

FONDAZIONE



CALL FOR RESEARCH PROJECTS - 2017

TRIAGE EVALUATION GUIDELINES – COMMITTEE MEMBERS

According to the Telethon mission, this call is in support of research projects focusing on **diseases of proven genetic origin**, either monogenic or polygenic forms.

For **multifactorial diseases** the following applies:

- Studies focused on **monogenic or polygenic forms** of multifactorial diseases are **ELIGIBLE**
- Studies focused on the **identification of genetic risk factors** (e.g. SNPs or other predisposing variants) for multifactorial diseases are **NOT ELIGIBLE**.

TRIAGE PROCEDURE

The triage step is the first phase of the Telethon review process and is applied to select the top ranking projects for full evaluation. In the triage phase, each project is assigned to three members of the Telethon Scientific Committee, who are asked to score it on the basis of scientific quality. Projects are then ranked and the top 70 Applications will proceed to the second review phase.

APPLICATION'S SECTIONS AND REVIEW PHASES

The **Full Application** comprises two parts: the **Core Project** and the **Supplementary Contents**. For the triage evaluation, only the Core Project of the Application is made available to reviewers. After triage, the top ranking projects will undergo complete review; the Full Application will be evaluated by selected Scientific Committee members with the support of appropriate international external referees. More information about the Full Application and its components is available within the "[2017 Call for Applications](#)".

TRIAGE INSTRUCTIONS

The **Core Project** of each application is reviewed by **three Committee members**. Each reviewer is asked to provide both a score and brief written comments.

You are requested to fill in the "Core Project Evaluation" section within the "**Committee Evaluation Form**" available in the Telethon website accessible through personal login and password.

Assign a numerical **triage score** between 1.0 and 5.0 to each project, according to the scale reported below. The score will reflect your recommendation whether the project deserves full review.

Triage Scoring Scale		
Triage Score	Project Evaluation	Recommendation
4.5 – 5.0	Outstanding: no concerns	Suggested for full review
3.5 – 4.4	Good to Excellent: some concerns (please justify)	Could undergo full review
1.0 – 3.4	Poor to average: major problems (please justify)	Not suggested for full review

Please use the entire numerical range, in order to avoid most of the projects falling within the intermediate interval, which would make the triage procedure less efficient.

If your score is lower than 4.5, you are kindly requested to justify your evaluation by selecting the most appropriate ‘Weakness’ in the drop-down menu (multiple choices are allowed).

The list of weaknesses consists of the following items:

- not hypothesis-driven
- inappropriate design and methods
- not feasible
- weak preliminary studies
- poor rationale
- weak genetic link
- other (please specify in the comments)

Please justify your score in the ‘**Comments**’ field (max 1,000 characters) writing few sentences highlighting any issues regarding the project.

Your comments may be used to provide the applicants with an overall justification of the triage exclusion of their proposal.


FORMATTING EDITOR – EVALUATION SUBMISSION

A text-formatting editor is available only in the specific fields inside the online form where “click to edit” is shown.


The main editor’s functions are the following:

- Copying and pasting text from Microsoft Word while retaining text formatting as well as tables
- Easy formatting of entered text with standard intuitive buttons
- Typing special characters including all Greek letters

The formatting editor allows the user to copy and paste text from Microsoft Word while retaining text formatting, with the following restrictions:

- You must use Microsoft **Word** to retain text formatting when copying and pasting: the use of other document editing software is not supported and could lead to errors in our online system
- In order to fully retain the original formatting in Word, use the button  [Paste from Word], to copy text into the online field
- Once text is pasted from Word, the default font will be automatically set to Arial with minimum size of 16 pt (corresponding to Arial 11 when printed). Please verify in the PDF output that all text is clearly readable.

Hovering the mouse over the editor buttons will display a tooltip indicating their functions.

Please note that the font Symbol (Greek characters) is not supported: you should use the “**Insert Special Character**” button  in the formatting editor.

To verify that the correct text formatting has been applied check the PDF of the Application by clicking on the “Download PDF” button.

Once the score and the comments are provided, click on the "Update section" button; at the end of the evaluation, click on the “Send Evaluation” button to submit it.