

**Before completing an application, you must consult and follow these  
"Instructions for preparation of applications".**

*Practical instructions about how to complete a grant request can be found at the end of this document.*

**Summary**

1.	Eligibility criteria .....	2
1.1.	Research grants .....	2
1.2.	Trampoline grants .....	3
1.3.	PhD fellowships .....	3
1.4.	Post-doctoral fellowships .....	3
2.	Evaluation process.....	4
2.1.	Scientific committees .....	4
2.2.	Evaluation criteria.....	5
3.	Decisions / Notifications / Award Finalization .....	6
4.	Agreement linking AFM-Telethon to the applicant and his/her institution .....	6
4.1.	Research grants, Trampoline grants .....	6
4.2.	PhD fellowships .....	6
4.3.	Post-doctoral fellowships .....	7
5.	Information about the budget.....	7
6.	Post Award Reports .....	7
6.1.	Research grants, Trampoline grants .....	7
6.2.	PhD fellowships .....	7
6.3.	Post-doctoral fellowships .....	8
7.	Specific cases .....	8
7.1.	Resubmission.....	8
7.2.	Multi-team projects (Research grants and Trampoline grants).....	8
	Instructions on how to complete the online application form .....	9
➤	How to create your personal account .....	9
➤	How to create / delete an application form .....	9
➤	How to complete your application form (Activity details).....	9
	Use of your personal data .....	10

## **Preliminary information**

For information regarding the **scientific call**, please contact:

AFM-TELETHON  
SPCS / Permanent Secretariat of the Scientific Council  
Plateforme Maladies Rares  
96, rue Didot - 75014 PARIS France  
[spcsafm@afm-telethon.fr](mailto:spcsafm@afm-telethon.fr)  
Tel : 33 1 40 52 07 66

For information regarding the **medical research call**, please contact:

AFM-TELETHON  
Medical Affairs Department  
Caroline Stalens  
1, rue de l'Internationale - 91002 Evry Cedex  
[cstalens@afm-telethon.fr](mailto:cstalens@afm-telethon.fr)  
Tel : 33 1 69 13 21 22

## **1. Eligibility criteria**

The scientific criteria are described in the "Call for Proposals" announcement available on the [AFM-Telethon website](#).

As a general rule,

- Applicants cannot have a researcher, student or fellow status simultaneously. PhD students cannot apply for a Research grant or a Trampoline grant.
- Previously funded applicants who have not submitted their final research and/or financial reports to the AFM-Telethon as required, within the set period, will not be allowed to submit a new grant application until they have met this requirement, except with prior agreement of the AFM-Telethon.
- The renewal of a grant/fellowship will be taken into consideration if the requested funding period is in continuation with the previous one, without any interruption in the period of the original funded project. Otherwise, the applicant must submit his/her project as a new application.
- Applicants must add a CV in the CV section before submitting the funding request (Application Space>CV). An updated version of the CV is mandatory for Applicants. The CV has to be written in English and limited to 4 pages. Outdated CVs attached to the application will be at the disadvantage of the applicant.
- Applicants who recommend external reviewers with a Conflict of Interest will be excluded from the call (see section "Suggested external reviewers" of the electronic form).
- Ethical documents, when needed, must be attached to the application in the section "Description of the Project".

### **Important notes:**

***Proposals not meeting the eligibility criteria and/or the criteria of scientific relevance to the call will be automatically rejected without further review.***

***Please be aware that a large number of applications is submitted at the deadline date, which is not compatible with an efficient support to Applicants. Therefore, AFM-Telethon will not be responsible for any difficulties encountered during the application submission process at the deadline date.***

**1.1. Research grants:** one-year award, renewable for a second year, and exceptionally for a third year.

The program is open to Researchers or clinical Investigators holding a **permanent position** or equivalent, in an academic, governmental or private institution.

Proposals from groups outside France are strongly encouraged to include a French component (defined as a French partner lab).

**An updated version of the CV is mandatory for Applicants, for Team Leaders (if applicable) and for Laboratory Directors.**

The renewal for a second and/or a third year will be considered based on:

- i) The acceptance by the AFM-Telethon of a multi-year funding of the project (refer to the initial notification).

- ii) The submission by the applicant of a scientific and a financial report in the "Post-Award Reports" section of the "Funded Applications" folder within 18 months from the date of the signature of the previous Letter of Agreement. Any extension of the 18 months deadline must be justified in a letter attached to the application. Since the approval of the renewal application depends essentially on the scientific results of the research, the applicant will choose the most suitable renewal session to submit the renewal application, according to the progress of the project. The scientific interim progress report must be downloaded in pdf format. A document of 5-10 pages is expected. The guidelines (plan) for the scientific report are indicated online, once the report is created. For renewals, the deadlines to submit the intermediate scientific and financial reports are indicated in the "[Calendar for the next Fellowship and Grant Calls](#)" available on the website.

**1.2. Trampoline grants:** one-year award for a maximum of 50,000 euros.

This award is meant to support:

- Young investigators early in their professional career (**holding either a permanent or non-permanent position**),
- And/or:
- Early stage innovative/risky but potentially groundbreaking projects. For these projects, preliminary data is not mandatory.

Investigators are considered "young" if they have obtained their PhD degree, or equivalent, in the last 10 years. There is no age limit. PhD students cannot submit a Trampoline grant.

Proposals from groups outside France are strongly encouraged to include a French component (defined as a French partner lab).

**An updated version of the CV is mandatory for Applicants, for Team Leaders (if applicable) and for Laboratory Directors.**

**1.3. PhD fellowships:** one-year award, renewable for a second and third year.

The grant is meant to cover the salary of the PhD. The program is open to students enrolled in a French university doctoral degree program, normally full time. PhD students in a foreign laboratory are not eligible.

The PhD student must complete and submit the application himself/herself, in his/her own user account.

**The application of the PhD student must be related to a scientific project that was awarded an AFM-Telethon grant (Research grant or Trampoline grant) within the two previous Call for Proposals OR linked to a scientific project submitted in the ongoing Call for Proposals (refer to the [Calendar for the next Fellowship and Grant Calls](#) for details).**

The precise role of the PhD student must be described in the application form in "Description of the Project" (max. 5 pages + 1 figure or table). **If the project description submitted by the PhD student appears to be a mere copy/paste of the one of the linked Research grant or Trampoline grant previously submitted to AFM-Telethon, it will be rejected.** Figures and/or tables can be provided as additional project information in separate pdf files attached in the section "Description of the Project".

**An updated version of the CV is mandatory for Applicants, for PhD Supervisors and for Laboratory Directors.**

The renewal for a second and/or a third year grant will be considered:

- i) For students who previously received a PhD fellowship from AFM-Telethon for the same subject in the same laboratory.
- ii) Once the candidate has submitted an intermediate scientific report in the "Post-Award Reports" section. The scientific interim progress report must be downloaded in pdf format. A document of approximately 5 pages is expected. The guidelines (plan) for the scientific report are indicated online, once the report is created.

Please note that AFM-Telethon can, exceptionally, support a 4<sup>th</sup> year's PhD fellowship. For 4<sup>th</sup> year's PhD fellowship, the applicant has to provide the **last report of the thesis committee** of his/her University/Institution, or, if the latter is not available, a letter of the Doctoral School as agreement to enroll the candidate in a 4<sup>th</sup> year's PhD.

The maximum duration of the 4<sup>th</sup> year's support is 12 months, non-renewable. The support cannot continue beyond the date of the defense of the thesis (expected date is mandatory). The Scientific Council will be attentive to the justification and the need of the requested funding period.

Students, who have been awarded an AFM-Telethon PhD fellowship, agree **to participate in events organized by the AFM-Telethon as the biennial « Young Researchers' forum », and the "1000 chercheurs dans les écoles" operation** which aims to educate middle and high school students about science and scientific careers. Unjustified non-attendance at the "Young Researchers' forum" will lead to an unfavorable recommendation in case of application for a renewal.

If the candidate has not yet completed his/her master degree at the time he/she applies for a fellowship, he/she will have to notify the AFM-Telethon of the graduation date and the ranking when they are known, in order to validate the fellowship award. For accepted fellowships, if this information is missing by 31 July, the fellowship will be canceled.

**1.4. Post-doctoral fellowships:** one-year award, renewable for a second year.

The grant is meant to cover the salary of the fellow only. AFM-Telethon encourages mobility and will fund candidates having their PhD and post-doctoral positions in different laboratories. Any exception to this rule must be clearly argued, and the duration of support will be reduced to one year.

The candidate must have defended his/her doctoral thesis before the payment of the fellowship can be made.

The post-doc fellow must complete and submit the application himself/herself, in his/her own user account. **If the project description submitted by the post-doc fellow appears to be a mere copy/paste of the one of the linked Research grant or Trampoline grant submitted to AFM-Telethon, it will be rejected.** The post-doc fellow should highlight his/her precise role in the "Description of the Project".

**An updated version of the CV is mandatory for Applicants and for Laboratory Directors.**

The renewal for a second year will be considered:

- i) For fellows who have previously received a post-doctoral fellowship from AFM-Telethon for the same subject in the same laboratory.
- ii) Once the candidate has submitted an intermediate scientific report in the "Post-Award Reports" section. The scientific interim progress report must be downloaded in pdf format. A document of 5-10 pages is expected. The guidelines (plan) for the scientific report are indicated online, once the report is created. The progress report will be evaluated in one of the campaigns of the annual call.

Post-doctoral fellows who have been awarded an AFM-Telethon grant may be invited **to participate in events organized by the AFM-Telethon as the biennial « Young Researchers' forum », and the "1000 chercheurs dans les écoles" operation**, which aims to educate middle and high school students about science and scientific careers.

## **2. Evaluation process**

All eligible applications undergo a procedure of "a priori" scientific expertise: review of the project by external experts and by members of [the Scientific Council of AFM-Telethon](#) and during a scientific committee meeting. The scientific committee examines the applications in light of the external experts' reviews, their own expertise and of the evaluation criteria for each program. Applications are ranked by order of merit for each type of grant (the rank is not communicated to the applicants). The financial request is also evaluated, the budget projections must fit the real needs of the project.

The Scientific committee gives recommendations to the Board of Directors of AFM-Telethon, who will either accept or refuse to finance the project.

The funding of awards and the commitment to continue the funding in subsequent years depend on the Telethon annual results. If necessary, the Board of Directors may review and modify or put an end to funding without notice.

As a preliminary step for the medical research call, applications will follow a scientific admissibility step and modifications may be requested prior to the scientific expertise.

### **2.1. Scientific committees**

The Scientific Council is organized into several thematic committees. Each committee is composed of several members (list available on the [AFM-Telethon website](#)). In the "Project Information" section of the electronic form, the applicant has to choose the committee according to the project field. The AFM-Telethon administrator may address the application to another committee if needed.

- **FUNDAMENTAL MYOLOGY:** This committee evaluates fundamental research projects aimed at increasing our understanding of molecular, cellular, physiological and pathological mechanisms involving the structure and function of skeletal muscles, as well as growing, aging and degeneration / regeneration processes.
- **MOLECULAR AND PHYSIOPATHOLOGICAL BASIS OF MUSCULAR DYSTROPHIES:** This committee evaluates projects on understanding the physiopathology of muscles in relation to muscular dystrophies including Dystrophinopathies, Congenital muscular dystrophies, Limb girdle muscular dystrophies, Emery-Dreifuss muscular dystrophy, Oculopharyngeal muscular dystrophy (OPMD), Facioscapulohumeral dystrophy (FSHD), Myotonic dystrophies, ....
- **MOLECULAR AND PHYSIOPATHOLOGICAL BASIS OF NEUROMUSCULAR DISEASES OTHER THAN MUSCULAR DYSTROPHIES:** This committee evaluates projects on understanding the physiopathology of muscles in relation to neuromuscular diseases other than muscular dystrophies, including Channelopathies, Dilated cardiomyopathies, Muscular glycogenosis, Muscular lipidosis, Inflammatory myopathies, Mitochondrial myopathies, Congenital myopathies, Myofibrillar myopathies, Distal myopathies.

- **NERVOUS SYSTEM AND NEUROMUSCULAR JUNCTION:** This committee evaluates projects on the Motor neuron and on the Neuromuscular Junction in a healthy context or in the context of rare genetic diseases. Projects on Central Nervous System are off-topic.
- **STEM CELLS:** This committee evaluates projects on the differentiation of adult, embryonic and iPS stem cells specifically into skeletal/cardiac muscles or neuronal cells (including motor neurons) (in physiological and pathological conditions).
- **GENE AND/OR CELL THERAPY OF RARE DISORDERS:** This committee evaluates projects i) on the development of therapeutic approaches for rare diseases including gene transfer and gene correction, genome editing, genetically modified cells, development of delivery strategies and biomaterials, control of the immune response ii) on the strategies for modifying gene expression both at the gene and RNA level and iii) on gene transfer.
- **PHARMACOLOGICAL THERAPY AND TRANSLATIONAL RESEARCH OF NEUROMUSCULAR DISEASES:** This committee evaluates projects dealing with tools for evaluation of treatments for neuromuscular diseases (outcome measures, biomarkers of pathologies and therapies, animal models), translational networking of basic, preclinical and clinical researchers with clinicians and industry professionals and pharmacotherapies clearly focused on neuromuscular diseases. Projects on rare but non-neuromuscular diseases are off-topic.
- **MEDICAL RESEARCH:** This committee evaluates medical projects, which aim to improve the cares and management of patients, the knowledge of neuromuscular disorders and their progression, as well as the quality of life of patients affected by neuromuscular disorders.

## 2.2. Evaluation criteria

To take into account the expectations of AFM-Telethon, a weighting coefficient is attributed to each evaluation criterion.

These are the evaluation criteria for the eligible applications:

- **Project quality / scientific soundness:** Are the rationale and experimental design adapted to the study objectives? Are the aims clearly laid out? Are the conceptual framework, design, methods, techniques and analyses adequately developed, well integrated, and appropriate for the aims of the project? For resubmissions, has a point-by-point response to the expert's questions and comments been submitted by the candidate? Are the answers relevant/adequate in quality?
- **Relevance and significance for AFM-Telethon:** Does this research lead to a better understanding of neuromuscular or other rare diseases, their causes, cures and/or prevention? Does this study address an important problem? Is there a sufficient body of evidence for high quality fundamental, preclinical or clinical research that supports the rationale for the proposed study? What is the potential impact of the proposed intervention on health care and/or quality of life?
- **Feasibility:** Are the time frame and the total Full Time Equivalent (FTE) in line with the size and ambition of the project (Research grants and Trampoline grants only)? Do the partners have the required qualifications to carry out this project? Does the applicant acknowledge potential problem areas and consider alternative strategies? Is there evidence of institutional support? Have appropriate agreements with collaborators been established?
- **Innovation:** Are the aims of the study original? Does the proposed study design represent advancement in the field? How is the project positioned regarding international competition in the field?
- **Consistency of the budget** (Research grants and Trampoline grants only): Is the budget consistent with in relation to the objectives of the study?
- **Quality of the CV and quality of the laboratory:**
  - **Research grants and Trampoline grants:** Ability of the applicant to conduct the research based on the quality of the CV and on the quality of the laboratory.
  - **Post-doctoral fellows:** Is the fellow qualified enough to carry out this project (clarity of the proposal, education, technical skills, publications and professional experience and perspectives)? Has the fellow shown mobility during his/ her career?
  - **PhD fellows:** Is the fellow qualified enough to carry out the research (education, technical skills, publications and professional experience and perspectives)? The evaluation criteria must be adapted to the year of the PhD. Is the scientific supervisory staff qualified enough to manage the candidate?

### **3. Decisions / Notifications / Award Finalization**

Decisions are taken by the AFM-Telethon Board of Directors after review by the Scientific Council. Upon request, decisions may be communicated by e-mail or phone first, official notifications are sent by e-mail to the applicant only **within approximately 2 months after the formal decision**.

Please note that the selection process is very competitive; as a result, some projects might not be funded despite positive reviews. The comments and reviews are available in the Application space as soon as the official notification is sent.

Applicants who obtain financial support are required to state their acceptance or refusal of the award, within **one month** following the reception of the official e-mail notification, in the Application space. No response within the set time frame will be considered as a refusal of the awarded grant.

**Note:** Please refer to the "Instructions for Completing Award Finalization" available in the "Documentation" section (click on icon in the upper navigation bar).

### **4. Agreement linking AFM-Telethon to the applicant and his/her institution**

#### **4.1. Research grants, Trampoline grants**

As a general rule, if the project is selected for funding, the AFM-Telethon will issue a Letter of Agreement. The Letter of Agreement will be available online, in the "Documentation" section (click on icon in the upper navigation bar) of the Grant once the notification has been sent. The Letter of Agreement has to be:

- Either printed, filled out and signed by the applicant, the laboratory Director and the Legal Representative of the Institution (i.e. academic, governmental or private).
- Or signed with **certified electronic signatures**. In this case, please send the digitized version of the Letter of Agreement to [spcsafm@afm-telethon.fr](mailto:spcsafm@afm-telethon.fr).

For a multi team project, each Team Leader receiving funding will have to complete his/her own Letter of Agreement available in the principal investigator's portal.

**The official starting date of the project is the date of signature of the Letter of Agreement.** For each funding period (one year), **expenses may be justified for a period of 18 months following this date.**

**IMPORTANT:** Except if the Letter of Agreement is signed with certified electronic signatures, **one original hard copy of the Letter of Agreement, with the original handwritten signatures**, must be sent by regular mail **together with the revised budget to:**

AFM-Telethon – Permanent Secretariat of the Scientific Council  
Plateforme Maladies Rares  
96 rue Didot  
75014 PARIS  
France

The Permanent Secretariat of the Scientific Council should receive the original hard copy of the signed Letter(s) of Agreement (or the digitalized copy with certified electronic signatures) ideally within one month following the electronic notification of the award funding. Please give notice to the Permanent Secretariat of the Scientific Council of any reason to delay the signature of the Letter of Agreement.

We draw your attention to the fact that this is a considerably long procedure and that the payment of the grant will be initiated only once the Letter of Agreement of each partner is received.

Very exceptionally, AFM-Telethon may want to provide a framework to the financing by means of a contract negotiated and signed by AFM-Telethon and the institution concerned. This decision is based on several criteria (e.g. major strategic importance of your project for AFM-Telethon, notably in terms of development of therapeutics, amount of AFM-Telethon funding, etc.). In the contract, in return for the funding of the project, AFM-Telethon will notably request granting of intellectual property rights on the results of the project, and will expect return on investment if the results of the project generate operating revenues.

#### **4.2. PhD fellowships**

A contract is signed for one year, between the AFM-Telethon and the University/Institution in which the student is enrolled. The student's salary is paid by the University/Institution. The contract is renewable annually for a maximum of 3 years.

### 4.3. Post-doctoral fellowships

In France, a contract is signed between the AFM-Telethon and the University/Institution in which the post-doctoral fellow is enrolled. The salary is paid by the University/Institution. The contract is concluded for one year, renewable once.

When the fellow is enrolled in a foreign laboratory, the fellowship is paid directly to the applicant, it is considered as a donation from AFM-Telethon and its amount is tax-free.

## 5. Information about the budget

Please refer to the "[Guidelines of eligible expenses](#)" in the "Documentation" section (click on icon in the upper navigation bar). For additional information about financing's request, you can contact the Permanent Secretariat of the Scientific Council, 33.1.40.52.07.66, [spcsafm@afm-telethon.fr](mailto:spcsafm@afm-telethon.fr)

### Important notes:

#### **For Research grants and Trampoline grants,**

- Grant amount:
  - For Research grants, there is no recommended or maximum budget. Funding can range from 40K€ to 100K€ per year.
  - Trampoline grants are awarded for a **maximum** amount of 50,000 euros per year.
- The project's direct costs must be consistent with the realization of the project for the duration of the project.
- All amounts must be in Euros.
- Salaries:
 

**Fellowship salaries (PhD and post-doctoral fellowships) cannot be included in the budget of a Research grant or a Trampoline grant. PhD and post-doctoral fellows must submit a separate application to cover their salary.**

  - All staff which salary is included in the budget of the application must be **justified**: name, function and role in the project. AFM-Telethon will be very selective in its support, and the request will be treated on a case-by-case basis. The amount requested must be consistent with the percentage of time devoted to the project (FTE – Full Time Equivalent – to be completed in the section "Research Teams").
  - CVs of each requested personnel must be provided, attached to the revised budget in case of positive funding decision.
- Travel fees must be in accordance with the "[Guidelines of eligible expenses](#)".

#### **For Fellowships,**

- The request is for salary only. Any running costs or travel expenses related to the request must be included in the associated Research grant / Trampoline grant submitted by a researcher or a clinical investigator
- PhD and post-doctoral fellowships in France:
  - amount granted: the AFM-Telethon will align with the salary scales that will be published by the Ministry of Higher Education and Research, the conditions of which shall be laid down by decree.
  - indirect costs are not eligible.
- Post-doctoral fellowships abroad:
  - The amount of the fellowship is 28.000 euros for one year. It is considered as a donation from AFM-Telethon and its amount is tax-free. It is paid directly to the applicant.

## 6. Post-Award Reports (Final reports at the end of the project)

### 6.1. Research grants, Trampoline grants

Within 2 months after the end of the project, following documents must be provided by the applicant:

- Final Scientific Report
- Final Financial Report(s)

Both report forms are available in the Documentation section. The Scientific Report is available as an editable pdf (entitled "AFM-Telethon Final Scientific Report form"). Both report forms must be completed and attached as pdf files (max. 8 Mo) in the Application space in the "Post-Award Reports" section.

### 6.2. PhD fellowships

Within 2 months after the end of the project, a Final Scientific Report (written in English) must be provided by the applicant. It must be attached as pdf file (max. 8 Mo) in the applicant portal in the "Post-Award Reports" section of the "Funded Applications" folder.



### 6.3. Post-doctoral fellowships

Within 2 months after the end of the project, a Final Scientific Report (written in English) must be provided by the applicant. An editable pdf is available in the Documentation section (pdf entitled "AFM-Telethon Final Scientific Report form"). It must be completed and attached as pdf file (max. 8 Mo) in the Application space in the "Post-Award Reports" section.

## 7. Specific cases

### 7.1. Resubmission

**The AFM-Telethon considers as a resubmission any project similar to an application that already was submitted within the two previous Call for Proposals** but that was not selected for funding (example: resubmission in the 2022 Call for Proposals: initial applications submitted in the 2020 or 2021 Call for Proposals). If the project was submitted previously, it is considered as a new project.

The applicant **must specify** in the application if the project is a resubmission or not ("*Resubmission*": Yes/No to tick).

If it is the case, a point-by-point response to the questions and comments of the experts must be attached to the application in the field "Response to reviewers' comments" of the "Project Information" section (pdf format, in English). In this document, it is recommended to add page numbers and other identifiers so that reviewers can easily find where new data or revised experimental approaches have been added. If the candidate disagrees with the reviewers, he/she may submit his/her argumentation.

Please note that even if appropriate responses are given to the criticisms, a project may not be selected for funding. Indeed, a summarized statement of the experts' comments may differ from an exhaustive critique; some problems discussed by the reviewers may not appear in it. Also, by modifying a project, new problems might arise. Finally, the composition of the scientific reviewing groups change and an application may be examined by new reviewers who may have a different view on the project.

Note:

- **Resubmissions which are not declared will not be examined further.**
- **Resubmissions will be rejected in case of absence, partial or incomplete responses** to the experts' questions.
- **The same project may be submitted twice consecutively, not more (meaning the initial submission and one resubmission only).**
- **Eligible resubmissions will be considered in the review process alongside other projects submitted.**

### 7.2. Multi-team projects (Research grants and Trampoline grants)

Each project may include several teams.

For collaborative projects involving more than one team, the application form must be completed by the coordinator who is in charge of the project. The coordinator will also complete all requested information regarding the different teams, the team members as well as the budget requested by each team.

The description of the research project in the section "Description of the Project" shall include a section explaining the interactions and complementarity between the different teams.

Teams that will participate to the project but without any funding request must be added and detailed in the section Research Teams. In the Budget section, indicate that no budget is requested for these teams.

Teams integrated in the AFM-Telethon Strategic Poles are allowed to request funding for running costs. The allocated amount for these teams is limited to 15 000 € per participating Full Time Equivalent.

Teams working at Genethon, I-Stem or the Institute of Myology are allowed to request funding for running costs. The allocated amount for these teams is limited to 15 000 € per participating Full Time Equivalent. The consent of the Directorate-General or the General Secretariat must be obtained and joined to the grant application submitted to AFM-Telethon.

If the project is selected for funding, the coordinator will be requested by email to provide a final budget breakdown by team and a wire transfer will be made to each funded team. The payment for all the funded teams is initiated only upon reception of the Letters of Agreement of each team. Please be aware that the whole process may be relatively long.

The official starting date of the project is the date of signature of the Letter of Agreement of the coordinator who is in charge of the project.



## Instructions on how to fill out the online application form

### ➤ How to log into your personal account

A new version of the AFM Scientific Information System is in use since December 2021.

If you already have an account in the previous portal, to log in, enter your usual e-mail/username and update your password by clicking on "First connection to this new portal or Password forgotten" and follow the instructions.

For new users: once on the portal home page, click on "Create an Account" and follow the instructions.

**IMPORTANT NOTE:** Do not create more than one account in the system. Please contact [spcsafm@afm-telethon.fr](mailto:spcsafm@afm-telethon.fr) if you need to change your email address in an existing account or if you encounter problems with your user account.

### ➤ How to create / delete an application form

- To create your application, click on the blue button on the upper navigation bar "Apply for a new grant", select the available funding opportunity you wish to apply for and click on "Complete a request".
- Once you have created an application form, you can save data in the different sections and sign out of the system. You will retrieve your ongoing application in the section Application space -> "Grants".
- If you created an additional or a wrong type of application by mistake, you can delete it. Select the application number, click on the 3 vertical dots and delete the application.

### ➤ How to complete your application form

Important note regarding the consents: Please keep in mind that each applicant must receive an online consent from the Laboratory Director before the application can be submitted. You are strongly advised not to wait until the submission deadline to obtain this consent. The same applies for multi-team projects: the coordinator must obtain the consent of each Team Leader, in addition to the Laboratory Director's consent, before the submission deadline.

#### • **Project information**

Resubmission (cf. point 7.1 Specific cases): The applicant must specify if the project is a resubmission of a previous project that was not selected for funding ("Resubmission": Yes/No).

Link to a Fellowship / Link to a project: The file number of the related application must be indicated in this section (Linked to a Research Project / Fellowship already granted by AFM-Telethon, Yes/No).

#### • **Laboratory Director**

**General case:** Applications can be transmitted once the consent of the Laboratory Director is submitted. The button "Send approval request" triggers a solicitation by email. To complete and submit the consent online, the Laboratory Director must log into his/her own user account and select the application to give his/her consent. **He/she must also attach an updated version of his/her CV** in the CV section. The laboratory Director's CV is automatically attached to the application when it is submitted.

**Specific for PhD Fellowships:** In addition to the consent of the Laboratory Director AND the student's Supervisor, the latter must attach a recommendation letter (in English) in pdf format in his/her portal.

**The Supervisor must also attach an updated version of his/her CV** with the list of the PhD students overseen during the last 5 years (NAME, First Name, Thesis starting and ending dates, Thesis publications)

All CVs are automatically attached to the PhD's application when it is submitted.

- **Research Teams:**
- For a network, add each team involved, using the "Add a team" button. Once the team/team leader has been added, complete the team by adding each team member involved. Then, click on the name of each team member to complete the requested information (Last name, First name, Position, Role in the project and Full Time Equivalent in this project are mandatory).
- **Description of the Project**  
All information regarding the description of the project (plan, number of pages...) can be found in this section. A 15-page pdf document is allowed, except for PhD fellowships (5-page pdf + one figure and/or table).
- **Attachments: the size of each attached pdf file is limited to 8 Mo.**

## Use of your personal data

The information entered into this form is recorded by computer processing in order to manage fund allocated to a scientific project by AFM-Telethon. The recipients of the data will be: the departments concerned of AFM-Telethon and the data shall be stored during fifty years.

According to the Data Protection Act of January 6th, 1978 and the General Data Protection Regulation of April 27th, 2016, you have at any time, a right of access to, to rectification, to object, to restriction of processing, of portability of all of your personal data. If you wish to exercise your rights and gain access to your personal data, please write to Data Protection Officer at [dpo@afm-telethon.fr](mailto:dpo@afm-telethon.fr).