



THE MICHAEL J. FOX FOUNDATION
FOR PARKINSON'S RESEARCH

Request for Applications

**Pre-Proposal
Submission
Instructions**



GRANT PORTAL REGISTRATION

All pre-proposals must be submitted through the [MJFF Grant Portal](#).

Login

Email

Password

Login

Forgot Password?

New User? Register Here

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.

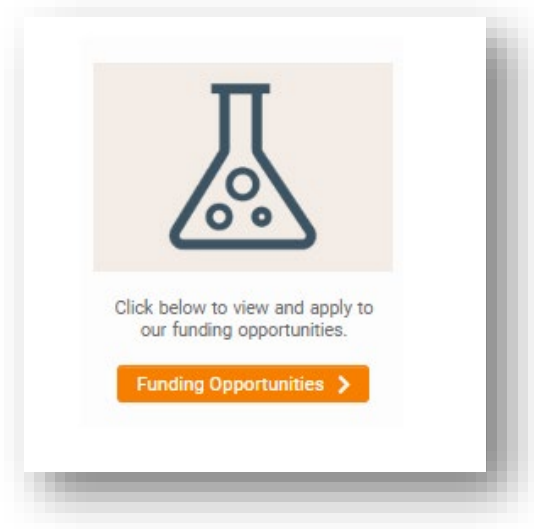
Getting Started: Returning Users

If you have applied to an MJFF RFA in our new Grant Portal, enter your login credentials. If you need to reset your password, click the Forgot Password button.



Starting Your Application

Once you have logged in to the MJFF Grant Portal, click the Funding Opportunities button to view open funding opportunities



Select the program in which you intend to apply and start your pre-proposal.

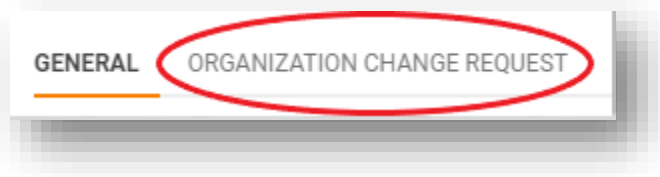


Verifying Your Organization

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.



2. Check the Request a Change to Primary Organization or Associated Organization checkbox.
3. After reading the instructions on the page and determining your change type, select the appropriate option from the Change Type drop down menu.
4. 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. Please enter new organizations in English.
5. In the Notes/Description box, please briefly explain the need for the change.
6. Click the Request Organization Change button at the bottom of the page.



➡ Request Organization Change

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 Requirements

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 core 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. In this section, you will also be asked to provide a brief statement on the steps your team has taken to achieve diversity, equity, and inclusion.

Project Proposal Template tab

Complete the pre-proposal template provided and upload as a PDF document.

In the Confirmation section of the Project Proposal Template tab, please confirm your submission by signing your initials. By initialing in this section, you are providing your electronic signature verifying that all information is correct and accurate.



Pre-Proposal Information

Confidentiality

All pre-proposals are treated with confidentiality by The Michael J. Fox Foundation (MJFF) and our reviewers. All pre-proposals received will be subject to review. Only pre-proposals determined to best fit the criteria of the program will be invited to submit full applications. After pre-proposal review, full application invitations will be communicated via email. In order to expedite the pre-proposal review process, written critiques will not be provided for those not invited to the full application stage.

Principal Investigators

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.

Symbols

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

Saving & Submitting

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 to check on the status of your proposal.**