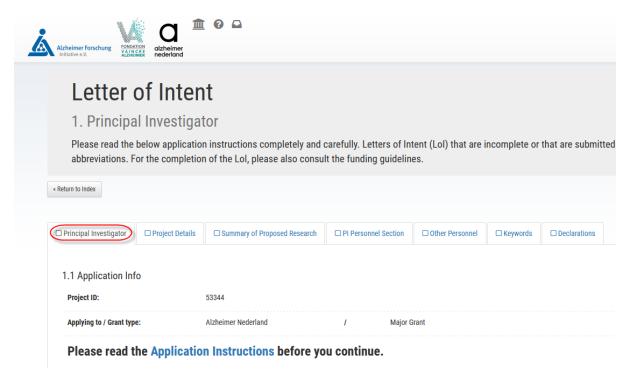
AIMS USER MANUAL – Filling out the Letter of Intent Form

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.



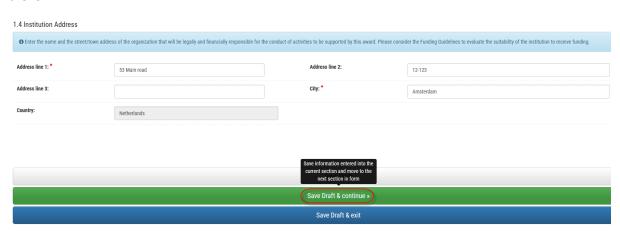
Letter of Intent 1. Principal Investigator Please read the below application instructions completely and carefully. Letters of Intent (LoI) that are incomplete or that are submi abbreviations. For the completion of the LoI, please also consult the funding guidelines. Return to Index Principal Investigator Project Details Summary of Proposed Research PI Personnel Section Other Personnel Reywords

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.

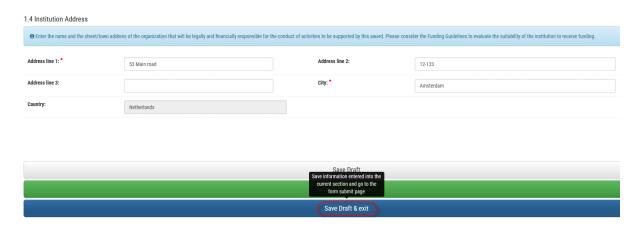
The 'Save Draft' button saves your draft and keeps you on the same section / page:

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			

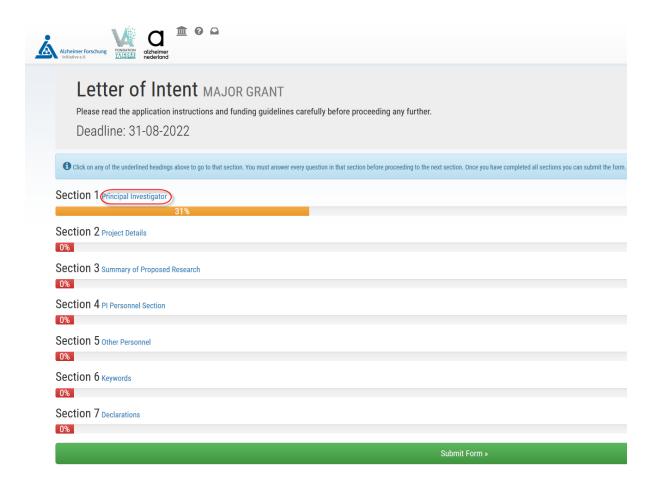
The 'Save Draft & continue' button saves your draft and moves you onto the next following section / page in the form:



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

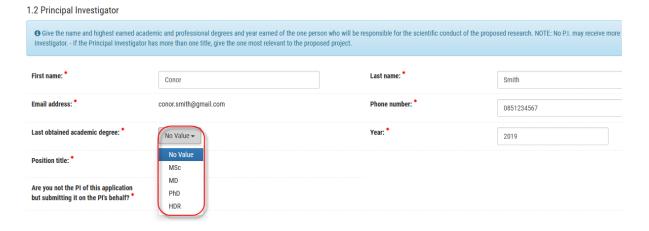


On the submission page you can see the progress of completion of each section. By clicking on the name of a section, you go to that section of the form and can continue working.

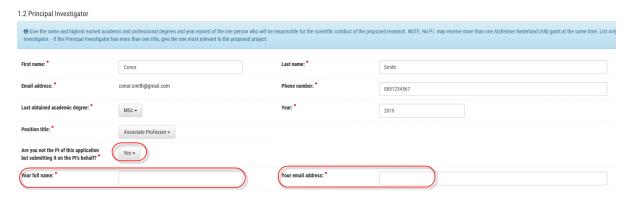


Questions that might need extra explanation

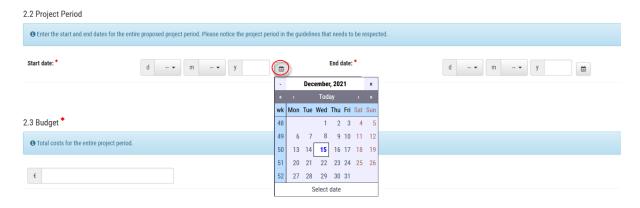
Question 1.2: selecting options from a dropdown menu. Choose the relevant last obtained academic degree from the dropdown menu:



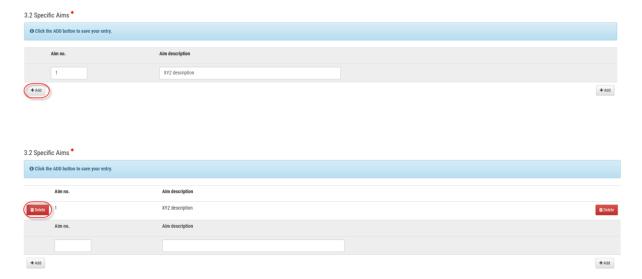
Please select if you yourself are the P.I. or if you are filling in this application on the P.I.'s behalf. If you are filling in the application on the P.I.'s behalf, select yes and provide your full name and email address for future contact about the application:



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



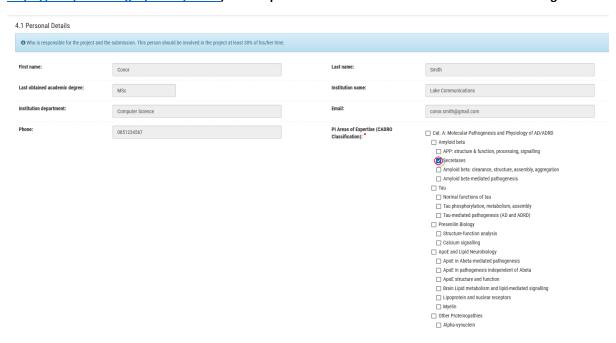
Question 3.2: adding specific aims. If you wish to add another aim after filling out the information for the first one, do so by clicking the '+Add' button. An aim can be deleted by clicking the red 'delete' button.



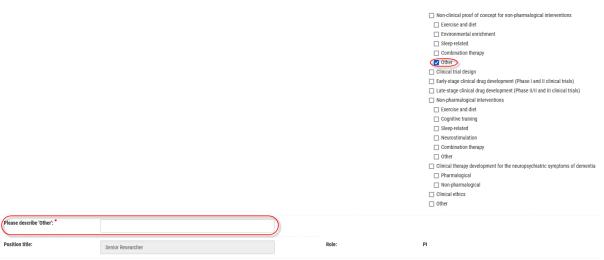
Question 3.6: uploading a file. Click on the 'Select file to upload' button in order to choose your file to upload. Please make sure the file meets the criteria listed.



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.



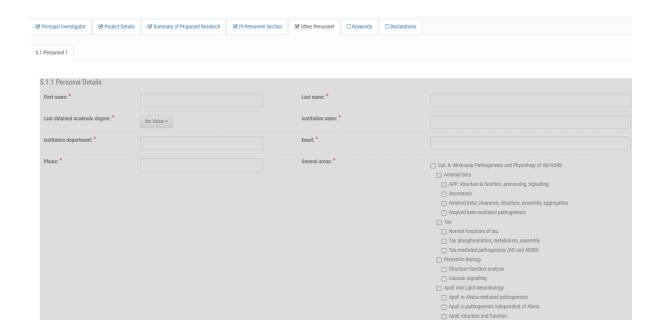
If the desired answer is not included in a subclasses, you are sometimes given the 'Other' option. This will then create an additional field at the bottom, where you can fill in your answer:



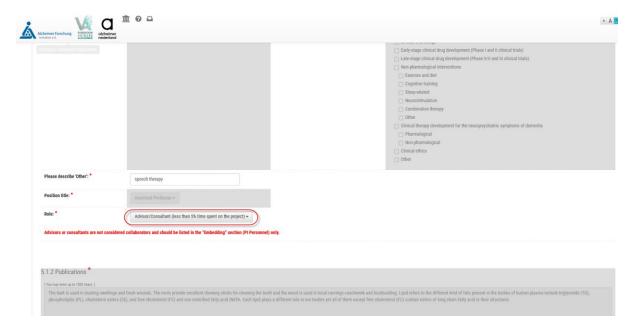
Question 4.6: are there other people involved in the project. When 'No' is selected, all questions in section 5 'Other Personnel' are disabled:

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

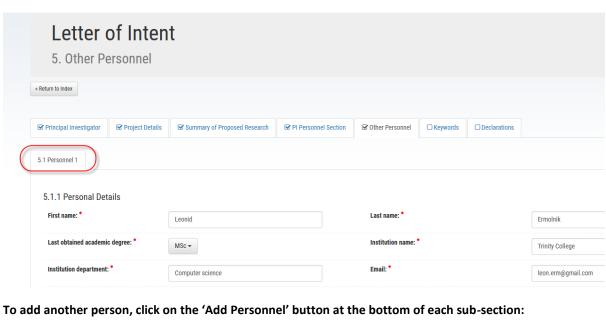




Question 5.1: advisor/consultant (less than 5% time spent on the project) selected as a role. Advisors or consultants are mentioned in the 'Embedding' section (section 4.2) and are not to be included in the 'Other Personel' section.

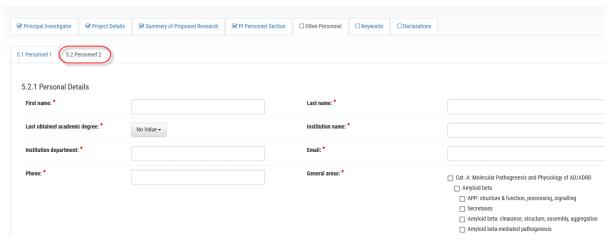


'Other Personnel'section: when this section is enabled, you must add at least one Other Personnel and a maximum of 10:

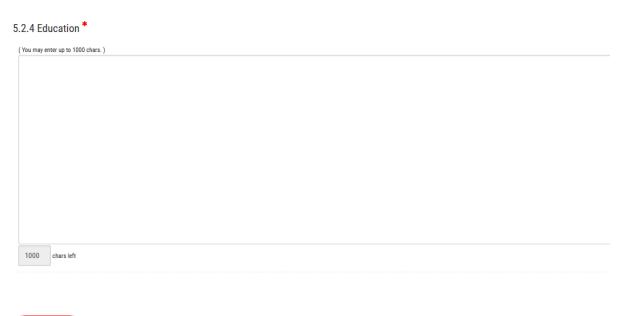




The additional sub-section will show as sub-section Personnel 2:



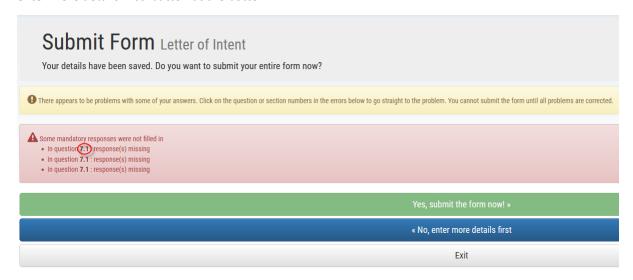
To delete an 'Other Personnel' sub-section, click on the 'Delete' button at the bottom of each sub-section page:





Submitting the application

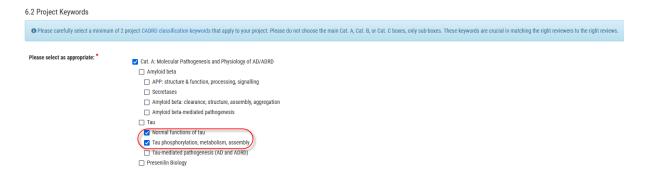
The Form's submission page: if you have missed any of the mandatory questions, the error message will display. Click on the particular question number to get back to the missed question or select the blue 'No, enter more details first' button at the bottom:



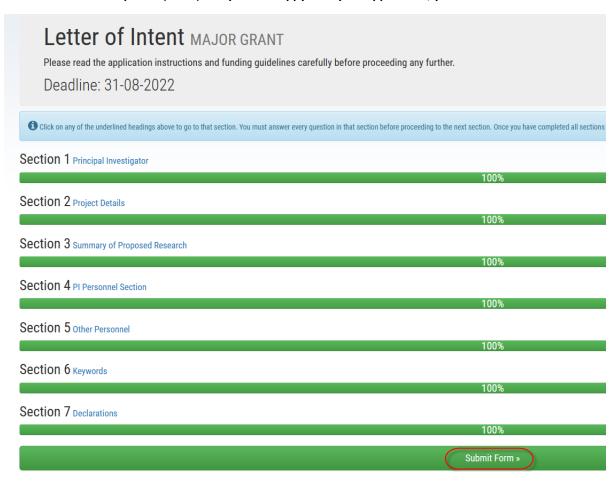
Question 6.2 error:



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.

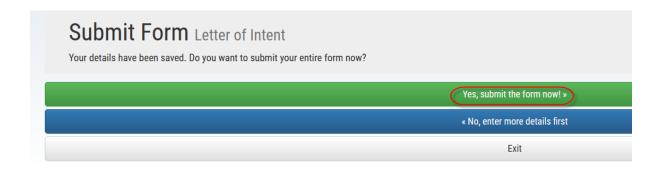


If all sections are completed (100%) and you are happy with your application, you can submit the form:

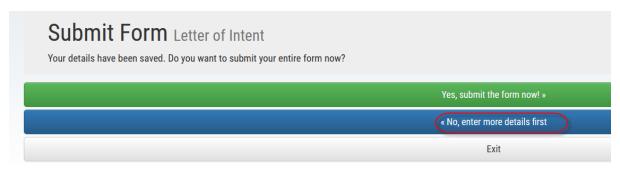


You are then asked one last time if you wish to submit or not submit.

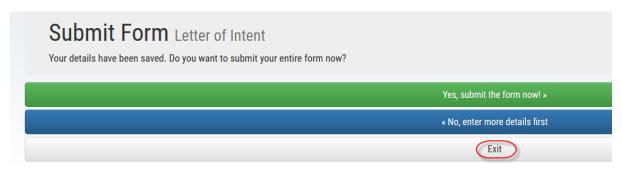
NOTE: Please be aware that applications can no longer be edited after you select 'Yes – Submit Form >>'



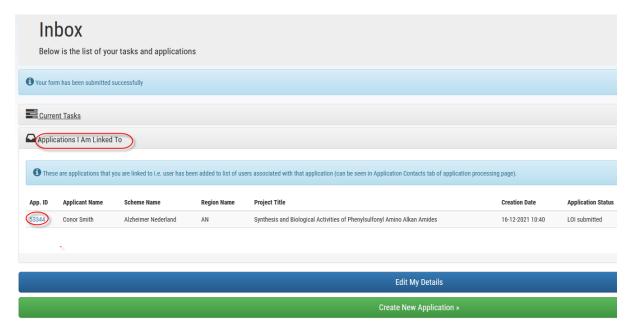
If you want to continue working on the form now, you select the blue button:



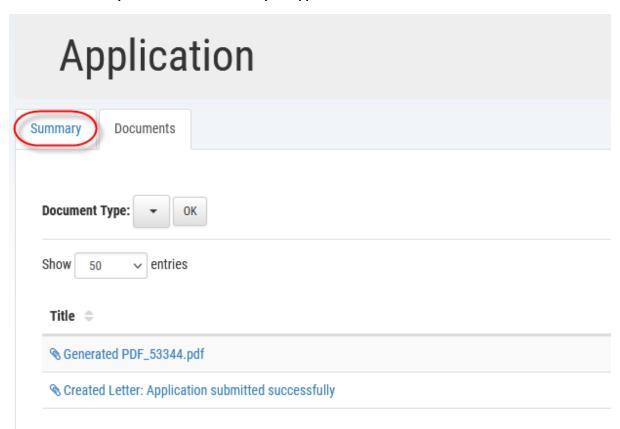
If you would like to exit without submitting and come back later to finish the submission, you select the grey 'Exit' button:

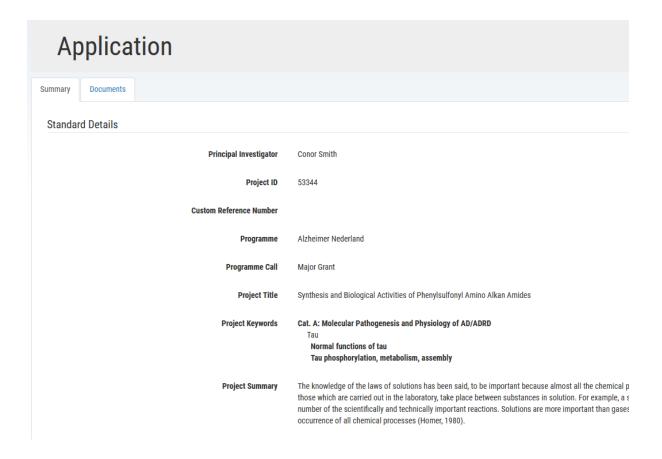


Once your application has been submitted successfully, you will receive an automatic email to confirm the submission. To view an application after submission, click on the application ID in the 'Applications I am Linked To' section of the Inbox:

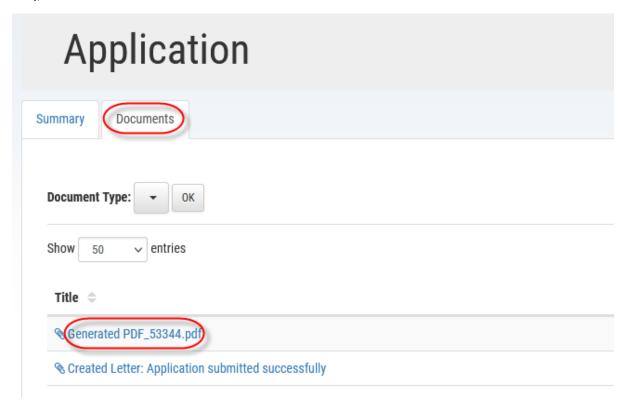


Select the 'Summary' tab to see the details of your application:





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:

