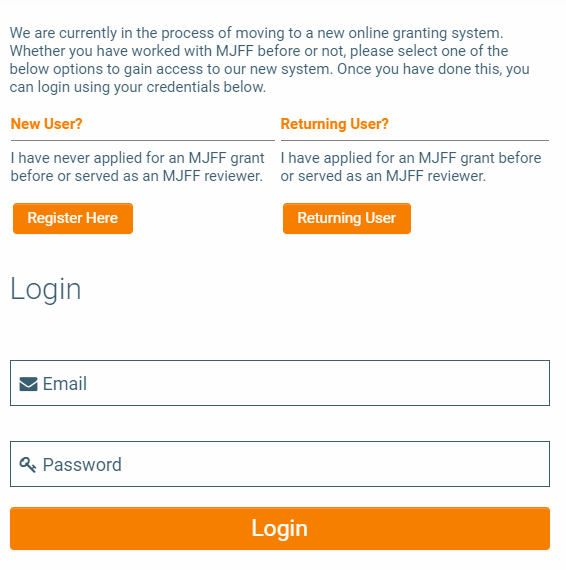
FALL 2021 Funding Program

Promoting Diversity, Equity and Inclusion in Parkinson’s Disease research: (DEI-PD)

The Michael J. Fox Foundation Grant Portal Registration Guide

All pre-proposals must be submitted through the [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.

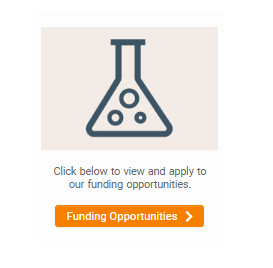
1. Search for your organization in the “Organization Name” field. If your organization is not found, click “Add New Organization” and complete the organization registration.
2. Complete the “Contact Information” fields. Be sure to use an active email address.
3. Click the “Submit” button.
4. You will 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 “Fall 2021 RFA: Promoting Diversity, Equity and Inclusion in Parkinson's Disease Research (DEI-PD)” and proceed to start your pre-proposal.



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 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. On this tab you will also need to include a statement on how you have addressed diversity, equity, and inclusion within your team.
* Pre-Proposal Template tab: Complete the pre-proposal template below and upload as a pdf document.
* Confirmation 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.
* MJFF requires that the Principal Investigator be the primary applicant (i.e. the person who initiates and takes primary responsibility for the application). All application-related correspondence will be sent to the Principal Investigator.
* 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.**

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#### pre-proposal template

*Please use the following template to create an executive summary of your project 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:

☐ **I am interested in collaborating with the** [**Global Parkinson’s Genetics Program (GP2)**](https://parkinsonsroadmap.org/gp2/) **on genetic studies of my chosen cohort(s), and agree to my pre-proposal being shared with GP2 scientific leadership for review. (If yes, please download and complete the separate GP2 Interest Pre-proposal Form.) (Note, checking this box does not require you to enter into a collaboration with GP2.)**

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| UNDERREPRESENTED GROUP(S) PROPOSED FOR STUDY | What underrepresented group(s) do you propose to work with in the study? Briefly described the general level of knowledge around this group or groups and Parkinson’s. |
| STUDY FOCUS | Describe the aspect(s) of Parkinson’s disease that you propose to study in the selected population(s), and provide a rationale for this focus. |
| PROJECT PLAN | Describe the study design and specific plan for the project, including a timeline. Please indicate your access to selected cohorts and/or datasets. Include sufficient detail of study methods (e.g., specify survey/assessment instruments, recruitment plans) to ensure that reviewers can evaluate your strategy without referring to extensive external sources of information and include preliminary data from other studies, if possible. |
| COMMUNITY/GROUP PARTNERSHIPS | Briefly describe any prior work and/or relationship with the underrepresented groups proposed for study. Please highlight if and how you plan to involve community members in the project. |
| IMPACT | Indicate how the proposed project will improve our understanding of Parkinson’s in the groups proposed for study, and Parkinson’s disease overall. If applicable, how could the outcomes from this project inform interventional programs in the community and future studies on these groups? |