

Proposal template

This document is both a template and instructions. You may delete the instructional text to save space and enter your content directly underneath the narrative headings, unless specified otherwise.

APPLICATION INFORMATION

PRINCIPAL INVESTIGATORClick here to enter text.

INSTITUTIONClick here to enter text.

PROJECT TITLEClick here to enter text.

APPLICATION CHECKLIST

### PROJECT PROPOSAL

Please combine the following three bulleted sections as **one** pdf document and upload in the Project Proposal Template tab of the online application.

* Scientific Narrative section (required)
* Budget Narrative section (required)
* Supporting Materials section (recommended)

PROJECT DETAILS AND STUDY BUDGET

* + - * Lay Abstract – Please complete the Lay Abstract Template located in the Full Application Materials and upload as a Word document to the Project Details and Study Budget tab on the online application. Only one lay abstract is needed per proposal.
      * Study Budget – Complete the Budget Template located in the Full Application Materials and upload as an Excel spreadsheet to the Project Details and Study Budget tab on the online application. If applicable, you may utilize the Year 3 column on the budget Excel spreadsheet. Refer to the first tab of the Excel template for budget instructions and guidance or read the [MJFF Key Personnel and Budget Guidelines](https://michaeljfox.box.com/s/4h52p8ev65fvagcrqpjitszkx2f7iuh1). Please ensure you do not enter or change formulas in the Excel template.

PRINCIPAL INVESTIGATOR AND KEY PERSONNEL DOCUMENTS

When completing the online application, you will also be prompted to upload documents under both the Principal Investigator tab and the Key Personnel tabs. Please refer to the [MJFF Key Personnel and Budget Guidelines](https://michaeljfox.app.box.com/s/4h52p8ev65fvagcrqpjitszkx2f7iuh1), specifically the Key Personnel Matrix section, for how MJFF defines various roles and the requirements that must be submitted for each.

* NIH Biographical Sketches – Required for all Key Personnel. Please use the NIH template located in the Full Application Materials. Please limit your Biographical Sketches to five pages and upload as a pdf.
* MJFF Researcher Bio – Required for the Principal Investigator and Co-Principal Investigators. Please use the template located in the Full Applications Materials, combine into a single document, and upload to the Principal Investigator tab on the online application.
* Letters of Collaboration – Fill out the MJFF Letter of Collaboration template provided in the Full Application Materials and upload as a pdf to the online application. Please refer to the MJFF Key Personnel and Budget Guidelines, specifically the Key Personnel Matrix section, for how MJFF defines various roles and the requirements that must be submitted for each. Please note that the MJFF template covers IP Acknowledgement.

ATTACHMENTS

When completing the application form, you will be prompted to upload additional documents on the final Attachments tab. Providing this information does not guarantee that MJFF will fund the proposed project, as each full proposal undergoes a review process. All documents must be in English.

* Administrative Form – Please fill out one pdf form per institution that will be receiving funds directly through MJFF, if awarded. Please refer to the MJFF Key Personnel and Budget Guidelines to determine how many forms are needed. Please note the following:
  + Tax ID: required for U.S.-based institutions only
  + Remittance email address: an email address where payment remittance emails should be sent
  + Administrative contact: please provide a press contact, administrative contact (e.g., Grant Manager, contact in Office of Sponsored Research or Grants & Contracts office), and a Technology Transfer Office (or equivalent office) contact, if applicable.
* Bank Letter – Please obtain a letter from your bank, on bank letterhead, clearly stating your institution name and account details, which may include (but are not limited to) account name, account number, and ABA routing number or Swift code. Bank letters must be in English. If a bank letter in English is not available, please provide a notarized cover sheet to the non-English bank letter in which you translate the bank details. If you are an individual located in the United States and receiving funds to your personal bank account, you may provide a scanned copy of a canceled check in lieu of a bank letter.
* W8 or W9 – According to the Internal Revenue Service (IRS) regulations, The Michael J. Fox Foundation is required to issue 1099 forms. In order to accurately prepare these forms, we require a W9 for each U.S.-based institution or individual that will receive funds directly from MJFF and a W8 for each non-U.S.-based institution or individual that will receive funds directly from MJFF. Failure to provide one of the forms may result in the delay of future payments.
* Institutional Approval – Fill out the MJFF template and upload as a pdf to the online application form. Please refer to the MJFF Key Personnel and Budget Guidelines to determine how many institutional approvals are needed. Principal Investigators cannot act as the authorized signer of the institutional approval. The application can be authorized by an official of the institution, (e.g., Office of Sponsored Research or Office of Grants & Contracts), but NOT the Chairperson or Head of Department. A CEO, CFO or legal advisor may serve as the authorized signer of the institutional approval for for-profit applicants.
* Ethical Approval Letters if currently available (and applicable) – If research is exempted from formal ethics review, please provide an official document confirming exemption. If awarded, please note that NO payments will be made until these approval documents have been received.
* Letter of Intent from Drug Suppliers (if applicable) – Please provide a letter of support from the company supplying and packaging your drug product.
* Copies of Relevant FDA Meeting Minutes or May Proceed Letter (if applicable) – If your project requires IND, please provide any associated correspondence or meeting minutes from the regulatory authorities.
* Financial Documents (only applicable for for-profit institutions)
  + Most recent audited statement such as income statement and balance sheet.
  + Business Plan Summary – Include an abstract of your company’s overall business plan and how it relates to the proposed research plan.
  + Management and Ownership Summary – Please list your company’s officers and

company shareholders with ownership greater than 10 percent. Please include a short biography (one-page maximum) for each listed individual.

* + Patent and License Information for All Technologies Relevant to the Proposed Research Plan – Please explain any limitations or payment requirements, which could impact the use of the research project going forward.
  + Company Contribution to Proposed Project – Include an abstract of your company’s contributions to the research project including financial and non-financial resources.

General FORMATTING GUIDELINES

* Use letter-size pages (8.5 x 11 inches)
* Minimum of one-inch margins on the top, bottom, and both sides of every page
* 11-point font

Scientific narrative

**REQUIRED CONTENT** – Please see instructional text under each narrative heading and enter your text directly on this template. You may delete instructional text, but all narrative headings must be completed for review.

6-page limit total, to include:

* Project Goal
* Study Plan
* Project Timeline and Milestones

In addition, you may add up to 2 pages of Literature Citations (not included in the 6-page limit noted above).

PROJECT GOAL

* Please provide a concise (approx. 250-word) statement describing your approach developing a selective alpha-synuclein PET tracer.

STUDY PLAN

* Summary – Please provide a clear and detailed summary of the tracer development plan, including any plans for screening, *in vitro* and *in vivo* testing, and criteria for compound selection and optimal tracer properties.
  + Provide information about the compounds/libraries you are working with and any preliminary data you have generated.
* Methods & Study Design – Describe the study design and specific plan for the project, including a clear timeline. If proposing use of samples, please indicate whether you have access to these samples. Include enough detail about study methods (e.g., assay platforms, statistical analyses, software programs) to ensure that scientific reviewers can evaluate your strategy without referring to extensive external sources of information. Discuss potential outcomes and challenges.
  + Include information about the current stage of development and brief details on hit identification, hit-to-lead, PK/PD, and lead optimization, depending on the current status the project. Summarize any *in vitro* or *in vivo* testing done to date. Please include sufficient information about the compounds, including details on their properties, that you are working with to enable a thorough review. Compound structures are encouraged though not required.
* Sample Size Calculation – Please include power calculations to justify proposed sample size when appropriate.

### PROJECT TIMELINE AND MILESTONES

### Funds awarded by MJFF are to be used solely for the project and are conditioned on your meeting certain milestones and deliverables. Please provide a timeline of concise, actionable milestones and their estimated completion dates demarcated in separate milestone periods. For example, list what you hope to achieve within 3 or 6 months. Please include any relevant go/no-go decision points.

LITERATURE CITATIONS

You may use number formatting to reduce word count if necessary.

budget narrative

The Study Budget will be uploaded as an Excel spreadsheet on the online application. Please refer to the MJFF Budget template within the Full Application Materials.

BUDGET JUSTIFICATION

Provide a brief description of the role and responsibility(s) of each Key Personnel on the project. Also include justification of key budget items, specifying their relevance to the project (for example, recruitment and retention costs, etc.).

OTHER FUNDING SOURCES

Required for the Principal Investigator(s). Include both current and pending funding sources. For each grant, include the title, a brief abstract, annual amount of grant, funding period, and percentage effort of the investigator. Applicants whose total time commitment exceeds 100 percent must explain in detail. Specifically state whether there is scientific overlap with the current application; and where there is overlap, please explain. If an individual has no other funding (current or pending), a statement should be included to specify this.

Supporting materials - OPTIONAL

FIGURES AND/OR PHOTOGRAPHS

You may insert one additional page of figures, photographs or other supporting data.

RELEVANT ARTICLES

You may insert highly relevant articles referenced in the scientific narrative that are published or “in press” at the time of application submission.