

ASAP Team, Application, and Budget Guidelines

The ASAP Collaborative Research Network

CRN 2025 RFA | Scientific Track

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Funding Scope

Funds provided by ASAP may be used for scientific and technical personnel, supplies, and standard equipment needs directly related to the successful execution of the proposed scope of work. ASAP funds may not be used for laboratory or facility renovation.

As you prepare your budget, please remember that the maximum total amount requested per team per year is \$3 million USD, inclusive of indirect costs. The maximum total amount requested for the project is \$9 million USD, inclusive of a 15% indirect rate applied to the team's direct costs. Additional funding up to \$1 million USD per year is available for use of Non-Human Primates (NHPs).

Definitions and Team Roles

ASAP Team Roles

1. **Team:** An ASAP team is made up of a Primary Institution and subawardee institutions and may be comprised of the following roles:
 - Core Leadership (Coordinating Lead PI and Core Leadership Co-Investigators)
 - Key Personnel
 - Project Manager
 - Data Manager
 - Collaborator (Paid Collaborator and Unpaid Collaborator)
2. **Core Leadership:** Core Leadership on an ASAP team consists of the Coordinating Lead PI and Core Leadership Co-Investigators.
 - a. **Coordinating Lead PI:** The Coordinating Lead PI is an employee of the Primary Institution and is responsible for the scientific and technical direction of the proposed research project, contractual and financial obligations, and other organizational assurances/certifications. The Coordinating Lead PI must ensure that the team complies with the terms and conditions of the award and will be the primary contact person for ASAP scientific review as well as MJFF grants administration staff. Preference will be given to Coordinating Lead PIs with a history of open science practices and fruitful collaboration with one or more members of the team. Given the complexity of managing multi-institutional collaborations, it is imperative that the Coordinating Lead PI take primary responsibility for managing the project by providing strong, capable leadership and oversight of the project plan and managing team communications internally as well as with ASAP staff. Given the time commitment required, we suggest that the role of the lead PI may best be served by an individual free of other major administrative responsibilities. **The Coordinating Lead PI must contribute at least an average of 0.25 (25%) of their full-time effort for the duration of the project. The coordinating Lead PI must hold an academic appointment in an independent faculty position or serve as a senior staff**

scientist in the private sector, with responsibility for leading collaborative research projects.

- b. **Core Leadership Co-Investigators:** Co-Investigators (Co-Is) are employees of the sub-awardee institutions and who will lead a component or subproject of the team's research project. Co-Is for each team may be recruited from existing or previous collaborations, or in the case of early career Co-Is, may be new talent in areas complementary to those represented by the senior members of Core Leadership. Emphasis will be on meaningful collaborations where the senior and junior members of the team have an equal stake in the planning and goals of the effort and a corresponding share of the credit for discovery. **Core Leadership-Co-Investigators must contribute at least an average of 0.25 (25%) of their full-time effort for the duration of the project.** For any changes to Core Leadership-Co-Investigators submitted at the Pre-Proposal stage, a justification should be indicated at the Full Proposal stage and is subject to review.

PI Count: The team must have between three and five Principal Investigators all with PhD, MD, or equivalent degrees. Please note that at least one Core Leadership Co-Investigator must be an early career investigator (ECI) within one (1) to seven (7) years of their first independent appointment. For the purposes of this award, an ECI should have attained their first independent appointment no earlier than 01/01/2019 and no later than 01/01/2025.

3. **Key Personnel:** Key Personnel on an ASAP team are employees of the Primary Institution or subawardee institutions who are contributing to the development or execution of the project under the supervision of a Core Leadership member. Examples of Key Personnel include (but are not limited to), Project Manager, Post-Docs, Research Assistants, Lab Technicians, and Data Manager.
- a. **Project Manager.** The Coordinating Lead PI is required to budget for a Project Manager. This person is a member of Key Personnel and integral to the day-to-day coordination of all team efforts to consistently maintain a high level of functionality and communication. This team member will monitor team milestones, coordinate deliverables related to expense & progress reporting, liaise with other funded teams, and ensure compliance. The project manager must be named no later than three months after the award start date. The project manager must contribute 100% of their full-time effort towards ASAP activities for the duration of the project.
- b. **Data Manager.** The proposed team must include dedicated personnel who will assume responsibilities relating to management of data generated as a result of the project. This could include (but may not be limited to):
- i. Developing processes for data acquisition, entry, verification, validation, and processing
 - ii. Establishing an appropriate data environment for the team
 - iii. Curating and ultimately depositing source data, raw data, and related metadata in publicly accessible repositories

The Data Manager must contribute a level of effort that is appropriate for the proposed project and should be defined by the applicant. Note: if the Project Manager is

appropriately positioned to assume these responsibilities, both roles can be assumed by the same individual.

4. **Collaborator.** A Collaborator may be engaged by the Core Leadership of the ASAP team to contribute to the team's research project. Collaborators are differentiated from Core Leadership Co-Investigators in that they are contributing to but not leading a component or subproject of the team's research endeavor. As such, Collaborators are not beholden to the 0.25 (25%) minimum average time allocation as are Core Leadership members. Collaborators may be paid or unpaid.
 - a. *Paid Collaborator:*
 - i. **If a Collaborator is employed at the same institution as one of the Core Leadership members (Coordinating Lead PI or Co-Investigators),** this Collaborator should be accounted for in the budget template in the Team section under the appropriate Core Leadership institution.
 - ii. **If a Collaborator is employed at a different institution from any of the Core Leadership members,** they should be accounted for as a separate subawardee institution. **Exception:** The 5-institution maximum can be exceeded if, and only if, an ASAP team has a Collaborator that is employed at a different institution from the Core Leadership members. Up to one additional subawardee institution can be allowed in excess of the 5-institution limit, for an absolute maximum of six institutions to account for Collaborators employed elsewhere.
 - iii. **If a collaborator will not be provided with salary support but will receive funds for any costs associated with their work (e.g. reagents, fringe),** they will still be considered paid and should be included on the budget template. For these personnel, applicants would leave the Yearly Salary cells blank in the Budget Template. Applicants will also note this in the "Budget Justification" section of the application.
 - b. *Unpaid Collaborator:* If a Collaborator will not be paid, this Collaborator should still be listed as an ASAP team member in the online application but need not be included in the budget template.

Institutional Roles

Institutional Representation on a CRN Team. A CRN team is made up of a Primary Institution and between one and four subawardee institutions. Each CRN team must comprise at least two (2) different institutions but no more than five (5) institutions.

1. **Primary Institution:** The Primary Institution is the institution of the Coordinating Lead PI and oversees all subawardee institutions on the team. If awarded, all project funds will be awarded to the Primary Institution, who will take responsibility for further distributing funds to each subawardee institution in accordance with the budget. Note that some institutions outside the U.S. may not be able to subcontract to U.S.-based institutions. Applicants are responsible for familiarizing themselves with rules & regulations regarding subcontracting, as ASAP cannot advise on these matters. ASAP

expects the Coordinating Lead PI to review the detailed budgets of the subawardees and ensure they are compliant with ASAP policies.

2. **Subawardee Institutions:** A subawardee institution is an institution that is part of the team but is not the Primary Institution. Subawardee institutions will receive their funds through the Primary Institution. The subawardee institution's role on the project is led by at least one Co-Investigator from that institution (or Collaborator, if it meets the criteria for the above mentioned **exception**).

Exception. The five-institution maximum can be exceeded if, and only if, an ASAP team has a Collaborator that is employed at a different institution from the Core Leadership members. Up to one (1) additional subawardee institution can be allowed in excess of the five-institution limit, for an absolute maximum of six (6) institutions to account for Collaborators employed elsewhere.

Cost Summary

1. **Direct Costs:** ASAP defines direct costs as expenses required to execute a project that are directly attributable to and can reasonably be allocated to the project. In the ASAP budget template, line items included under the Team and Other Direct Costs cost categories make up the direct costs for that institution.
2. **Indirect Costs:** ASAP defines indirect costs as general overhead and administrative expenses that support the entire operation of the grantee and may be shared across projects (i.e., utilities, IT systems, and general administrative staff such as a grants office). These expenses would be incurred regardless of whether the grant is funded. The indirect cost cannot exceed 15%.

Eligibility Requirements

Institutional Eligibility

- **Type** – Applications may be submitted by public and private non-profit entities, such as universities, colleges, hospitals, laboratories, units of state and local governments, as well as eligible agencies of the federal government. For-profit entities may also apply, provided that the applicant holds a Senior Scientist position or equivalent and agrees to comply with all outlined policies & requirements including (but not limited to) the ASAP [Open Science policy](#).
- **Submitting Institution** – The Coordinating Lead PI must be affiliated with the institution submitting the application and grant funds will be awarded to that institution, which will take responsibility for distributing funds to the institutions of the other members of the collaboration.

Core Leadership Eligibility

- **Core Leadership** – Each Team must consist of a minimum of three (3) to a maximum of five (5) PIs. A Coordinating Lead PI must be appointed for each Team, who will be responsible for overall project management and reporting to ASAP/MJFF staff throughout the lifecycle of each program. Team structure and management is discussed in further detail below.

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- **Career Stage & Disciplines Represented** – We require the Core Leadership for each Team to consist of at least one (1) early career investigator in the position of Co-I, and for there to be at least two (2) different research disciplines represented on each Team.
 - **Degree** – All Core Leadership must hold a doctorate, such as a PhD, MD, or equivalent degree.
 - **Appointment** – The Coordinating Lead PI must hold an academic appointment in an independent faculty position or serve as a senior staff scientist in the private sector, with responsibility for leading collaborative research projects. All other Core Leadership must be in an independent faculty position or equivalent.
 - **Time Allocation** – All Core Leadership are expected to allocate a minimum of 25% time and effort throughout the life of the research project.

Ineligibility

This RFA will not provide funding for the following types of projects:

- Projects that do not explicitly fall under the six themes within the [CRN 2025 Scientific Heterogeneity Track](#).
- Projects without a tie to human biology. A tie to human biology is met when the study is:
 - Utilizing pre-existing human PD data sets, and/or
 - Validating their research study findings in human samples, and/or
 - Using human tools/samples in the study
- Projects including active cohort recruitment (however, existing cohorts and data already collected can and should be leveraged. Additional sample collection from an existing cohort may be eligible but depends on the context of use. These collection efforts cannot be critical to driving the hypothesis being explored).
- Projects primarily focused on diseases other than PD or projects that do not have a link to PD.
- Projects generating data ineligible for broader sharing within and outside the ASAP community

Application Checklist

Please ensure that your team meets the following eligibility requirements:

- The Core Leadership of the proposed team consists of one Coordinating Lead PI and between two (2) minimum and four (4) maximum Core Leadership-Co-Investigators.
- The Core Leadership of the proposed team are employed at one Primary Institution with up to four (4) subawardee institutions.

- At least one (1) Core Leadership-Co-Investigator on the team must be an early career investigator (ECI) within one (1) to seven (7) years of their first independent appointment. For the purposes of this award, an ECI should have attained their first independent appointment no earlier than 01/01/2019 and no later than 01/01/2025.
- The overall team represents at least two different scientific disciplines.
- Each member of Core Leadership holds a doctorate, such as a PhD, MD, or equivalent degree.
- The Coordinating Lead PI holds an academic appointment and is in an independent faculty position or equivalent or serve as a senior staff scientist in the private sector, with responsibility for leading collaborative research projects
- All Core Leadership-Co-Investigators are in an independent faculty position or equivalent.
- The proposed team has a minimum of two, but no more than five participating institutions represented unless the aforementioned exception applies.
- Each member of Core Leadership is contributing a minimum average time allocation across the project duration of 0.25.
- A Project Manager is budgeted for and included in the ASAP budget template at 100% FTE.
- A Data Manager is budgeted for and included in the ASAP budget template at a level of FTE that is appropriate for the project. *Note: if the Project Manager is appropriately positioned to assume these responsibilities, both roles can be assumed by the same individual.*

Key Dates

JANUARY 15, 2025	Online application portal opens for Letter of Intent (LOI) submission
MARCH 20, 2025	LOI submission deadline (6 PM EST)
WEEK OF JUNE 2, 2025	Notification of invitation to submit full proposals
AUGUST 7, 2025	Full proposal deadline (6 PM EST)
WEEK OF NOVEMBER 3, 2025	Earliest notification of invitation to interview

NOVEMBER 2025	Finalist virtual interviews held
JANUARY 2026	Anticipated Notice of Award
JUNE 2026	Anticipated Project start date

Grant Portal Instructions

ASAP is partnering with The Michael J. Fox Foundation for Parkinson’s Research (MJFF) to efficiently implement this RFA. The partnership enables ASAP to leverage the Foundation’s grant administration and grantmaking infrastructure to receive applications, administer the review process, and make grant awards to projects selected for funding.

On the Full Proposal application in the Grant Portal, you will upload the following attachments to the below tabs.

Project Information & Sample Use Tab

The Project Information & Sample Use Tab is an opportunity for grantees to update some of the meta-data associated with your project, and fill out information related to biosamples or iPSCs that may be utilized for your proposal.

On the **Project Information & Sample Use tab** you will be able to view some information entered during the Pre-Proposal stage (such as Project Title and Project Duration) and you may update if necessary if those items have changed.

In the section entitled **Human/Patient Biosamples**, you will be prompted to provide information about your proposed project’s use of human and patient biosamples. If this is not applicable to your proposal, you can skip this section.

In the section entitled **Human/Patient-Derived iPSCS**, you will be prompted to provide information about your proposed project’s use of human and patient-derived iPSCS. If this is not applicable to your proposal, you can skip this section.

Team Information Tab

The Team Information tab was populated during the LOI stage. At the Full Proposal stage, you may add the following roles: Core Leadership-Co-Investigators, Paid Collaborators, Unpaid Collaborators and a Key Personnel- Data Manager and Project Manager (if known). The Coordinating Lead PI will auto populate. See the definitions under “ASAP Team Roles” for guidance on how ASAP defines each role.

Please note that if you add, delete, or change any Core Leadership-Co-Investigator team members between the LOI and Full Proposal stages, you must provide a justification.

At the Full Proposal stage, the Coordinating Lead PI must invite all team members with the Core Leadership-Co-Investigator, Data Manager and Project Manager (if known), Paid Collaborator, and Unpaid Collaborator roles to collaborate on the application by clicking on the “Send

Invitations” button. Invited team members will receive an email and be invited to create a new account in the Grant Portal, or log into their current account, in order to complete the **Collaboration and Institutional Approval** requirement and upload their **NIH biographical sketch** as a pdf (maximum 5 pages). Please note that the Full Proposal cannot be submitted unless every team member with the Core Leadership-Co- Investigator, Paid Collaborator, or Unpaid Collaborator role is invited to collaborate and accepts the invitation.

Collaboration and Institutional Approval

Upon accepting the invitation to collaborate, each Core Leadership-Co-Investigator, Data Manager and Project Manager (if known), Paid Collaborator, and Unpaid Collaborator will log into the Grant Portal, click on “Activities to Complete” on their portal homepage, and select the Collaboration and Institutional Approval activity. This activity consists of two parts:

- **Institutional Approval.** Core Leadership-Co-Investigators, Data Manager and Project Manager (if known), and Paid Collaborators may upload their institutional approval letter (if applicable—only one institutional approval is required from each unique institution on the team. If one institution has multiple individuals with these four roles, only one must upload the institutional approval. If any individuals with these four roles are members of the Primary Institution, they need not upload institutional approval here, as this will be uploaded for the Primary Institution in the Attachments tab). The institutional approval must be signed by an official of the institution (i.e., Office of Sponsored Research or Office of Grants & Contracts but NOT the chairperson, head of department, or member of Core Leadership. A CEO, CFO, or legal advisor may serve as institutional approval for for-profit Primary Institutions or subawardee institutions).
- **Acknowledgement of Collaboration.** All Core Leadership-Co-Investigators, Data Manager and Project Manager (if known), Paid Collaborators, and Unpaid Collaborators must leave their initials and click “Acknowledge,” thereby confirming their collaboration and cooperation on the project and that of the Key Personnel at their institution.

NIH Biosketch

Upon accepting the invitation to collaborate, each Core Leadership-Co-Investigator, Paid Collaborator, and Unpaid Collaborator will log into the Grant Portal, click on “Activities to Complete” on their portal homepage, and select the NIH Biosketch activity. This is where they will upload their biosketch and submit.

Please note that the Full Proposal cannot be submitted unless every team member with the Core Leadership Co-Investigator, Paid Collaborator, or Unpaid Collaborator role is invited to collaborate and accepts the invitation.

Attachments Tab

On the Attachments tab, you will be required to upload the below attachments. Providing this information does not guarantee that ASAP will fund the proposed project, as each Full Proposal undergoes a review process. All documents must be in English.

- **Primary Institution Institutional Approval**—Download and complete institutional approval for the Primary Institution. The institutional approval must be signed by an official of the institution (i.e., Office of Sponsored Research or Office of Grants & Contracts but NOT the chairperson, head of department, or member of Core

Leadership. A CEO, CFO, or legal advisor may serve as institutional approval for for-profit Primary Institutions or subawardee institutions).

- **Lay Abstract**—Download and complete the Lay Abstract template and upload as a Word document. Only **one** lay abstract is needed per proposal. If your proposal is funded, lay summaries may be shared on the ASAP website.
- **Bank Letter**—For the Primary Institution only. Please obtain a letter from your bank, on bank letterhead, clearly stating your institution name and account details, which may include (but are not limited to) account name, account number, and ABA routing number or Swift code. Bank letters must be in English. If a bank letter in English is not available, please provide a notarized cover sheet to the non-English bank letter in which you translate the bank details.
- **W8 or W9**—For the Primary Institution only. According to the Internal Revenue Service (IRS) regulations, The Michael J. Fox Foundation is required to issue 1099 forms. In order to accurately prepare these forms, we require a W9 for each U.S.-based Primary Institution and a W8 for each non-U.S.-based Primary Institution.
- **Ethical Approval Letters if currently available (and applicable)**—If research is exempted from formal ethics review, please provide an official document confirming exemption. If awarded, please note that NO payments will be made until these approval documents have been received.
- **Financial Documents (only applicable to for-profit Primary Institutions)**—Please upload the following documents as one pdf attachment:
 - Audited statement—Most recent audited statement such as income statement and balance sheet.
 - Company Overview—An abstract of your company’s overall business, how it relates to the proposed research plan, and contributions to project including financial and non-financial resources
 - Management and ownership summary—Please list your company’s officers and company shareholders with ownership greater than 10%.
 - Patent and license information for all technologies relevant to the proposed research plan. Please explain any limitations or payment requirements which could impact the use of the research project going forward.
- **Budget Template**—Download and complete the **ASAP budget template** and upload as an Excel spreadsheet. Please refer to the “Budget Template Instructions” section of this document for guidance on completing the template.

Project Proposal Template Tab

On the Project Proposal Template tab, you can access the LOI template you submitted during the LOI stage. This tab is also where you will download the Full Proposal template entitled ASAP Full Proposal Template.

Confirmation Tab

The Coordinating Lead PI must initial on this tab confirming they accept the defined responsibilities of the role. This includes:

- Providing scientific and technical direction of the proposed research project.
- Fulfilling contractual and financial obligations, and other organizational assurances/certifications relevant to the project.
- Serving as the primary contact person for ASAP scientific review as well as MJFF grants administration staff.
- Ensuring team compliance with grant terms and policies.
- Committing to open science practices.
- Ensuring that Core Leadership, Data Manager and Project Manager, Paid Collaborators, and Unpaid Collaborators accept invitation to the Grant Portal.

Please refer to the ASAP Team Requirements Matrix on the next page for a summary of the roles on the ASAP team, requirements and uploads by role, and how each role should be reflected in the ASAP budget template.

ASAP Team Requirements Matrix

ASAP Role	Team Information Tab in Grant Portal Application	Grant Portal Requirements	Budget Template
Coordinating Lead PI	Must be named under "Team Members"	<ul style="list-style-type: none"> ● Invites all Core Leadership-Co-Investigators, Paid Collaborators, and Unpaid Collaborators to collaborate on the proposal and ensures acceptance ● Uploads their NIH biosketch ● Uploads their institutional approval in the Attachments tab under Primary Institution Institutional Approval ● Provides Full Proposal confirmation ● Ensures the following documents are uploaded and finalized: <ul style="list-style-type: none"> ○ Lay Abstract ○ Bank Letter (for primary institution) ○ W8 or W9 (for primary institution) ○ Ethical Approval Letters (if available and applicable) ○ Financial documents (if applicable) ○ Budget template ○ Full Proposal template 	Included in the budget template under "Team" for the Primary institution with the appropriate ASAP role designated.
Core Leadership-Co-Investigator	Must be named under "Team Members"	<ul style="list-style-type: none"> ● Invited to collaborate on proposal and accepts invitation ● Completes their acknowledgement of collaboration ● Uploads their NIH biosketch ● Uploads their institutional approval (only one required per unique institution on the team) 	Included in the budget template under "Team" for the institution with which they are affiliated with the appropriate ASAP role designated.

Paid Collaborator	Must be named under "Team Members"	<ul style="list-style-type: none"> Invited to collaborate on proposal and accepts invitation Completes their acknowledgement of collaboration Uploads their NIH biosketch Uploads their institutional approval (only one required per unique institution) 	<ul style="list-style-type: none"> IF Paid Collaborator is affiliated with one of the Core Leadership institutions: <ul style="list-style-type: none"> Included in the budget template under "Team" for the institution with which they are affiliated with the appropriate ASAP role designated. IF Paid Collaborator is NOT affiliated with the one of the Core Leadership institutions, please enter the affiliated institution as an additional subawardee.
Unpaid Collaborator	Must be named under "Team Members"	<ul style="list-style-type: none"> Invited to collaborate on proposal and accepts invitation Institutional approval is NOT required for unpaid collaborators Completes their acknowledgement of collaboration Uploads their NIH biosketch 	Does not need to be included in the budget template (exception: if there are direct costs being requested from the unpaid collaborators institution, please enter the affiliated institution as an additional subawardee).
Key Personnel	May be named under "Team Members"	<ul style="list-style-type: none"> <i>May be</i> invited to collaborate on proposal (optional) 	Included in the budget template under "Team" for the institution with which they are affiliated with the appropriate ASAP role designated.
Key Personnel-Data Manager	Must be named under "Team Members", if known at this time	<p><i>If known at this time:</i></p> <ul style="list-style-type: none"> Invited to collaborate on proposal and accepts invitation Completes their acknowledgement of collaboration Uploads their institutional approval (only one required per unique institution) 	Must be included in the budget template under "Team Personnel" for the institution with which they are affiliated with the appropriate ASAP role designated.

Key Personnel- Project Manager	Must be named under “Team Members”, if known at this time	<i>If known at this time:</i> <ul style="list-style-type: none"> ● Invited to collaborate on proposal and accepts invitation ● Completes their acknowledgement of collaboration ● Uploads their institutional approval (only one required per unique institution) 	Must be included in the budget template under “Team Personnel” for the institution with which they are affiliated with the appropriate ASAP role designated.
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Cost Policy

ASAP believes in maximizing its impact through good stewardship of its funds, while also acknowledging the true cost for our partners of delivering efficient results. In keeping with this belief, ASAP's indirect cost policy is to contribute funding for expenses that are associated with the general running of our partners' business through a **flat 15% indirect cost rate**, applied to each institution's direct costs. No exceptions to this policy will be considered.

Subawards and Indirect Costs

This opportunity includes subawards. If awarded, grant funds will be awarded to the Primary Institution (of the Coordinating Lead PI), who will assume responsibility for distributing funds to all other research institutions through subawards. Although subawards are paid directly by the Primary Institution, subawardee institution costs are not treated as part of the Primary Institution's direct costs. The budget template applies the indirect rate of 15% to the Primary Institution's own direct costs (Team and Other Direct Costs) as reported on its section of the detailed budget template. Similarly, the budget template applies the indirect rate of 15% to each subawardee institution's direct costs (Team and Other Direct Costs) as reported on its section of the detailed budget template. ASAP expects the Coordinating Lead PI to review the detailed budgets of the subawardees and ensure they are compliant with ASAP policies.

Allowable Costs vs. Unallowable Costs

Allowable costs are costs that are permissible in the ASAP budget for all institutions which include:

- **Personnel salaries**, subject to the following limitations:
 - All salaries per full time equivalency (FTE) must be accurately reported in the budget, and the Year 1, Year 2, and Year 3 allocations must accurately reflect the amount of time that individual is anticipated to spend on the project in that year. Please note, ASAP does not adhere to the NIH salary cap.
 - The average time allocation across the project duration for Core Leadership must be **at least 0.25 (25%)**.
- **Fringe benefits** in accordance with your institution's policy and practice. MJFF reserves the right to request substantiation of any fringe rates used.
- **Consultant fees**
- **Subawards**, inclusive of indirect costs accruing to the subawardee organization
- **Tuition-related costs**. Considered allowable when a graduate student is allocated 100% to the project.
- **Research supplies**, including short-term and/or consumable items required to execute the proposed work (e.g. enzymes, chemicals, reagents, and kits). Also includes acquisition, care, and use of experimental model systems, contingent upon compliance with applicable requirements (e.g. drosophila). Use of software or online platforms to implement the proposed study, as well as data storage would also be considered supplies.

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- **Standard equipment needs and maintenance.** Costs may include purchase, delivery, installation, and/or maintenance of equipment and/or durable assets used for producing the outcomes of the research study (e.g. microscope). Specialized equipment needs may be considered on an individual basis. Applicants should provide justification for this specialized equipment in the Budget Justification.
 - **Travel or related costs for scientific meetings and conferences** (included but not limited to intra-team meetings)
 - **Accommodation costs** or living expenses that are directly related to ASAP-funded work (i.e., extended trainee visit to another lab to learn a new technique)
 - **Membership Fees** for professional societies (e.g. Society for Neuroscience)

All allowable costs are considered direct costs, and therefore will be susceptible to the 15% indirect cost rate.

In contrast, unallowable costs are costs that should not be included in the ASAP budget for any institution which include:

- **Publication costs.** While publication costs should not be included in direct costs in the budget template at the application stage, ASAP will cover article processing charges for open access publication costs up to \$5,000 USD at the appropriate time, if funding is awarded.
- **ASAP-coordinated meetings.** Costs associated with ASAP-coordinated meetings will be handled separately and should not be included in the budget.
- **General office technology,** including personal computers, software upgrades, and fees. Specialized equipment and technology needs may be considered, if deemed necessary to conduct the proposed research.
- **General office expenses,** such as office supplies
- **Entertainment**
- **Capital Improvements,** such as laboratory or facility renovation
- **Indirect costs in excess of 15%** (see ASAP Indirect Cost Policy above)

Carryover Funding and No-Cost Extensions

If funding is awarded, unused research funds may be carried over to the following year, with approval, and requests for no-cost extensions will be considered.

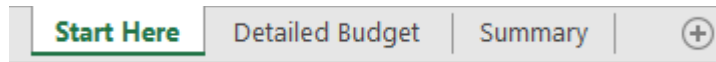
Budget Template Instructions

A single ASAP budget template is to be completed for the entire proposed project, with a separate detailed budget section completed for each institution under the team. You must use the provided budget template. Budgets submitted on other templates will not be considered.

Below you will find detailed guidance on how to complete the budget template.

Start Here Tab

Once you open the ASAP budget template Excel file, you will see three tabs toward the bottom: Start Here, Detailed Budget, and Summary. Start with the Start Here tab:



On the Start Here tab, you must first enter the names of each institution that is on the ASAP Team. Fill in the name of the Primary Institution and the name of up to six subawardee institutions (refer to the Definition and Team Roles section above for definitions). If you have fewer than six subawardee institutions on your team, leave unused institutions blank. Any names of institutions entered here will flow into the Detailed Budget and Summary tabs.

Team	
Name of Primary Institution:	
Name of Subawardee Institution 1	
Name of Subawardee Institution 2	
Name of Subawardee Institution 3	
Name of Subawardee Institution 4	
Name of Subawardee Institution 5*	
Name of Subawardee Institution 6*	
*Subawardee Institution 5 and 6 should only be utilized if the exception described in the ASAP Team, Application, and Budget Guidelines applies.	

Detailed Budget Tab

On the Detailed Budget tab, you will enter values in the white cells. The gray cells are locked for editing, as many contain formulas. They will auto populate based on the values you enter in the white cells.

On the Detailed Budget tab there is a budget section for the Primary Institution and up to six subawardee institutions. If you need fewer than six subawardee institution budget sections, simply disregard the extra rows. Please **do not** delete them.

Each institution's budget section contains the following sections: Team, Other Direct Costs, and Indirect Costs. Team, and Other Direct Costs should be populated, if applicable. The Indirect Costs section will auto populate.

Team

Please refer to how ASAP defines team roles under Definitions and Team Roles. When completing this section for each institution, you must enter:

- **Name** (the Key Personnel-Data Manager and Project Manager may still have to be identified at this stage, but the role must be included as a line item)
- **Role** played on the project
- **Years 1, 2, and 3 Annual Salary per FTE:** enter each employee's Annual Salary per full time equivalent (FTE) (or annualized wage compensation) for each year of the project. In other words, what is the person's full-time salary at their institution? If they are not working full time, what would their salary be if they were working full time?

Note: If some or all of the designated personnel salary is not being applied towards the award (e.g. cost-sharing by the institution), the applicant should adjust the annual salary per FTE to reflect what is actually being requested from ASAP and then should explain this in the Budget Justification.

- **Year 1, 2, and 3 Allocation:** enter each employee's allocation as a decimal for each year of the project. This is the proportion of time they will spend on the project. This is based on FTE hours. For example, if the employee will be spending 100% of their time on the project in Year 1, enter 1. If the employee will be spending 25% of their time on the grant in Year 1, enter 0.25. However, if an employee is working at an institution 50% of the time and they will be spending 50% of their available part time hours on the project, then the allocation should be 0.25 as this is the proportion they would be working on the project if they were full time.
- **Year 1, 2, and 3 Months on Project:** enter how many months each employee will spend on the project for each year. For example, if you expect the project to last 12 months and a person's role will be involved throughout the 12 months, enter 12. If their role will only be working on the project for 6 months in Year 1, enter 6.
- **% Benefits (or fringe rate):** express the value of the employee's benefits package, if applicable, as a percentage of their FTE salary (even if they will not be working full time on the project). This must be in accordance with your institution's policy and practice. ASAP reserves the right to request substantiation of any fringe rates used.
- **Auto Populate – Average Allocation:** based on the yearly allocations entered and the months worked per year, the Average Allocation across the project will auto calculate for each employee. **Please note that ASAP requires that Core Leadership allocate a minimum of 0.25 averaged effort across the project duration.**
- **Auto Populate –Totals:** The totals will auto populate in the gray cells. For each year, the following calculation will determine personnel costs: Annual Salary per FTE x Allocation x (Months on Project/12) x (1+ % Benefits).

Other Direct Costs Section

The Other Direct Costs portion of the budget should include direct costs that are not team salary and benefits costs. Some examples of costs that should be included in this section are research supplies, standard equipment, tuition related costs for when a graduate student is allocated 100% to the project, and travel or related costs for scientific meetings and conferences. Use of Non-Human Primates would also be included under this section, if applicable.

When completing the budget template, you must enter:

- **Item Description:** describe the cost. Please be specific, especially for line items that represent significant amounts (for example, avoid a line item of “Supplies”...we want to know what supplies, to the extent possible, so please break this down into multiple, more specific line items).
- **Expense Category:** select which of the included categories the item best fits under:

Expense Category	Examples
Equipment	Costs may include purchase, delivery, installation, and/or maintenance of equipment and/or durable assets used for producing the outcomes of the research study (e.g. microscope).
Supplies	Costs associated with short-term and/or consumable items required to execute the proposed work (e.g. enzymes, chemicals, reagents, and kits). Also includes acquisition, care, and use of experimental model systems, contingent upon compliance with applicable requirements (e.g. drosophila). Use of software or online platforms to implement the proposed study, as well as data storage would also be considered supplies.
Travel	Costs associated with essential travel that directly pertains to project needs (e.g. travel to a collaborating institution’s facilities to share methods or participant travel and/or accommodations for clinical studies).
Training	Costs associated with key research personnel trainings (e.g. post-doctoral stipends, training directly related to project needs).
Other	Costs associated with other allowable items required to complete the proposed study (e.g. shipping of samples, Core lab facility usage).

- **Purpose of Item:** add a couple words to succinctly describe the purpose of the item.
- **Cost per Item:** this can either be a single unit cost or a lump sum cost, if appropriate.
- **Year 1, 2, and 3 Quantities:** enter the quantities needed of the item for each year. If the Cost per Item is a lump sum, the quantities should be 1.
- **Auto Populate–Totals:** The totals will auto populate in the gray cells.

Indirect Costs Section

For each institution, the budget template will apply a 15% indirect rate to the sum of that institution's Team and Other Direct Costs for each year. No action is required of the applicant in this section, as the 15% is applied automatically.

Grand Total

The detailed budgets for all institutions will flow into the blue Grand Total portion at the bottom of the sheet. This section provides a breakdown of total funding requested for each cost category for each year, across all institutions.

Summary Tab

The Summary tab is locked for editing and will auto populate from the values entered in the Detailed Budget tab. However, you can still access the Summary tab to view a breakdown of all proposed costs for the project.

Confidentiality

The review process will be performed under confidentiality among all parties involved in proposal evaluation. Funded proposals will be shared across the ASAP Collaborative Research Network, as well as the MJFF network, and lay project summaries will be publicly communicated on ASAP's website. Unfunded proposals will remain confidential. Application materials will be retained in the MJFF Grant Portal.

The review process will be performed under confidentiality among all parties involved except as necessary for our evaluation or to comply with any applicable laws. Successfully funded proposals will be made publicly available and/or shared across the ASAP Collaborative Research Network and/or with other grantees or collaborators. Lay project summaries will be publicly communicated on ASAP and/or MJFF websites. Unfunded proposals submitted to ASAP will remain confidential and will be retained in the MJFF Grant Portal. Application materials will not be returned to applicants.

Contact

Inquiries concerning this funding opportunity are encouraged to avoid submission complications. For administrative and programmatic inquiries, please contact grants@parkinsonsroadmap.org. We encourage questions well in advance of the deadline.