

## 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.



## 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 you can submit the form.

Section 1 Principal Investigator

31%

Section 2 Project Details

0%

Section 3 Summary of Proposed Research

0%

Section 4 PI Personnel Section

0%

Section 5 Other Personnel

0%

Section 6 Keywords

0%

Section 7 Declarations


0%

Submit Form »

### 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:**

#### 1.2 Principal Investigator

 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 Investigator. - If the Principal Investigator has more than one title, give the one most relevant to the proposed project.

First name: *	<input type="text" value="Conor"/>	Last name: *	<input type="text" value="Smith"/>
Email address: *	<input type="text" value="conor.smith@gmail.com"/>	Phone number: *	<input type="text" value="0851234567"/>
Last obtained academic degree: *	<div><div>No Value ▾</div><div>No Value</div><div>MSc</div><div>MD</div><div>PhD</div><div>HDR</div></div>	Year: *	<input type="text" value="2019"/>
Position title: *			
Are you not the PI of this application but submitting it on the PI's behalf? *			

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

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

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

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: *	<input type="text" value="d"/> <input type="text" value="--"/> <input type="text" value="m"/> <input type="text" value="--"/> <input type="text" value="y"/>	<input type="text" value="calendar"/>	End date: *	<input type="text" value="d"/> <input type="text" value="--"/> <input type="text" value="m"/> <input type="text" value="--"/> <input type="text" value="y"/>	<input type="text" value="calendar"/>
---------------	--	---------------------------------------	-------------	--	---------------------------------------

December, 2021

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 \*

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 \*

Click the ADD button to save your entry.

Aim no.	Aim description
<input type="text" value="1"/>	<input type="text" value="XYZ description"/>
<input type="text" value="+ Add"/>	<input type="text" value="+ Add"/>

#### 3.2 Specific Aims \*

Click the ADD button to save your entry.

Aim no.	Aim description
<input type="text" value="1"/>	<input type="text" value="XYZ description"/>
<input type="text" value="Delete"/>	<input type="text" value="Delete"/>
<input type="text" value="+ Add"/>	<input type="text" value="+ 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.**

3.6 Figures

Only one figure can be uploaded. A multipart figure submitted as a single image file is allowed. Make sure that the figure is in .png or .jpeg format and that no special characters (such as '&' or '%') are present in the document name. The title and legend should be written in the adequate section. Do not exceed 1000 characters (including spaces) for the title and legend.

Select file to upload :

Max File Upload Size (mb): 5  
Allowed File Type(s): .png, .jpg, .pdf, .png, .tif

**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.**

4.1 Personal Details

Who is responsible for the project and the submission. This person should be involved in the project at least 30% of his/her time.

First name:

Conor

Last name:

Smith

Last obtained academic degree:

MSc

Institution name:

Lake Communications

Institution department:

Computer Science

Email:

conor.smith@gmail.com

Phone:

0851234567

PI Areas of Expertise (CADRO Classification): \*

☐ 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

☐ Tau

☐ Normal functions of tau

☐ Tau phosphorylation, metabolism, assembly

☐ Tau-mediated pathogenesis (AD and ARD)

☐ Presenilin Biology

☐ Structure-function analysis

☐ Calcium signalling

☐ ApoE and Lipid Neurobiology

☐ ApoE in Abeta-mediated pathogenesis

☐ ApoE in pathogenesis independent of Abeta

☐ ApoE structure and function

☐ Brain Lipid metabolism and lipid-mediated signalling

☐ Lipoprotein and nuclear receptors

☐ Myelin

☐ Other Proteinopathies

☐ Alpha-synuclein

Please describe "Other": \*

Position title:

Senior Researcher

Role:

PI

**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:**

4.6 Are there other people with a time investment of more than 5% of their time involved in the project? \*

☐ Yes  
☒ No

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

5.1 Personnel 1

5.1.1 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
  - ☐ Tau
    - ☐ Normal functions of tau
    - ☐ Tau phosphorylation, metabolism, assembly
    - ☐ Tau-mediated pathogenesis (AD and ADRD)
  - ☐ Presenilin Biology
    - ☐ Structure-function analysis
    - ☐ Calcium signalling
  - ☐ ApoE and Lipid Neurobiology
    - ☐ ApoE in Abeta-mediated pathogenesis
    - ☐ ApoE in pathogenesis independent of Abeta
    - ☐ ApoE structure and function

**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 Personnel' section.**



Existing conditions (prevalence)

☐ Early-stage clinical drug development (Phase I and II clinical trials)  
☐ Late-stage clinical drug development (Phase II/III and III clinical trials)  
☐ Non-pharmacological interventions

- ☐ Exercise and diet
- ☐ Cognitive training
- ☐ Sleep-related
- ☐ Neurostimulation
- ☐ Combination therapy
- ☐ Other

☐ Clinical therapy development for the neuropsychiatric symptoms of dementia

- ☐ Pharmacological
- ☐ Non-pharmacological
- ☐ Clinical ethics
- ☐ Other

Please describe 'Other': \*  speech therapy

Position title: \*  Assistant Professor

Role: \* ☒ Advisor/Consultant (less than 5% time spent on the project)

Advisors or consultants are not considered collaborators and should be listed in the "Embedding" section (PI Personnel) only.

5.1.2 Publications \*

(You may enter up to 1500 chars.)

The bark is used in treating swellings and fresh wounds. The roots provide excellent chewing sticks for cleaning the teeth and the wood is used in local carvings coachwork and boatbuilding. Lipid refers to the different kind of fats present in the bodies of human plasma include triglyceride (TG), phospholipids (PL), cholesterol esters (CE), and free cholesterol (FC) and non-esterified fatty acid (NEFA). Each lipid plays a different role in our bodies yet all of them except free cholesterol (FC) contain esters of long chain fatty acid in their structures.

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

## Letter of Intent

### 5. Other Personnel

[Return to Index](#)

[Principal Investigator](#)

[Project Details](#)

[Summary of Proposed Research](#)

[PI Personnel Section](#)

[Other Personnel](#)

[Keywords](#)

[Declarations](#)

5.1 Personnel 1

#### 5.1.1 Personal Details

First name: *	<input type="text" value="Leonid"/>	Last name: *	<input type="text" value="Ermolnik"/>
Last obtained academic degree: *	<input type="text" value="MSc"/>	Institution name: *	<input type="text" value="Trinity College"/>
Institution department: *	<input type="text" value="Computer science"/>	Email: *	<input type="text" value="leon.erm@gmail.com"/>

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

#### 5.1.4 Education \*

(You may enter up to 1000 chars. )

1000 chars left

[+ Add Personnel \(Min: 1, Max: 10\)](#)

Save Draft

Save Draft & continue »

Save Draft & exit

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:

### Submit Form Letter of Intent

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

There appears to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected.

**Some mandatory responses were not filled in**

- In question **7.1** : response(s) missing
- In question **7.1** : response(s) missing
- In question **7.1** : response(s) missing

Yes, submit the form now! »

« No, enter more details first

Exit

## Question 6.2 error:

### Submit Form Letter of Intent

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

Your selection of CADRO keywords is currently not sufficient. Please make sure to select at least 2 CADRO keywords that best describe your application. The main Categories A, B, and C boxes do not count towards the minimum of 2.

Yes, submit the form now! »

« No, enter more details first

Exit

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.

### 6.2 Project Keywords

Please carefully select a minimum of 2 project CADRO classification keywords that apply to your project. Please do not choose the main Cat. A, Cat. B, or Cat. C boxes, only sub-boxes. These keywords are crucial in matching the right reviewers to the right reviews.

Please select as appropriate: \*


- ☒ 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
  - ☐ Tau
  - ☒ Normal functions of tau
  - ☒ Tau phosphorylation, metabolism, assembly
  - ☐ Tau-mediated pathogenesis (AD and ADRD)
  - ☐ Presenilin Biology

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

Your form has been submitted successfully

Current Tasks

Applications I Am Linked To

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
<a href="#">S3344</a>	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:

# Application

[Summary](#) [Documents](#)

Document Type:

Show  entries

Title

[Generated PDF\\_53344.pdf](#)

[Created Letter: Application submitted successfully](#)

Filter by document type:

[Summary](#) [Documents](#)

Document Type:

Show

Title

[Generated PDF\\_53344.pdf](#)

[Created Letter: Application submitted successfully](#)