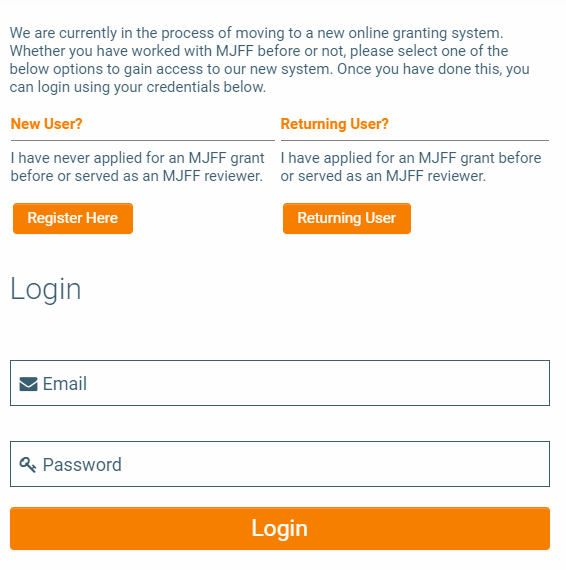
2021 FUNDING PROGRAMS

THERAPEUTIC PIPELINE PROGRAM

AN EDMOND J. SAFRA CORE PROGRAM FOR PD RESEARCH

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.

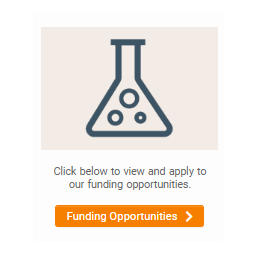
1. Search for your organization in the Organization Name field. If your organization is not found, click Add New Organization and complete the organization registration.
2. Complete the Contact Information fields. Be sure to use an active email address.
3. Click the Submit button.
4. You will receive 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 Therapeutic Pipeline Program 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 a 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. To expedite the pre-proposal review process, written critiques will not be provided for those not invited to the full application stage.

Clinical proposals: Applicants proposing a study requiring participant recruitment must provide the “sample size and recruitment” section of the pre-proposal template. Those invited to submit a full application will be required to discuss their clinical recruitment plan with MJFF and its advisors before application submission. This consultation is intended to identify efficient and inclusive recruitment strategies to put forth in your full application.

**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.**

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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 optional references****. You may delete the instructional text in each box below to save space.*

Principal Investigator:

Institution/Company:

Project Title:

|  |  |
| --- | --- |
| THERAPEUTIC | Describe the specific therapeutic being developed, mode of action and how the therapeutic was identified. Please identify the strengths and weaknesses of the proposed therapeutic. |
| INDICATION | Describe whether the proposed therapeutic is intended to: alter the course of disease progression, address motor or non-motor symptoms of Parkinson’s, or treat complications of therapeutic liabilities. |
| TARGET | Indicate the biological target and hypothesized mechanism and pathway for which you propose to develop a Parkinson’s disease therapeutic. If possible, also demonstrate proof of target engagement. |
| STAGE OF DEVELOPMENT | Describe the current stage of development of your proposed therapeutic (e.g., high throughput screening, hit-to-lead, lead optimization, preclinical drug candidate nomination, or clinical phases) and discuss relevant data (preclinical and/or clinical) that justifies the progression of the therapeutic to the next development stage (e.g., bioavailability, PK/PD relationships, safety). Studies to collect gaps in the data can be proposed as part of your application. |
| DEVELOPMENT PLAN | Describe and justify the proposed study(ies) that you wish to complete to move the proposed therapeutic forward. How do these studies fit into the big picture of developing a therapeutic for patients? |
| IP/PATENT LANDSCAPE | Describe any intellectual property considerations and/or restrictions that may impact how further development of the proposed therapeutic will proceed (e.g., existence of competing technologies or legal barriers to commercialization). |
| IMPACT | Indicate how a successful outcome of the proposed plan would lead to future development efforts, including ultimate goals and estimated timeline for moving the therapeutic into the next stage of development. |
| SAMPLE SIZE AND RECRUITMENT | FOR CLINICAL PRE-PROPOSALS ONLY: Estimate approximate sample size and number of sites needed for recruitment. Describe how you will recruit and retain a representative population within the study’s proposed timeline. A representative population may refer to a diversity of race, ethnicity, gender, age, abilities/disabilities, sexual orientation, socioeconomic status, geographic region, or disease duration (if relevant). In your response consider your sampling frame rather than site catchment area. |