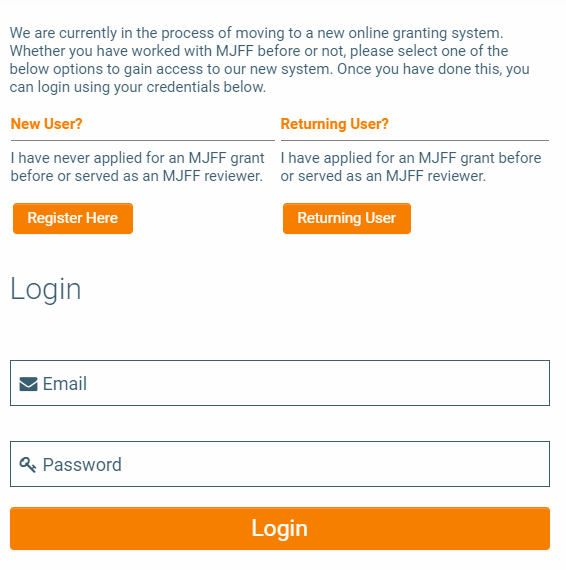
FALL 2020 FUNDING Programs

investigating environmental factors that increase the risk for Parkinson’s disease

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.

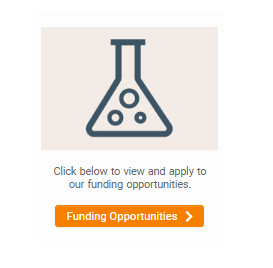
1. Search for your organization in the “Organization Name” field. If your organization is not found, click “Add New Organization” and complete the organization registration.
2. Complete the “Contact Information” fields. Be sure to use an active email address.
3. Click the “Submit” button.
4. You will 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 “Environmental Factors Fall 2020 RFA” 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.
* 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.
* 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.** You should also expect an email within one week of the submission deadline notifying you of administrative review status.

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#### 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:

|  |  |
| --- | --- |
| EPIDEMIOLOGICAL TARGET(S)/PATHWAY(S) | Explain the specific environmental factors you propose to investigate and the scientific rationale supporting this study. |
| RATIONALE/VALIDATION HISTORY | Describe any previous research supporting that the factors are linked to risk of PD. Inclusion of pilot data is strongly advised. |
| EXPERIMENTAL PLAN AND RESOURCE AVAILABILITY | Describe the study design and specific plan for the project, including a timeline. Please indicate your access to datasets. Include sufficient detail of study methods (e.g., specify sample matrix, assay measurements, statistical analyses including power calculation) to ensure that reviewers can evaluate your strategy without referring to extensive external sources of information and include preliminary data from human samples, if possible. |
| IMPACT | Indicate how the proposed project will improve our understanding of the role of specific risk factors in PD. Particular emphasis should be placed on how this work could inform efforts to reduce or prevent such exposures in order to reduce the risk of PD. |