

## AIMS USER MANUAL – Filling out the Full Proposal 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 Full Proposal (FP) Form. For more information regarding your required answers, please read the relevant Funding Guidelines and Application Instructions.

NOTE: your 'Inbox' functions as your home screen in the system. Here you find your to do list under 'Active Tasks' as well as a way to find the details and documents of your application under 'Applications I Am Linked To'.

To start working on your FP form, click the task waiting for you in your inbox. **Make sure to read the FP instructions before you continue!**

**Inbox**  
Below is the list of your tasks and applications

**Current Tasks**

This is the list of applications for which you have an active task to perform in relation to your role (from the relevant workflow).

Appl. ID	Custom Reference Number	Principal Investigator	Programme	Current Status	Task
53344	AN-161221CS	Conor Smith	Alzheimer Nederland	Awaiting full proposal	Submit Full Proposal

**Applications I Am Linked To**

[Edit My Details](#)

[Create New Application](#)

**Full Proposal**  
1. Principal Investigator

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☒ Principal Investigator ☐ Project Details ☐ Research Plan ☐ Human Subjects and Laboratory Animals ☐ PI Personnel Section ☐ Other Personnel

**1.1 Application Info**

Project ID: 53344

Applying to / Grant type: Alzheimer Nederland / Major Grant

Please read the **instructions** before you continue.

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:

# Full Proposal

## 1. Principal Investigator

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### 1.1 Application Info

**Project ID:** 53344

**Applying to / Grant type:** Alzheimer Nederland / Major Grant

Please read the [Instructions](#) before you continue.

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 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 Draft & exit

## Questions that might need extra explanation

Some questions will require an additional explanation if the answer is 'yes', the explanation text box then automatically appears:

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4.1 Would you like to include a statement regarding proprietary interests? \*

☒ Yes ☐ No

**Details**

( You may enter up to 750 chars. )

First, you need to know what you don't know, and then you want to look for an answer. Therefore, our tip is to focus on the topic that interests you. For starters, you can resort to readings and make sur

529 chars left

**Question 5.7:** selecting 'no' here automatically greys and completes the entire section 6 'Other Personnel'. If you do wish to add other personnel members involved in the project, make sure the answer to question 5.7 is set to 'yes':

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

☐ Yes ☒ No

6.1 Personnel 1

**6.1.1 Personal Details**

First name: *	Leonid	Last name: *	Ermoink
Last obtained academic degree: *	MSc	Institution name: *	Trinity College
Institution department: *	Computer science	Email: *	leon.erm@gmail.com
Phone: *	086456782	General areas: *	<ul style="list-style-type: none"><li><input type="checkbox"/> Cat. A: Molecular Pathogenesis and Physiology of AD/ADRD<ul style="list-style-type: none"><li><input type="checkbox"/> Amyloid beta<ul style="list-style-type: none"><li><input type="checkbox"/> APP: structure &amp; function, processing, signalling</li><li><input type="checkbox"/> Secretases</li><li><input type="checkbox"/> Amyloid beta: clearance, structure, assembly, aggregation</li><li><input type="checkbox"/> Amyloid beta-mediated pathogenesis</li></ul></li><li><input type="checkbox"/> Tau<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Normal functions of tau</li><li><input checked="" type="checkbox"/> Tau phosphorylation, metabolism, assembly</li><li><input type="checkbox"/> Tau-mediated pathogenesis (AD and ADRD)</li></ul></li><li><input checked="" type="checkbox"/> Presenilin Biology<ul style="list-style-type: none"><li><input type="checkbox"/> Structure-function analysis</li><li><input type="checkbox"/> Calcium signalling</li></ul></li><li><input type="checkbox"/> ApoE and Lipid Neurobiology<ul style="list-style-type: none"><li><input type="checkbox"/> ApoE in Abeta-mediated pathogenesis</li><li><input type="checkbox"/> ApoE in pathogenesis independent of Abeta</li><li><input type="checkbox"/> ApoE structure and function</li></ul></li></ul></li></ul>

**Section 6 Other Personnel:** if you wish to add an additional team member, you can do so by clicking the green '+ Add Personnel (Min 1, Max 10)' button at the bottom of section 6. You can switch between the details of different personnel members by clicking the 'Personnel 1', 'Personnel 2' etc. buttons:

#### 6.1.5 Education\*

( You may enter up to 1000 chars. )

Lowering effect. These pleiotropic effects of anti-inflammatory, anti-apoptotic and anti-proliferative effect. In addition, data from experimental and observational studies indicated that statins have ne system and the ocular structures particularly the retina (schemer, 2007). Statins (Atorvastatin) is widely used in the treatment of hepatic diseases. They have been widely used in chinning proactive an effect in inflammatory diseases such as rheumatoid arthritis, and multiple sclerosis.

303 chars left

+ Add Personnel (Min: 1, Max: 10)

Save Draft

Save Draft & continue »

Save Draft & exit

# Full Proposal

## 9. External Reviewers

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☒ Human Subjects and Laboratory Animals


9.1 External Reviewer 1

9.2 External Reviewer 2

9.3 External Reviewer 3

**Section 7 PI Detailed Budget:** the answer to question 2.2 regarding the project’s duration in years decides how many years are added to this budget section. Please make sure this is set correctly in order to provide us with the detailed budget for each year of the project. You can add different expenditures per year by using the green ‘+Add’ button:

2.2 What is your project’s duration in years? \*

 This should be rounded up, so for a 13 month project please select 2 years.

No Value ▾

Full Proposal

7. PI Detailed Budget

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☒ PI Personnel Section

☒ Other Personnel

☒ PI Detailed Budget

☐ Other Support and Keywords

☐ External Reviews

☐ Declarations

7.1 PI Budget Justification \*

( You may enter up to 1500 chars. )

1500 chars left

7.2 Year 1

Click the ADD button to save your entry.

Budget Category *	Description *	Total Amount Requested *
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7.2 Year 1

Click the ADD button to save your entry.

Budget Category *	Description *	Total Amount Requested *
Personnel ▾	<div>Personnel service</div>	<div>€ 25,999</div>
Total for Year 1:		<div>€ 25,999</div>

7.2 Year 1

Click the ADD button to save your entry.

Budget Category *	Description *	Total Amount Requested *
Personnel ▾	<div>Personnel service</div>	<div>€ 25,999.00</div>
No Value ▾	<div></div>	<div>€</div>
Total for Year 1:		<div>€ 25,999.00</div>

In section 9, you are asked to include a minimum of 3 external reviewers. Apart from these included external reviewers, you are given the option to exclude a maximum of 3 possible external reviewers if you like. By choosing either 'include' or 'exclude' from the dropdown menu, you can let us know what to do with the reviewer you filled in the details for. Adding a new reviewer is done by clicking on the green '+ Add External Reviewer (Min 3, Max 10)' button:

# Full Proposal

## 9. External Reviewers

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### 9.1 External Reviewer 1

#### 9.1.1 External Reviewer Details

**First name:** 
**Last name:**

**Institution name:** 
**Email:**

**Position title:**

**Specific 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

**Reviewer type:**

[+ Add External Reviewer \(Min: 3, Max: 10\)](#)


[Save Draft](#)
[Save Draft & continue »](#)
[Save Draft & exit](#)

**Question 8.6 error:**

## Submit Form

Full Proposal

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 8.6, and the boxes of 'Cat. A, B, and C' itself do not 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

### Submitting your application

After completing your FP form, you are ready to submit. This is done by selecting the green 'Save Draft & continue' button:

Save Draft
Save Draft & continue »
Save Draft & exit

After which you are asked if you indeed want to submit your form permanently. **Please be aware that applications can no longer be edited after you select 'Yes – Submit Form >>':**

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	



After you have successfully submitted your full proposal, the following message will be displayed in your inbox and you will not have an active task anymore in your inbox under 'Current Tasks'.

## Inbox

Below is the list of your tasks and applications

Your form has been submitted successfully

Current Tasks

This is the list of applications for which you have an active task to perform in relation to your role (from the relevant workflow).

Appl. ID	Custom Reference Number	Principal Investigator	Programme	Current Status	Task
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You can find your application, its details, and documents pertaining to it, via the 'Applications I Am Linked To' section in your Inbox. The 'Summary' tab gives an overview of your application's details, the 'Documents' tab holds all relevant documents you have access to:

## 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	Relationship Type	Other	Cancel Application
53344	Conor Smith	Alzheimer Nederland	AN	Synthesis and Biological Activities of Phenylsulfonyl Amino Alkan Amides	16-12-2021 10:40	FP submitted	Principal Investigator		

Edit My Details

Create New Application »

## Application

Summary

Documents

Document Type:  OK

Show 50 entries

Title	Date
Generated PDF_53344.pdf	16-12-2021 18:43
Created Letter: Full application submitted successfully	16-12-2021 18:42
Created Letter: Invitation to submit full proposal	16-12-2021 16:50
Created Letter: LOI eligible for further review	16-12-2021 12:30
Generated PDF_53344.pdf	16-12-2021 12:05
Created Letter: Application submitted successfully	16-12-2021 12:04