



## COMITATO TELETHON FONDAZIONE ONLUS

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### GUIDELINES FOR PREPARING AND SUBMITTING THE APPLICATION ONLINE

#### TELETHON GRANT PROPOSALS - 2010

##### Introduction

Application Forms for Telethon Grant Proposals must be completed online at the following URL:  
<http://proposals.telethon.it>

If you are already a registered user, please enter your Login and Password.

If you have forgotten just your Password, please enter your Login name and click on "Forgot your Password": you will then receive an automatic email with your password.

If you have forgotten both the Login and Password, please contact the Telethon Scientific Office at [soffice@telethon.it](mailto:soffice@telethon.it). **Please do not make multiple registrations with the same name.**

If you do not yet have a registered profile, click on "Registration" and fill out all the fields; you will then receive an email confirming your Login and assigned Password that will give you access to the Application forms. We encourage you to choose a Login that you can easily remember.

**It is mandatory that the name inserted in the Registration Form corresponds to the Applicant's.**

Please note that your Login and Password will remain the same for future Calls. Once you have logged in, you can change your Password using the function "Change Password".

Applicants should pay careful attention to the instructions, because an application that fails to meet the requirements will be rejected. An accurate application will facilitate the review process.

**The Application must be submitted electronically once completed.**

##### INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS

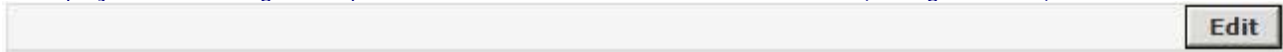
- The Application Forms are organized into sections, which can be completed in any order.
- You do not need to complete your Application Form in one session: remember to click on the "Update section" button to save your data before leaving the page.
- You can download a PDF of your application at any time clicking on the link **Download PDF** at the bottom left of the page.
- When you are completely satisfied with your proposal click on the "Update section" button, then on the "Send Application" button; the form will then be formally closed by the system. An automatic message will be sent to you acknowledging that you have completed your application and you will receive its PDF version.
- Once you have submitted your proposal, you can modify your application at any time, only prior to the deadline date, by clicking on "**Retrieve Sent Application**" button: remember to resubmit it again with the "Send Application" button.

## THE ONLINE FORMATTING EDITOR

A formatting editor is available only in specific fields inside the online form (see figure below).



To display the formatting editor please click on the Edit Button where available (see figure below).



The editor's functions are the following:

- Easy formatting of entered text with standard intuitive buttons
- Typing special characters including all Greek letters

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

### Copying text into the editor window

**To paste text into the editor**, you can copy it from a word software (CTRL-C on PC / Command-C on Mac) and paste it into the online editor window (CTRL-V in PC / Command-V on Mac): **please note that all the original text formatting will not be retained.**

**To verify that the correct text formatting** has been applied it is advisable to check the PDF of the application clicking on the "Download PDF" button.

**The application PDF** is always available while filling out the online application: it is automatically generated every time the "Download PDF" button is clicked.

### Special characters

To type special characters such as Greek letters, click on the *Insert Special Character* button (  )

### Images

- **Please note that the application forms do not include a section dedicated to figures since you can upload the figures inside every field displaying the "online formatting editor".**
- **Please note that figures in PDF format are not allowed: we advise saving the images in JPG format (RGB mode).**
- **Do not load figures more than 514 pixel wide or 800 pixels high as they will not be correctly formatted in the automatically generated application PDF**

To insert images inside the field, click on the *Insert/Edit image* button (  )

Click on this button and use the **Sfoglia/Browse** button to choose your JPG picture in the pop up window.

Click on **Send it to the Server** button and, when a pop-up confirmation window appears, click the **OK** button: the picture will be displayed inside the Image info Tab.

You can then resize (Width, Height), assign a border (Border), assign empty space around the image (HSpace, VSpace) and align (Left, right, etc.) your picture inside the field. Once you are done, click on the **OK** button.

You can always format and align again your uploaded picture: please select it, by clicking on it with the mouse, then click on the *Insert/Edit image* button and select the Image Info tab in the pop up window.

## Telethon Applications: General Instructions

**Read and follow the instructions carefully.**

Use English language only. For terms not universally known, spell out the term the first time it is used, with the appropriate abbreviation in parentheses; the abbreviation should then be used thereafter.

The text must be single-spaced, **not exceeding the character number limitations specified (which include spaces).**

If working on-line, please remember to always click the "Update Section" button in order to save the data inserted in the forms.

*The Comitato Telethon Scientific Office holds the responsibility and authority in making the final decision on the Application's completeness and legibility.*

## **Telethon Grant Proposals - Specific Instructions**

### **General Information**

*Project Title (max 250 chars)* - In order to have full access to the Application Forms you must insert the title of your proposed project. You can change it at any time, but only in this section.

*Centres involved in the study* - Indicate whether the project involves a **single centre** or if it is a **multicentre** effort; in the latter case, please specify the total number of participating sites. **The number of sites can be modified at any time: if the number is reduced, the system will automatically remove the last partner and all his/her data.**

*Project duration* - Indicate the duration of the project in years (max 3 years).

*Type of Applicant - Application* – Choose the appropriate option according to the following descriptions.

A **New Applicant** is a researcher who has never applied to a Telethon call; a **Former Applicant** is a researcher who has already applied to a Telethon call but has never been funded, whereas a **Former Grantee** has already been funded by Telethon in the past.

**New Applicants** may submit a **New Application** only.

**Former Applicants** may submit a **New Application** or a **Revised Application**.

**Former Grantees** may submit all the above types of applications or a **Renewal** (extension) of a previously funded project.

Applicants submitting **Revised Applications** must fill in the Cover Letter Form.

*Scientific Report of the previous research project* – This section has to be filled out only by Former Grantees. Indicate whether and when the Final Report has been submitted. If not already sent, the Report has to be enclosed in the proper section ("Scientific Report of the Previous Research Project").

### **Project Description**

#### **Overview**

*Abstract (max 2.000 chars)* – The Applicant (Principal Investigator/Coordinator) has to organise the Abstract into separate sections:

- Overall objectives
- Specific aims
- Background/Rationale
- Description of the project
- Anticipated output

#### ***Multicentre Studies only:***

*Role and contribution of partner(s) in the project (max 4.000 chars)* - The Coordinator is asked to fill in this part, highlighting the advantage of the synergy among all centres over the sum of individual contributions, and listing each partner's contribution.

*Coordination and Management (max 4.000 chars)* – The Coordinator should specify in this section how the Multicentre project will be managed, indicating strategies aimed at:

- monitoring activities of all centres

- facilitating communication
- promoting the exchange of ideas and methodological approaches
- stimulating the analysis and integration of results

*MeSH terms (maximum 250 characters)* - Indicate a maximum of five appropriate MeSH terms (<http://www.nlm.nih.gov/mesh/meshhome.html>) that represent the contents of the research and be as specific as possible.

**Relevance to Telethon** (max 1000 chars) - Clearly specify how the goals of the project fit with the Comitato Telethon's aims as declared in the mission statement:

[http://www.telethon.it/sites/researchers/SiteCollectionDocuments/Telethon\\_Mission.pdf](http://www.telethon.it/sites/researchers/SiteCollectionDocuments/Telethon_Mission.pdf).

**Please note that diseases of proven genetic origin represent our focus. Projects on multifactorial diseases are not eligible in this call, with the exception of those applications whose MAIN aims are focused on monogenic forms of multifactorial diseases.**

Projects aimed at **identifying genetic risk factors for complex diseases are not eligible** and will not be accepted.

**Cancer, multiple sclerosis, amyotrophic lateral sclerosis and acquired immunodeficiency are excluded in all cases. Therefore, any program not following this basic requirement will not be processed for review.**

**Proximity to cure** (max 1000 chars) - Potential progress towards therapeutic solutions should be specifically addressed.

**Type of Research** - Write the **disease name** and **OMIM number** as given by the Online Mendelian Inheritance in Man (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=OMIM>); if more than one disease is addressed, please separate names and OMIM numbers with semicolons.

Indicate the **research type(s)** (all that apply).

Keeping in mind that Telethon's mission consists primarily of moving research towards a cure for genetic diseases, please place your project on the ideal ladder of research that leads from disease to cure, by choosing the **research step** that most represents the proposed activities:

- 1: genetic studies to identify the genetic cause(s) of the disease
- 2: studies of the mechanisms through which gene alterations cause the disease
- 3: studies of therapeutic approaches in cellular models
- 4: studies of therapeutic approaches in animal models
- 5: therapeutic clinical trials.

Diagnostic, observational and palliative clinical trials, which do not represent a step in the logical progression of the ladder, are listed here as step 6.

If your project falls within more than one step, please choose the most relevant one; you may however select multiple steps if you deem it necessary to correctly describe your activities.

**Lay Summary** – This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application. If the application is funded, this description, as is, will become public information. Therefore, do not include proprietary/confidential information.

The Applicant is asked to summarize the project (both in Italian and English) using a lay language, specifying the relevance to Telethon's mission and any progress envisaged towards the cure of the disease.

### **Cover Letter (max 15.000 chars)**

In the case of a Revised Application, please fill in the Cover Letter Form. Please specify the previously assigned application number.

*Telethon Review Summary* – The Telethon Scientific Office will upload the Telethon Review Summary of the previous application in this section.

*Cover Letter* - When applying with a Revised Application that was excluded by triage the Cover Letter Form must be provided highlighting modifications.

When applying with a Revised Application that received written comments the Cover Letter Form must also include a detailed reply to the critiques.

### **Scientific Report of the Previous Research Project (for Former Grantees only)**

Please note that a final scientific and administrative report is required, if not already submitted, for the most recently completed Telethon research project.

*Scientific Report* - provide all the requested information, including the title of the completed project, the original abstract, as it appeared in the application, a summary of the project's achievements, the contribution of each partner (form Multicentre projects only) and a list of the resulting publications. Please also state any obstacle met during the research and/or any divergence from the original plan.

*Administrative Report* – In the case of a **Renewal Application** or of a **New Application by a Former Telethon Research Project Grantee**, please download from the link "Additional Documents" the attached forms:

***Dichiarazione\_Spese\_Sostenute.xls*** and ***Riepilogo\_Dichiarazioni\_Multicentri.xls*** - for Multicentre Coordinators only - and fill them out according to the relevant instructions ***Istruzioni Rendiconti Amministrativi.pdf***. Finally, send the completed form(s) by email to [reportamministrativi@telethon.it](mailto:reportamministrativi@telethon.it) **by January 14, 2010.**

The report must prove that 30% of the final year's funds has been spent.

The Coordinators of a former Multicentre project are responsible for sending their administrative reports and the summary report of the centres.

Applicants with the role of Partners are not required to send the administrative reports of their own previously funded projects.

For single-centre projects, the Administrative Report is not required if the funds are directly managed by Telethon (*Gestione Diretta*).

**NOTE: If the Administrative Report is required, its emailing within the deadline is mandatory, otherwise the Application will not be processed for review.**

### **Background (max 8.000 chars)**

Describe the background of the proposed project, critically evaluate the existing knowledge and identify the specific gaps that the project is supposed to fill.

### **Overall Objectives, Specific Aims and Rationale**

List the objectives of the study and what the specific research proposed in this application is intended to accomplish.

*Overall objectives* (max 1.000 chars): please describe the overall objectives in a few sentences.

*Specific aims* (max 2.000 chars): please provide a list of the specific aims and briefly describe them.

*Rationale* (max 15.000 chars): State the hypotheses to be tested. Provide clear and concise information about the specific aims of the proposed research and give a realistic description of any expected scientific, technical and economic benefits. The objectives of the study must be convincing and feasible, and must be innovative, i.e. they must represent a significant step forward beyond the current state of the art and include substantial original work.

### **Preliminary Results (max 16.000 chars)**

Provide an account of preliminary studies performed in the Applicant's laboratory pertinent to the proposed research. Peer review committees generally view preliminary data as an essential

part of a research grant application, as they often aid the assessment of the likelihood of success of the proposed project.

For Multicentre Studies, preliminary results of the Centres involved in the study should be listed site by site, if applicable.

### **Experimental Plan, Timetable and Methods**

*Experimental plan (max 16.000 chars)*

Describe the general experimental design required to accomplish the specific aims of the project. If new methodologies are developed or employed state their advantages over existing methods.

Planning of experiments should be based on an appropriate and accurate statistical design.

State the potential difficulties and limitations of the proposed procedures and discuss alternative approaches to overcome them.

Discuss how data will be analyzed and interpreted, and describe in detail statistical methods.

Please note that Telethon also funds Research Services/Core Facilities that could be of use for your project.

Please refer to the list on our website:

<http://www.telethon.it/sites/researchers/services/default.aspx>,

to identify possible Services/Facilities of interest. Should you plan to use any of Telethon's Service/facility within your project, please clearly state such an intention. In this case a formal letter of collaboration by the Service/Facility's director is not required.

The Comitato Telethon Fondazione Onlus will not support experiments on **animals** unless there is no alternative. However, the Comitato Telethon Fondazione Onlus recognises that they are often necessary in many areas of biomedical research and appreciates the importance of the refinement of procedures aimed at minimising pain or distress caused to laboratory animals.

Where experiments using animals are necessary, you are required to strictly adhere to the relevant Italian laws, rules and regulations; in particular, approval by your Institutional Animal Care and Use Committee is mandatory. In planning your experiments you should carefully estimate the number of animals needed. You should take into account the likely magnitude of the effect you will be studying and the frequency with which that effect will be achieved for given levels of statistical significance and power. It is unacceptable to base the number of animals to be used solely on the calculation of the number of experiments that can be carried out at any given time. It is also unacceptable to state that the numbers are based on "previous experience" without additional justification, or to answer the question on numbers of animals to be used by paraphrases such as "these numbers are chosen as the minimum necessary to achieve statistical significance". Too few animals is just as unsatisfactory as too many. Provide a detailed description of the proposed use of the animals in the work outlined and identify the species, strains, ages, and sex of animals to be used in the proposed work. Provide information on the veterinary care of the animals involved.

Indicate the sources of research material obtained from individually identifiable **living human subjects** in the form of specimens, records, or data. Please remember that the material or data must have been obtained specifically for research purposes.

Explain the need for collaboration (if any) to achieve the scientific aims of the proposed project. Indicate how the idea of collaborating originated, the different approaches, which each collaborator will bring to the overall study, and how the collaboration will be conducted. Include an explicit description of the collaborative elements that are essential for the project to be carried out. Collaborators are expected to have research experience and must have an established record for independent research.

*Timetable (max 4.000 chars)*

Provide a tentative sequence or timetable for the project.

### *Methods (max 8.000 chars)*

Describe any new laboratory procedure or new methodology employed in the study and state the advantages over existing methods.

### **In the case of clinical protocols**

Clearly define:

- 1) Study design, i.e. blind, double blind, open, etc;
- 2) Study population, i.e. planned number of patients, inclusion and exclusion criteria, etc;
- 3) Description of the clinical procedures/medical examinations planned and the time interval between them. State the potential difficulties and limitations of the proposed procedures and discuss alternative approaches to overcome them.
- 4) Study medication(s)/drug(s) (if applicable): dosage, administration, blinding, etc;
- 5) Safety. Define adverse experiences and how they will be monitored; describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe alternative treatments and procedures (where appropriate) that might be advantageous to the subjects.
- 6) Data management and statistical plan. Discuss how data will be collected, analyzed and interpreted. Describe in detail statistical methods.
- 7) Provide a sequence or timetable for the project.

The Clinical project must be completed with Ethical Committee's Authorisation in accordance with the laws of the Italian Ministero della Salute:

<https://oss-sper-clin.agenziafarmaco.it/normativa.htm>.

### **Cited Literature (max 16.000 chars)**

List all references. The list must include the names of all authors, year of publication, title, book or journal, volume number and page numbers. If a bibliographic management software is being used, the format of the journal "Developmental Dynamics" may be applied. **Concise references are not allowed.**

### **Personnel**

Personnel (including Principal Investigator/Coordinator/Partner) are defined as, and should be limited to, key individuals who contribute in a substantial way to the scientific development or execution of the project.

For each individual provide: name, birthdate, degree, role on the project, the type of contract at the Host Institution (active or not) and the annual percentage of effort in the project and whether a salary is being requested. **Please note that personnel to be recruited ("to be named") must be listed here and should be kept to a minimum.** For each person the "role on the project" must be specified in detail. For example "molecular biologist" is not satisfactory; "molecular biologist performing mutational analysis" is appropriate.

Consultants should be included only when their level of involvement meets the previous definition.

### **Proposed Budget**

**The budget description must be accurate in all its parts and every item must be justified in the "Description/Justification" field and clearly related to the execution of the project. Any omission, generic description, or miscalculation could lead to the project's rejection.**

All amounts must be in Euro, please use whole numbers only.

<b>Budget requests must not exceed 600.000 (six hundred thousand) Euro.</b>
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For Multicentre proposals: each partner is asked to fill in details about his/her budget in the corresponding boxes. The system will automatically create a summary section with the total budget.

The following expenses associated with the proposed research **are not allowed**:

- Salaries for Principal Investigator/Coordinator/Partner;
- Salaries for members of staff who already receive a regular wage;
- Salaries, travel and/or housing related to sabbatical leaves;
- Scientific Society memberships;
- Organization of meetings and workshops;
- Construction, alteration, maintenance, lab furnishing, rental of buildings or building spaces and utilities, fax and telephone costs;
- Major basic equipment such as incubators, hoods, -80°C freezers.

## **DIRECT COSTS**

The following expenses associated with the proposed research **are allowed**:

**Coordination Costs**: allowed only for the Coordinator of a Multicentre project.

This amount should be requested on a forfeit basis up to a maximum of 2.000 Euro per year and is intended to cover coordination administrative costs.

**Equipment**: up to a total of **20.000 Euro** (for each Partner) for minor essential equipment or a portion of a major equipment.

Each item of equipment must be clearly listed in the specific section and must be highly justified for the conduction of the proposed research.

**Personal Computer**: must be included in the Equipment section only. *The need for a laptop instead of a PC should be clearly explained according to the research needs*, and must not represent a benefit for the Researcher (i.e. justification as "for meeting presentation" are not acceptable). The amount allowed for IT equipment is up to a total of 2.500 Euro (for each Partner).

Therefore if IT equipment is requested, the total maximum amount for Equipment allowed is 22.500€.

**Materials, Supplies, Services**: materials and supplies must be **listed by category**: glassware, chemicals, radioisotopes, etc. Services include items as *Animal Housing, Animal Production* (please specify if the service will be provided by a Company or by a Telethon Facility), *Sequencing, Peptide Synthesis*, etc.

**Salaries**: salaries for the project's staff (postgraduates, post-docs, technicians, etc.) holding a temporary position to be determined by the effort dedicated to the project.

Although not encouraged by Telethon, salaries for "to be named" people may be requested.

Please note that the names must correspond to people listed in the Key Personnel section and also those "to be named" have to be indicated there.

**Travel costs**: in the description field please split travel costs into

- ***Travel costs for meetings/congresses*** (not more than **3.000 Euro** annually for each Partner)
- ***Project-related travel costs*** (which must be carefully justified: destination, purpose and travel frequency – and adequately described in the project plan).

Please note that the costs allowed are the following:

- *Transportation Costs* (train/plane/bus/taxi/car use...);
- *Boarding and Lodging*;
- *Congress Registration Fee*;
- *Abstract Submission Fee*.

**Other expenses** (each item should be detailed and justified):

- **Allowed items**: publication costs, reprints, journal subscriptions, books, sample and animal shipments. If software is requested, specify the necessity for the proposed research.
- **Allowed items if overheads are not requested**: Stationery (paper etc. ) Computer consumables (Toner, CDs, ...), Repairing & Maintenance of Instruments, Mailings.

## **INDIRECT COSTS**

**Overheads:** should be indicated up to 10% of the **direct research cost per year**, and include: mailing, photocopying, office supplies, telephone and fax expenses, equipment maintenance.

*Please note that the percentage must not be calculated on the total budget request, but on the subtotal of the direct costs.*

## **Applicant**

The Principal Investigator/Coordinator/Partner must input his/her data as requested.

### **Personal Data and Curriculum Vitae**

*Personal data* - Input your personal data. Please provide your telephone, fax and email address of your Office/Laboratory.

*Financial interests disclosure* - Telethon invites applicants to highlight possible financial conflicts of interest that might be perceived as relevant. However, these financial interests will not invalidate the application, nor do they automatically disqualify it from being evaluated.

*Education and training* (max 4000 chars) - Organise information specifying date, place, institution, type of degree/diploma, and research field.

*Employment and research experience* (max 4000 chars) - Organise information specifying period (from/to), place, institution/organization, type of employment, and field of interest.

*Publications* - **Include the names of all authors**, year of publication, title, book or journal, volume number and page numbers. If bibliographic management software is being used, the format of the journal "Developmental Dynamics" may be applied. **Concise references are not allowed.**

Provide **three** separate lists of up to **5** publications each, corresponding to:

- your most recent peer-reviewed publications
- your top peer-reviewed publications in your career
- your most relevant peer-reviewed publications related to the proposed research project.

NOTE: the same publications may be included in more than one list.

### **Host Institution**

Provide all the information requested clearly and in detail. **Please write the address in Italian. Please note that this address will be used for any postal deliveries addressed to you.**

Please print the completed Host Institution agreement document on the Institution's headed paper and have it signed by the Institution's Director or Responsible Official. The document must then be scanned, saved in .PDF format and uploaded into the application.

**NOTE: It is mandatory to upload the Host Institution Agreement, otherwise the Application will not be processed for review.**

**Human subjects** - Indicate whether the study involves:

1. human samples from a collaborator site or an external biobank – fill out and upload attachment 1 (see "Related documents")
2. human samples from individuals referred to the Principal Investigator's/Coordinator's Host Institution – fill out and upload attachment 2 (see "Related documents")
3. individuals enrolled in clinical trials – all relevant documentation (Ethical Committees' approval, Informed Consent Form and Patient Information leaflet) has to be sent to the Telethon Scientific Office – Via Nino Bixio, 30 20121 Milano as soon as available
4. Not applicable.

Please note that in cases **2** and **3**, if the grant is approved for funding, funds WILL NOT BE AWARDED until the pertinent Ethical Committee's Approval has been obtained. Please activate in due time all necessary procedures to obtain this approval in accordance with the relevant Italian laws (<https://oss-sper-clin.agenziafarmaco.it/normativa.htm>)

You can find an example of Informed Consent Form plus Patient Information leaflet at [http://www.telethon.it/sites/researchers/SiteCollectionDocuments/consinf\\_23\\_01\\_2004.pdf](http://www.telethon.it/sites/researchers/SiteCollectionDocuments/consinf_23_01_2004.pdf).

Telethon reserves the right to ask for a copy of all the relevant approval documentation.

### ***Vertebrate animals***

Specify whether or not activities involving vertebrate animals are planned at any time during the proposed project.

### ***Facilities and resources***

List all the key facilities available for implementing the project.

### **Other Financial Support**

It is absolutely mandatory that the Principal Investigator/Coordinator/Partner list in this section all financial resources available in direct support of his/her research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, and/or institutional awards.

Indicate:

- Title of the Project (max 250 chars)
- Status: Current/Pending. It is compulsory to indicate the relative period
- Gross amount
- Granting agency (max 250 chars)
- Brief description (max 2000 chars)
- If applicable, specify possible overlaps with the proposed project (max 500 chars)

### **Collaborations**

The Principal Investigator/Coordinator/Partner should list all his/her national and/or international collaborations, specifying name, institution, whether the collaborator is related to the project and, if yes, the relative contribution.

**Please note that collaborations must be supported by collaboration letters written in English (please see the list of additional documents, below), which have to be uploaded into the online application.**

### **Suggested Reviewers**

The Applicant may suggest external referees - **not currently working in Italian Institutions** - in his/her fields of research, who could competently review his/her application. Please do not list individuals who have been associated with the Applicant within the last 3 years.

**Should you prefer to exclude direct competitors, please indicate their names in the NOTES.**

The Comitato Telethon reserves the right to choose external referees independently.

### **Notes (max 8.000 chars)**

Write here any personal comments, details or additional information you wish to add to any specific sections of the application form. Please indicate which section you are referring to and the reasons for including more information.

## **Declaration and Privacy Statement**

The Applicant has to declare that the information included in the online application is accurate and complete, and that he/she complies with Telethon's terms and conditions. The applicant must also agree with the personal data treatment for Telethon's institutional purposes (Italian law 196/2003).

**PLEASE NOTE: If the Declaration and Privacy Statement is not filled out by the Applicant, the Application will not be processed for review.**

## **Additional documents to be uploaded**

Additional documents to be uploaded into the proper Application's sections or emailed can be downloaded by clicking on the link "**Additional documents**" on the left-hand menu bar online.

## **Submitting the application**

The deadline for **online submission** is **Wednesday January 14, 2010 – twelve o'clock (midday)**.

You can modify your application until the deadline. Click on the "Send Application" button to submit your completed application. An automatic electronic system will verify whether all fields have been filled out and notify you if any still have to be completed.

After sending the proposal, an automatic number will be assigned to it. Please refer to this number when requesting any further information or when sending hard copy documents.

The **Administrative Report** must be sent to the email address [reportamministrativi@telethon.it](mailto:reportamministrativi@telethon.it) by **January 14, 2010**.

**A HARD COPY OF THE ONLINE APPLICATION DOES NOT NEED TO BE SENT.**

**November 16, 2009**

**COMITATO TELETHON FONDAZIONE ONLUS**