific plan for the project, including a timeline. Include sufficient detail of study methods (e.g., specify methods, instruments and variables of interest, statistical analyses) to ensure that reviewers can evaluate your strategy without referring to extensive external sources of information. If using supplementary datasets, please indicate your access to additional datasets. Please include preliminary data on the topic when possible. |
| IMPACT | Indicate how the proposed project will improve understanding of Parkinson’s with particular emphasis on how this work will inform therapeutic development, care delivery, and/or public policy. |