AIMS USER MANUAL – Filling out the Letter of Intent Form

Welcome to the Grant Management System of Alzheimer Forschung Initiative e.V. (AFI), Alzheimer Nederland (AN), and Fondation Vaincre Alzheimer (FVA). In order to apply for one of our grants, applicants will have to fill in their grant application online through AIMS. This manual shows how to fill out the Letter of Intent (LOI) Form. For more information regarding your required answers, please read the relevant Funding Guidelines and Application Instructions.

After the LOI form for the right grant type has been created via the Funding page, you will start at section 1 'Principal Investigator'. Each section has its own tab with a small box next to the name. If this box is ticked, this means all required fields were filled in. If this box is not ticked, it means the applicant will still need to fill in a required field somewhere in that section.

To save the draft of your form, click on one of the three buttons at the bottom of each page. Please note that switching between different sections using the section tabs will also automatically save your draft.

The 'Save Draft' button saves your draft and keeps you on the same section / page:

1.4 Institution Address

ⓘ Enter the name and the street/town address of the organization that will be legally and financially responsible for the conduct of activities to be supported by this award. Please consider the Funding Guidelines to evaluate the suitability of the institution to receive funding.

Address line 1: *	53 Main road	Address line 2:	12-123
Address line 3:		City: *	Amsterdam
Country:	Netherlands		

Save information entered into the current section and stay in the current section in form

Save Draft

Save Draft & continue »

Save Draft & exit

The 'Save Draft & continue' button saves your draft and moves you onto the next following section / page in the form:

1.4 Institution Address

ⓘ Enter the name and the street/town address of the organization that will be legally and financially responsible for the conduct of activities to be supported by this award. Please consider the Funding Guidelines to evaluate the suitability of the institution to receive funding.

Address line 1: *	53 Main road	Address line 2:	12-123
Address line 3:		City: *	Amsterdam
Country:	Netherlands		

Save information entered into the current section and move to the next section in form

Save Draft & continue »

Save Draft & exit

The 'Save Draft & exit' button saves your draft and moves you to the form's submission page:

1.4 Institution Address

ⓘ Enter the name and the street/town address of the organization that will be legally and financially responsible for the conduct of activities to be supported by this award. Please consider the Funding Guidelines to evaluate the suitability of the institution to receive funding.

Address line 1: *	53 Main road	Address line 2:	12-123
Address line 3:		City: *	Amsterdam
Country:	Netherlands		

Save Draft

Save information entered into the current section and go to the form submit page

Save Draft & exit

On the submission page you can see the progress of completion of each section. By clicking on the name of a section, you go to that section of the form and can continue working.

Questions that might need extra explanation

Question 1.2: selecting options from a dropdown menu. Choose the relevant last obtained academic degree from the dropdown menu:

Please select if you yourself are the P.I. or if you are filling in this application on the P.I.'s behalf. If you are filling in the application on the P.I.'s behalf, select yes and provide your full name and email address for future contact about the application:

1.2 Principal Investigator

ℹ️ Give the name and highest earned academic and professional degrees and year earned of the one person who will be responsible for the scientific conduct of the proposed research. NOTE: No P.I. may receive more than one Alzheimer Nederland (AN) grant at the same time. List only Investigator. - If the Principal Investigator has more than one title, give the one most relevant to the proposed project.

First name: *	Conor	Last name: *	Smith
Email address: *	conor.smith@gmail.com	Phone number: *	0851234567
Last obtained academic degree: *	MSc ▾	Year: *	2019
Position title: *	Associate Professor ▾		
Are you not the PI of this application but submitting it on the PI's behalf? *	Yes ▾		
Your full name: *		Your email address: *	

Question 2.2: providing dates. Click on the circled calendar button and select the correct date. Do this by clicking 'Select date'.

2.2 Project Period

ℹ️ Enter the start and end dates for the entire proposed project period. Please notice the project period in the guidelines that needs to be respected.

| Start date: * | d -- ▾ | m -- ▾ | y | 📅 | End date: * | d -- ▾ | m -- ▾ | y | 📅 |

	December, 2021	x
«	‹ Today ›	»

wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
48			1	2	3	4	5
49	6	7	8	9	10	11	12
50	13	14	**15**	16	17	18	19
51	20	21	22	23	24	25	26
52	27	28	29	30	31		

Select date

2.3 Budget *

ℹ️ Total costs for the entire project period.

€ [   ]

Question 3.2: adding specific aims. If you wish to add another aim after filling out the information for the first one, do so by clicking the '+Add' button. An aim can be deleted by clicking the red 'delete' button.

3.2 Specific Aims *

ℹ️ Click the ADD button to save your entry.

Aim no.	Aim description
1	XYZ description

+ Add   + Add

3.2 Specific Aims *

ℹ️ Click the ADD button to save your entry.

	Aim no.	Aim description	
🗑 Delete	1	XYZ description	🗑 Delete
	Aim no.	Aim description	

+ Add   + Add

Question 3.6: uploading a file. Click on the 'Select file to upload' button in order to choose your file to upload. Please make sure the file meets the criteria listed.

Question 4.1: selecting the P.I.'s areas of expertise using CADRO classifications. Please indicate the P.I.'s expertise in the AD/ADRD field according to the CADRO classification (categories A-B-C, found on https://iadrp.nia.nih.gov/about/cadro). Please provide a detailed subclassification within the categories.

If the desired answer is not included in a subclasses, you are sometimes given the 'Other' option. This will then create an additional field at the bottom, where you can fill in your answer:

Question 4.6: are there other people involved in the project. When 'No' is selected, all questions in section 5 'Other Personnel' are disabled:

Question 5.1: advisor/consultant (less than 5% time spent on the project) selected as a role. Advisors or consultants are mentioned in the 'Embedding' section (section 4.2) and are not to be included in the 'Other Personel' section.

'Other Personnel'section: when this section is enabled, you must add at least one Other Personnel and a maximum of 10:

To add another person, click on the 'Add Personnel' button at the bottom of each sub-section:

The additional sub-section will show as sub-section Personnel 2:

| ☑ Principal Investigator | ☑ Project Details | ☑ Summary of Proposed Research | ☑ PI Personnel Section | ☐ Other Personnel | ☐ Keywords | ☐ Declarations |

5.1 Personnel 1   5.2 Personnel 2

5.2.1 Personal Details

First name: *

Last name: *

Last obtained academic degree: *   No Value ▾

Institution name: *

Institution department: *

Email: *

Phone: *

General areas: *

☐ Cat. A: Molecular Pathogenesis and Physiology of AD/ADRD
  ☐ Amyloid beta
    ☐ APP: structure & function, processing, signalling
    ☐ Secretases
    ☐ Amyloid beta: clearance, structure, assembly, aggregation
    ☐ Amyloid beta-mediated pathogenesis

To delete an 'Other Personnel' sub-section, click on the 'Delete' button at the bottom of each sub-section page:

5.2.4 Education *

(You may enter up to 1000 chars.)

1000   chars left

🗑 Delete Personnel 2   ＋ Add Personnel (Min: 1, Max: 10)

| Save Draft |

| Save Draft & continue » |

| Save Draft & exit |

Submitting the application

The Form's submission page: if you have missed any of the mandatory questions, the error message will display. Click on the particular question number to get back to the missed question or select the blue 'No, enter more details first' button at the bottom:

Question 6.2 error:

At least two answers should be selected in question 6.2, and the boxes of 'Cat. A, B, and C' itself do no count towards this minimum.

If all sections are completed (100%) and you are happy with your application, you can submit the form:

Letter of Intent MAJOR GRANT

Please read the application instructions and funding guidelines carefully before proceeding any further.

Deadline: 31-08-2022

ⓘ Click on any of the underlined headings above to go to that section. You must answer every question in that section before proceeding to the next section. Once you have completed all sections

Section 1 Principal Investigator

100%

Section 2 Project Details

100%

Section 3 Summary of Proposed Research

100%

Section 4 PI Personnel Section

100%

Section 5 Other Personnel

100%

Section 6 Keywords

100%

Section 7 Declarations

100%

Submit Form »

You are then asked one last time if you wish to submit or not submit.

NOTE: Please be aware that applications can no longer be edited after you select 'Yes – Submit Form >>'

Submit Form Letter of Intent

Your details have been saved. Do you want to submit your entire form now?

Yes, submit the form now! »

« No, enter more details first

Exit

If you want to continue working on the form now, you select the blue button:

Submit Form Letter of Intent

Your details have been saved. Do you want to submit your entire form now?

Yes, submit the form now! »

« No, enter more details first

Exit

If you would like to exit without submitting and come back later to finish the submission, you select the grey 'Exit' button:

Submit Form Letter of Intent

Your details have been saved. Do you want to submit your entire form now?

Yes, submit the form now! »

« No, enter more details first

Exit

Once your application has been submitted successfully, you will receive an automatic email to confirm the submission. To view an application after submission, click on the application ID in the 'Applications I am Linked To' section of the Inbox:

Inbox

Below is the list of your tasks and applications

ℹ Your form has been submitted successfully

≡ Current Tasks

✉ Applications I Am Linked To

ℹ These are applications that you are linked to i.e. user has been added to list of users associated with that application (can be seen in Application Contacts tab of application processing page).

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status
53344	Conor Smith	Alzheimer Nederland	AN	Synthesis and Biological Activities of Phenylsulfonyl Amino Alkan Amides	16-12-2021 10:40	LOI submitted

Edit My Details

Create New Application »

Select the 'Summary' tab to see the details of your application:

Application

| Summary | Documents |

Document Type: ▼ OK

Show 50 ▼ entries

Title ⇕

📎 Generated PDF_53344.pdf

📎 Created Letter: Application submitted successfully

Application

| Summary | Documents |

Standard Details

Principal Investigator	Conor Smith
Project ID	53344
Custom Reference Number	
Programme	Alzheimer Nederland
Programme Call	Major Grant
Project Title	Synthesis and Biological Activities of Phenylsulfonyl Amino Alkan Amides
Project Keywords	**Cat. A: Molecular Pathogenesis and Physiology of AD/ADRD** Tau **Normal functions of tau** **Tau phosphorylation, metabolism, assembly**
Project Summary	The knowledge of the laws of solutions has been said, to be important because almost all the chemical p those which are carried out in the laboratory, take place between substances in solution. For example, a s number of the scientifically and technically important reactions. Solutions are more important than gases occurrence of all chemical processes (Homer, 1980).

In order to see the documents and emails that belong to your application (including the application as a PDF), select the 'Documents' tab:

Filter by document type: