

How to Apply: **Letters of Intent (LOI)**

APPLICATION INFORMATION FOR THE 2016-2017 TRANSATLANTIC NETWORKS OF EXCELLENCE PROGRAM

Applicants are advised to read the *Transatlantic Networks of Excellence Program Description* for important information about the application process and Fondation Leducq policies.

Submitting the Letter of Intent (LOI) on proposalCENTRAL

Applicants to the Transatlantic Networks Program must submit a **letter of intent (LOI)** through the online application service managed by **Altum proposalCENTRAL**. **Letters of intent** must be submitted before the end of the day, 11:59 pm US Eastern Daylight time on **Tuesday, September 6, 2016**.

The Applicant designated to submit the application through proposalCENTRAL should be **one of the two coordinators** who lead each Leducq network. He or she can grant access to other network members to view or to edit the application. The final submission must come from the coordinator who is registered on the proposalCENTRAL site, as the applicant.

Questions about the electronic submission process should be directed to the proposalCENTRAL staff, whose contact information can be found on the proposalCENTRAL website. Questions about the application, or about Fondation Leducq policy, should be directed to the Fondation Leducq office at contact@flcq.org.

To start the application process, please register to obtain a new account and follow the instructions, or, if you have already applied to any other program through proposalCENTRAL, simply login. Most institutions have been registered, but if yours is not on the list, please create a new institution when prompted. (If you do create a new institution, you need only include the required information indicated by the red asterisk, although you can enter additional information if you choose.) Once you have entered the required information, and the system has registered the institution, you can proceed to the “Professional Profile” tab on the upper right menu. For purposes of the Fondation Leducq application, only section 1, “Institution and Contact Information,” is required. If you have applied, or are applying, through proposalCENTRAL for some other program, you may need to complete the other sections of the profile. If not, please do not complete the other sections. The information will not be included in the application for the Fondation Leducq. There is no need to add a biosketch at this point. Rather, the biosketches for all network members will be uploaded in a single application pdf file as described below.

Once the institution is registered, and section 1 of the professional profile is complete, go to the “Manage Proposals” tab, and create a new proposal. If you are returning to edit a proposal, you will find it here. Choose “Apply Now” and follow the instructions. At the “Download Templates & Instructions” page you should download the template for the CV and for the disclosure form. Biosketches and completed, signed disclosure forms are required of all networks members. Network coordinators, network members, and a network administrator (if identified at this point) should all be listed under “Key Personnel,” and contact information provided for each. **List the two coordinators first.**

After completing the identifying information (sections 1-6), applicants must submit an **abstract** in section 7 of the LOI. The text of the abstract, limited to 250 words, should be entered directly into the “Abstract” text box. Include 3 KEYWORDS for the project on the bottom line. The abstract field accepts limited formatting, so use only plain text. You can cut and paste from word processing software. There is no autosave function, so remember to save frequently if you will be working on the text for any significant amount of time.

In Section 8 applicants will upload three important files: the (preliminary) application, the CVs of the proposed network participants, and the disclosure forms indicating agreement to participate and listing conflicts of interest. Each is described below.

1. LETTER OF INTENT (PRELIMINARY APPLICATION)

The letter of intent should be assembled as outlined below, and uploaded as an “attachment” in section 8, as one file (acceptable formats .pdf, .docx, .doc) not to exceed 10MB. Use 12-point type, and either Times New Roman or Arial as the font.

The application document should contain the following items, **arranged in the order below**:

- Full names, institutional affiliations, postal and email addresses, telephone and fax numbers for the North American and the European Coordinators and proposed members. List the two coordinators at the top. (This information is requested on the proposalCENTRAL website in the “Key Personnel” section, but should also be included in a separate page as a part of the application document.)
- The research program title.
- The project description, not to exceed 1500 words, which should cover the following, citing relevant publications in the text where applicable:
 - The purpose and objectives of the work.
 - The background and scientific importance of the research.
 - The proposed research plan and the organization of the network to meet the stated objectives. Be as specific as possible about the research program, and the the kind of experiments planned to meet your objectives.
 - The added value of the collaborative network for achieving scientific objectives. Discuss the impact of the collaborative program with reference to what together you can achieve that working individually you could not.
 - The qualifications of the applicants to carry out the research, including experience in field, and prior collaborative work.
 - **Include the word count** at the end of the document.
- A one-page figure may be submitted with the application. The text on this page will not count towards the 1500 limit in the project description.
- A one-page bibliography. Please list here the references cited in the program description outlined above. Include (and highlight in some way, e.g. bold typeface) at least 5 recent publications from among the members of the proposed network. Provide a hyperlink to the online publications whenever possible.

2. CVs

An abbreviated CV of 1-2 pages in biosketch format for the coordinators and all proposed network members. Include the information listed on the CV template that

can be found on the proposalCENTRAL website. Upload all of the CVs together as a single pdf file.

3. DISCLOSURE FORMS

A completed and signed disclosure form for each coordinator and proposed member is required. The disclosure form template is available on the proposalCENTRAL website. The set of disclosure forms should be uploaded as **one single file** on the proposalCENTRAL site under “attachments.” Applicants should refer to the **Fondation Leducq conflict of interest policy for applicants**, available on the website, before completing the disclosure form.

Letters of Intent found not to be in compliance with the format guidelines risk disqualification. An introductory letter may accompany the LOI, but is not necessary, and will not be included among the materials evaluated by the Committee. Any materials other than those requested as a part of the application will not be considered.

Upon submission of the application, you should receive on-screen and email messages from Altum proposalCENTRAL confirming that the application has been submitted. Please save the confirmation email message.

The Fondation Leducq will notify applicants about the status of their applications following the fall meeting of the Scientific Advisory Committee (SAC), which will take place at the end of October. At that meeting the SAC will select 8-14 network applicants to submit a full application, information about which will be provided at the time of notification through the proposalCENTRAL application service. It is the express intention of the members of the committee to limit requests for full applications to those prospective networks that have a significant chance of success in the final round. **Please note that it is the policy of the Scientific Advisory Committee not to provide comments or feedback about unsuccessful applications or about the application process.** Full applications are due in the foundation office in February, and the final recommendation of the SAC, to select up to five networks for support, will be made at a meeting in early April. The Fondation Leducq's Board of Directors will consider the SAC's recommendation in early June.

Eligibility

Participants in a Fondation Leducq *Transatlantic Network of Excellence Program* must have expertise in cardiovascular, neurovascular disease, or a related field, and must be affiliated with an academic research center. The North American Coordinator must be based geographically in North America, and the European Coordinator in Europe. In the consideration of whether a country is or is not a part of Europe or North America, conventional geographic boundaries will obtain. Accordingly, for example, Israel is not considered part of Europe. In past years the Fondation Leducq limited participation in the *Transatlantic Networks of Excellence Program* to investigators from North America and Europe. The program is now open to investigators worldwide, with the exception of the coordinator role, as described above. Participation in a *Leducq Transatlantic Network* is contingent upon the commitment of the participant's affiliated academic institution to abide by the financial and intellectual property provisions, and the reporting requirements, found in the *Fondation Leducq Research Agreement* (a copy of which is available on the foundation's website, www.flcq.org)

Transatlantic Network grants are not renewable. Members of concluding networks who wish to reapply with a team that consists of largely of the same participants, and

with a theme similar to that of the existing network, are urged to present a new and original direction for research. All applications are considered on a *de novo* basis.

ELIGIBILITY FOR PARTICIPATING IN MULTIPLE NETWORKS OR APPLICATIONS: The Fondation Leducq has established the following eligibility rules for investigators who may wish to participate in multiple *Leducq Transatlantic Networks*:

- **Network coordinators** cannot participate concurrently in any other Leducq network, in any capacity. Following the conclusion of the program of which they were the coordinators, they are ineligible to apply again to the Transatlantic Networks of Excellence Program as a network coordinator, although they are eligible to participate as a member of another network. An exception is made for network members who, for whatever reason, have taken up the responsibility of network coordinator during the term of the network grant; they may apply to the foundation as the coordinator of a new network.
- **Network members** may not participate in more than two Leducq Transatlantic Networks concurrently. (This rule applies only to the 5-year term of the grant, and not to the no-cost extension period that networks may wish to pursue.)

Investigators may not submit more applications in an application cycle than the number in which they are allowed to participate if all applications were successful. Practically, this means that in any given year:

- Applicants for the role of coordinator cannot have their name on any other application submitted to the foundation.
- A member of a current Leducq network, which is expected to continue the following year, can be included in only one application to the foundation.
- An investigator not currently participating in a Leducq network can submit a maximum of either one application where his/her role will be that of coordinator, or two applications for that of member.
- An investigator who is a member of two Leducq networks can participate in a network application only when one of the networks of which he or she is a member comes to the end of its five-year term.

Participation in an extended term, a one year no cost extension granted to Fondation Leducq networks, does not count as participation in a network for purposes of determining eligibility.