The ASAP Collaborative Research Network

# Letter of Intent (LOI) Instructions and Requirements

Please review the instructions below before you log in to the MJFF online Grant Portal. Please refer to page two for additional instructions on how to set up an account under the ASAP Collaborative Network Grant Portal Registration Guide section. Applications will only be accepted through the MJFF Grant Portal.

**Online Application Form**

Complete the online application form with the following information:

* **Project Information & Description tab:** Please enter basic information about your proposed project, including title, project duration, and abstract and project description (see page 3 for description).
* **Team Information tab:** Please fill in the required information for the Coordinating Lead PI, including [ORCID](https://orcid.org/). For each Co-Investigator 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:** Complete the LOI template below (see page 5 for template) and upload as a pdf.
  + Team summary (see pages 5-7 for instructions and template)
  + Preliminary data and figures (optional, to be included as an additional page if desired)
  + Letter of Commitment Template (signed by all Core Leadership members) (see page 8 for template)
* **Confirmation tab:** Please confirm your submission and input your initials.

**Please Note:**

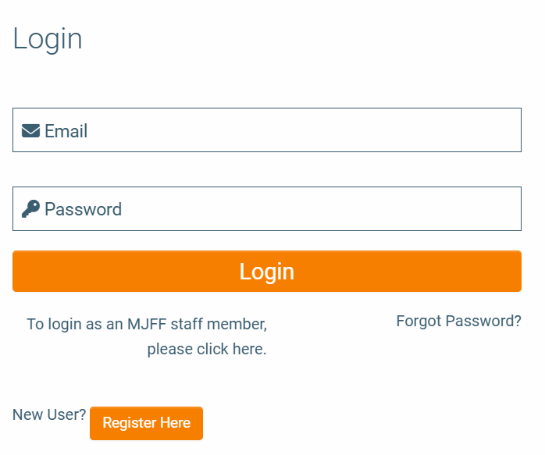
* Symbols do not transfer correctly to our online system. Please make sure to spell out any symbols (e.g., alpha-synuclein) in your online form.
* Please type your login email address correctly, otherwise you may not receive important information regarding your submission or be able to access your account.
* 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 ASAP/MJFF.
* A notice of LOI receipt is automatically sent by email upon online submission. **If this automatic notification is not received within one hour of submission, please contact ASAP admin at** [**grants@parkinsonsroadmap.org**](mailto:grants@parkinsonsroadmap.org) **to check on the status of your LOI.**  You should also expect an email within two weeks of the submission deadline notifying you of administrative review status.

# MJFF Grant Portal Registration Guide

ASAP is leveraging The Michael J. Fox Foundation’s (MJFF) grants infrastructure for this initiative. All LOIs must be submitted through the [MJFF Grant Portal.](https://grants.michaeljfox.org/)





If you have never previously applied to an ASAP or 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 information.
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.





If you have applied to an ASAP or MJFF RFA in the past, log in using your email and the password created for your account.

1. If you forgot your password, click “Forgot Password?”. An email will be sent instructing you to reset your password.
2. **Questions?** Email [grants@parkinsonsroadmap.org](mailto:grants@parkinsonsroadmap.org) for assistance.

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# The ASAP Collaborative Research Network

## LOI Template

*Please use the following template to create an executive summary of your experimental plan, research impact, and team makeup. Upload a PDF copy with your online submission. Text should be no smaller than 10-pt font and should not exceed five (5) pages, not including the Letter of Commitment. One additional page of relevant preliminary data cited in the proposal may be included.* ***Delete the instructional text after each header and in each table below to save space.***

## Project Description

## *The PDF template begins here. Please remember to delete the instructional text after each header and in each table below to save space.*

|  |  |
| --- | --- |
| Project Title |  |
| Project Summary  *100 words maximum* | Provide a lay level summary of your proposed research project. |
| Scientific Goals & Strategy  *500 words maximum* | Provide a clear overview of your project's rationale, strategy, and specific goals.   * Describe the central question that your project seeks to address and the methods that will be used to interrogate your hypotheses. Applications must reflect a focus on human PD. * Describe how your proposal leverages current understanding of human Parkinson’s data to address study goals. * Describe animal models, primary human datasets, and/or primary human experimental paradigms you will use and what features you will measure. Provide information (references, rationale, or preliminary data) to justify your selected experimental model(s)/paradigm(s). |
| Relevant Research Theme | **Mechanisms that contribute to PD heterogeneity:**   * **Aging:** Examining PD in the Context of Aging * **Co-pathologies:** Understanding How Co-Pathologies Can Influence PD Pathogenesis and Progression * **Environmental Risk:** Role of Environmental Risk Factors in Contributing to Disease Pathogenesis * **Circuit Biology:** Understanding the Circuit Biology Driving Clinical Symptom Presentation (With an Emphasis on Non-motor Symptoms) * **Clearance:** Role of Clearance Mechanisms in PD * **Seeding:** Identification of Factors Influencing Seeding in the Alpha-Synuclein Seed Amplification Assay   In instances where your LOI fits multiple themes, please check one theme that captures the main goal of the study. |
| Statement of Impact and Alignment with ASAP Initiative Goals  *100 words maximum* | * Explain how the proposed work will advance our mechanistic understanding of contributing (patho)-physiological processes underlying disease initiation and/or progression. * Describe what unique value your proposed research will add to the field that does not already exist, and further, how this proposed research aligns with the ASAP Initiative goals and scientific focus areas. |

## Team Summary

Collaboration is core to the ASAP mission and a central feature of the CRN. To foster successful coordination and cohesion, teams should comprise a group of Core Leadership representatives between two (2) and five (5) collaborators responsible for co-leading & executing the proposed work. A Coordinating Lead PI will assume primary responsibility for submitting the proposal (on behalf of Core Leadership) and will act as administrative contact between ASAP and all other PIs on the application. All Core Leadership representatives are expected to actively contribute to the project and engage in network activities by committing to a minimum allocation of 0.25 (25%) of their time and effort. For a more detailed description of ASAP Team roles and a summary of Institutional and Core Leadership eligibility criteria, please see the corresponding [ASAP Team Application & Budget Guidelines](https://docs.google.com/document/d/1AOtuw5VdgMwgY9TwIxlPs-i6Oqc4M_95zERpU-Ct6Mo/edit?usp=sharing) document.

### Team Members

*List the team members according to their role on the team. This table should match the table submitted in the online application.*

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Investigator Name | Institution/Company | ORCID |
| Coordinating Lead PI |  |  | If you do not yet have the ORCID persistent digital identifier, visit <https://orcid.org/> to create one and complete your profile. |
| Co-I |  |  |  |
| Co-I |  |  |  |
| Co-I |  |  |  |
| Co-I |  |  |  |

*Please indicate which team member(s) satisfies the designation of early career investigator.*

Name:

Start Date for First Independent Appointment:

Number of Years in First Independent Appointment:

### Expertise

*Describe the expertise that each investigator brings to the team (100 words max per investigator).*

|  |  |
| --- | --- |
| Investigator Name | Expertise |
|  |  |
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### Resources

*Describe the research resources that each investigator has at their disposal to bring to the team (100 words max per investigator).*

|  |  |
| --- | --- |
| Investigator Name | Available Resources |
|  |  |
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### Collaboration History

*ASAP believes that collaborative behaviors engender insights and methods that transcend the disciplines represented in the network. Please answer the questions below regarding collaborative activity of all the team members.*

1. *Describe past and/or present collaborative projects amongst the proposed team investigators and your respective role in the collaboration (100 words max)*

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1. *List up to five publications, grant awards, and/or presentations resulting from the above-described collaborative work. Provide hyperlinks and PMIDs to referenced work.*

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### Scholastic Service

*ASAP values connectedness, collaboration, and service within the research community and contribution to the growth of an investigator’s respective field as evidenced by the indicators below.*

**Conference Leadership & Editorial Boards**

*For applicable team members, prioritize a list of up to five (5) top examples of conference leadership for which the team member has served as an organizer or session chair in the past five years. Further, include up to five (5) select examples of editorial board service*.

|  |  |  |
| --- | --- | --- |
| Investigator Name | Select Conference Examples | Editorial Boards |
| Name 1 | List up to five (5) conference/session names of highest priority to you; separate entries with semicolons to conserve space. | List up to five (5) editorial board service examples.  e.g., Journal, role served, years of service in that role; insert next example; and so on. |
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**Professional Scientific Societies, Research Grant-making/Patient Foundations, & Academic Institutions**

*For applicable team members, list leadership roles at or advisory service provided to a professional scientific society, nonprofit research grant-making/patient foundation, and/or academic institution within the past ten years.*

|  |  |
| --- | --- |
| Investigator Name | Society/Foundation/Institution |
| Name 1 | Society/Foundation name, position, years of service in that position |
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### Open Science Practices

Open science practices have been shown to accelerate research and maximize reproducibility and impact. Importantly, open science is one of the core principles of ASAP and the CRN and it is mandatory to adhere to the guidelines. Please answer the questions below about open science practices adhered to within the past five years across all members of your team:

* **Open Access Journals:** In the table below, please indicate approximately what percentage of each team member’s manuscripts from the past five years are open access (this includes publishing in an open access journal or depositing the author-accepted manuscript in a community-accepted repository). If one exists, provide a DOI or URL to one open access publication for each core team member. We don’t need more than one example per Core Team Lead.

|  |  |  |
| --- | --- | --- |
| Investigator Name | List the approximate percentage of Investigator's manuscripts from the past 5 years that are open access. | Provide one example of an open-access publication (if it exists) via a DOI or URL. If one doesn’t exist, write N/A. |
| Name 1 | 80% | https://doi.org/10.1016/j.neuron.XXXX.XX.XX.XXX |
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Click here to enter text.

* **Preprints:** In the table below, please enter the DOI or URL to one preprint from each core team member, if one exists. We don’t need more than one example per Core Team Lead.

|  |  |
| --- | --- |
| Investigator Name | Preprint example  Enter ONE (1) DOI or URL of an example preprint in the past 5 years (if it exists). If one doesn’t exist, write N/A. |
| Name 1 | https://www.biorxiv.org/content/10.1101/202X.XX.XX.XXXXXXv1 |
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* **Tool/Resource Sharing:** If any of your team members developed reagents or preclinical models that have been deposited or registered in a third party repository (for example XXXX), please enter one example of this resource being shared with the URL associated with this tool in the table below. We don’t need more than one example per Core Team Lead.

|  |  |
| --- | --- |
| Investigator Name | Tool & Resource Sharing  Enter ONE (1) URL associated with a tool the investigator has deposited in the past 5 years (if it exists). If one doesn’t exist, write N/A. |
| Name 1 | RRID:CVCL\_XXXX |
| Name 2 | RRID:MGI:####### |
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* **Datasets:** Have any team members deposited data to a community-accepted repository within the past five years? If so, please include a DOI, Accession number, or URL to one dataset from each core team member (if it exists) in the table below. We don’t need more than one example per Core Team Lead.

|  |  |
| --- | --- |
| Investigator Name | Datasets  Enter ONE (1) DOI, Accession number, or URL of an example dataset deposited in a community-accepted repository in the past 5 years (if it exists). If one doesn’t exist, write N/A. |
| Name 1 | https://doi.org/10.5281/zenodo.11111111 |
| Name 2 | GEO Accession #: GSE#####; |
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Click here to enter text.

* **Code:** Have any team members deposited analysis scripts (i.e. code) in the past five years? If so, please include up to one DOI, GitHub Repository link, or URL per core team member. We don’t need more than one example per Core Team Lead.

|  |  |
| --- | --- |
| Investigator Name | Code example  Enter ONE (1) DOI or URL of an example deposited analysis script in the past 5 years (if it exists). If one doesn’t exist, write N/A. |
| Name 1 | https://github.com/XXXXexampleXXXX/ |
| Name 2 | https://doi.org/10.5281/zenodo.######## |
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Click here to enter text.

* **Protocols:** Have any team members deposited their experimental procedures (i.e., protocols) to a community-recognized repository? (e.g., protocols.io) If so, please include up to one DOI or URL to a protocol per team member. We don’t need more than one example per Core Team Lead.

|  |  |
| --- | --- |
| Investigator Name | Protocol example  Enter ONE (1) DOI or URL of an example protocol shared online in the past 5 years (if it exists). If one doesn’t exist, write N/A. |
| Name 1 | https://doi.org/10.17504/protocols.io.####### |
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If there is anything else you would like to add about your open science practices, please do so here (no more than 100 words).

Click here to enter text.

**Perspective:** *Based on your experience with collaborative teams and open science practices, what are your primary recommendations regarding organizational structure, modes of communication, incentives or removal of disincentives, to promote innovation and transformative discovery on this project (100 words max)?*

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### Planned Human Biosample Use – INFORMATIONAL

MJFF makes data and biospecimens available from select Parkinson’s studies for discovery and validation research. Should your team desire to use this resource for your studies, a formal request must be included at the full proposal stage for approval prior to the project start date. For reference, visit the [MJFF catalog](about:blank) in advance to determine which biospecimen resource may be suitable for your research.

### Figures and Related Data – OPTIONAL

Applicants are allowed no more than one (1) additional page of relevant preliminary data/figures. Please note that this optional data must be clearly referenced in the project summary and/or scientific goals and strategy. If used, this optional page must be included within the pre-proposal PDF template.

## Letter of Commitment

*This letter is to confirm the commitment to form a multidisciplinary research team between the following individuals on the pre-proposal entitled [Insert Project Title] submitted to the Aligning Science Across Parkinson’s Collaborative Research Network. All individuals named and who sign below commit to the responsibilities and tasks associated with them, as detailed in the LOI.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | role on proposal | signature | date |
|  | Coordinating Lead PI |  |  |
|  | Co-Investigator |  |  |
|  | Co-Investigator |  |  |
|  | Co-Investigator |  |  |
|  | Co-Investigator |  |  |