

# CALL FOR PROPOSAL: HIV CURE

## Guide

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## 1-Apply for a grant

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You can change the interface language by clicking on the button in the top right-hand corner.

From your Synto space, you have access to “Apply for a new grant” button.

The screenshot displays the Synto application interface. At the top, there is a navigation bar with a blue button labeled "Création d'une nouvelle demande de financement", a user profile for "SIMON FRETTEL TEST", and icons for notifications, mail, calendar, help, and language. Below the navigation bar, a breadcrumb trail reads "Accueil > Espace candidat > Suivi des demandes > Formulaires". The main content area features two pie charts. The left chart, titled "Apply for a new grant", shows segments for "Chef d'équ...", "Déléguer", and "Demandeur". The right chart, titled "Change language", shows segments for "Admissibil..." and "À complète...". A blue button labeled "Masquer les graphiques" is located at the bottom right. Below the charts, there is a paragraph of text: "Pour plus de détails, passez votre souris sur les graphiques. Le graphique de gauche indique les tâches à effectuer sur un dossier selon votre rôle. Le graphique de droite indique l'étape à laquelle se trouve(nt) le(s) dossier(s) dans le(s)quel(s) vous êtes impliqué. Cliquer sur une portion d'un graphique agit comme un filtre." Below this text is a section titled "Formulaire" and a link: "Cliquez [ici](#) pour accéder à vos demandes transmises avant mars 2024."

As part of the joint call for proposal with AidsFonds, you need to create an application for team support.

**Please note:** Only main applicant whose letter of intent has been accepted can create a request.

When creating the application, you will be asked for a title. Please indicate the project title (500 characters max.). You won't be able to change it later on.

Confirm.

### For each section of the form, you can:

- Save: saves the information currently entered on the page, allowing you to return to it later.
- Validate section: section completed, all information filled in, all sections must be validated to send your request

## 2- Delegation

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As part of the joint call for proposal with AidsFonds, we require the project leader to complete the application form.

However, for the sections concerning co-applicants, it is possible to delegate certain sections of the form to your collaborators in other research teams.

First don't forget to add the co-applicant to the "research team" category in the application form.

Process:

- Make sure that project leaders from other teams have a Synto account
- In the Application tracking interface, click on "Delegations" then "Add".
- Enter the e-mail address of the Synto account of co-applicant team leaders
- Delegate sections :
  - o Publications
  - o Research team
  - o Budget
  - o Co-funding

Delegated partner team leaders can then access the request via their Synto space and modify the sections to which they have access.

### **WARNING**

Delegation allows your co-applicant to modify the entire accessible section. Please check all information before validating the whole form.

Once the form has been submitted, no further changes can be made, and no documents can be submitted. Please check that all sections have been completed.

It is the responsibility of the main project owner to ensure that the application is complete and that no unintentional changes have been made by a delegated member.

**If two people are working on the request at the same time, a pop-up window will appear. In this case, ask your collaborator to disconnect before making any change because they won't be saved.**

### 3-Terms and conditions

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Please read all the terms and conditions carefully. Accepting them means you agree to them.

## 4-Principal Investigator

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This section is pre-filled with your profile data.

However, you must indicate your research status in the drop-down list.

Validate information.

If the information on this page is not correct, please contact us at [aps@sidaction.org](mailto:aps@sidaction.org)

## 5- Publications and Patents

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This section is not mandatory but can be used to support the application.

List scientific publications and patents **related to the requested project**.

For each article :
Title (200 characters maximum)
Status (accepted ou submitted)
Name of the journal (200 characters maximum)
Publication year (YYYY)
DOI (200 characters maximum)

## 6-Project information

This section contains all the information about your project.

Field	Details
Project title	Must be identical to application title (200 characters maximum)
Preferred date to start funding	This date may be modified according to Sidaction's funding schedule. If this date is modified, you will be notified.
Project duration in months	Between 3 and 36 months
Scientific summary	Summarize your research project, explaining preliminary data, objectives and expected results. (2500 characters maximum)
Research	Select a category
Research area	2 choices maximum
Keywords	5 maximum, one keyword per field, click on "add" to add a keyword
Can the Project be associated with the "Toward an HIV cure" initiative?	Information requested as part of the AVAC report  The themes are : <ul style="list-style-type: none"> <li>- Molecular Biology and HIV latency and reversal strategies</li> <li>- Viral reservoirs, immunology of HIV persistence and 'Kill' Strategies</li> <li>- Models of HIV Cure or sustainable remission and pediatric HIV Cure</li> <li>- Gene and cell therapy</li> <li>- Novel biomarkers and technologies to analyse and quantify HIV reservoirs</li> <li>- Social sciences and health systems research</li> </ul>
If yes choose the theme	
External reviewer(s) to be excluded	Provide information to identify them
Committee reviewer(s) to be excluded	Select from drop-down list

## 7- Fund manager organization

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This is the organization to which you belong, and which will sign the agreements.

Field	Details
Organization	If the structure does not appear in the list or needs to be updated, please send the new information to the support department at: <a href="mailto:aps@sidaction.org">aps@sidaction.org</a>
Type of organization	If your organization is hosted abroad, select "foreign organizations". If there is no matching choice, select "other".
Person authorized to represent the management organization morally	Person authorized to sign financing agreements Add the email address, the other information will be filled in automatically.  If the person authorized to represent the managing organization does not appear in the drop-down lists and/or if their contact details have changed. Please send the information to be modified/added by email to <a href="mailto:aps@sidaction.org">aps@sidaction.org</a>
Contact within the management organization to set up funding	Add the email address, the other information will be filled in automatically.  If the person to be contacted for information at the managing organization does not appear in the proposed drop-down lists and/or if their contact details have changed, please send the information to be modified/added by email to <a href="mailto:aps@sidaction.org">aps@sidaction.org</a> .

The fund management organization must be integrated into Synto by Sidaction. This will be done over the summer. As long as the organization has not been integrated, it is impossible to transmit the whole application.



## 8- Detailed research project

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You can download here the template for the research project.

Upload here the detailed project in pdf format written according to the template (5mo max).

## 9-Research Teams

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This section concerns the research teams and individuals who will **work on the project and receive funding**.

People who will be working on the project but **without a budget** should be listed in the “**other partners**” section.

### 9.1 Main applicant research team

Check and complete your team information.

Add the team members who will be involved in carrying out the project by clicking on “add a member”.

We remind you that a team is made up of a team leader, the team members in post at the time the application is submitted, and any additional staff budgeted for in the application (in this case specified in the case “name” with “status requested”).

For each team member involved in the project, the percentage of time spent on the project must be indicated.

If personnel are requested in your funding, indicate this by adding “status requested” to the name.

### 9.2 Co-applicant research teams

The main applicant must add the co-applicant team leaders included in the funding application.

Add a team:

- Make sure the team leader has a Synto account
- Click on “Add a team”
- Enter the e-mail address of the team manager concerned, then save.
- From the team section, click on “Send request”.
- Co-applicant will then receive an e-mail with the request in their “Follow-up” area.
- They must **GIVE THEIR CONSENT** on their Synto space.
- The project manager receives an e-mail when the partner has given its consent.
- If the partner has been delegated, he/she will be able to fill in the information concerning his/her team.

## 10-Budget

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To fill in the budget section, you must first fill in the team section.

All teams entered in the team section will appear here. To the question “Does this team request a budget?”, simply answer “yes” for the team budget section to appear.

You can add supporting documents to each budget line.

In the Justification section, you can give details.

Categories	Supporting documents
Function	Fee or service quotation Any quotation that could help in the decision
Staff	- Job descriptions for personnel requested - Curriculum Vitae, if identified - Detailed estimate of salaries requested, including charges, signed and stamped by the organization managing the funds.
Equipment	Quotes for equipment over 800€ drawn up within the last three months
Overhead costs	Amount of the organization's management fees with justification, signed by the fund management organization or sworn statement.

## 11-Project co-funding and others funding requests

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For each grant, please specify the organization, the type of funding and the team receiving it.

Co-funding: mention any other funding applied for or obtained in connection with this project.

For each cofunding
Organization
Type of funding (e.g. team support, salary, etc.)
Status: obtained or requested
Amount
Start and end date

Demande de financements parallèle : mentionnez les autres financements demandés ou envisagés pour cette même demande

Pour chaque financement parallèle
Organization
Programme/titre du projet
Date of notification of funding award
Amount requested
Duration requested

## 12-Other(s) partner(s)

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Mention in this section any project partners not included in the application and, if applicable, download the partners' signature sheets (pdf format) here.

## 13- Required documents

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Attachez ici les documents annexes à votre équipe :

- Lettre de motivation du porteur de projet signée
- Organigramme du laboratoire
  
- **Si le projet se déroule à l'étranger** : fiche de renseignements de la structure étrangère
- **Si le projet nécessite une cohorte** : listes des cohortes épidémiologiques et essais thérapeutique menés
- **Si le projet nécessite un 'avis favorable du Comité de Protection des Personnes** : lettre d'acceptation ou de soumission au comité de protection des personnes

Attach here the documents required by your team:

- Signed cover letter from the project leader
  
- Laboratory organization chart
  
  
- **If the project is taking place abroad:** information sheet for the foreign structure
- **If the project requires a cohort:** lists of epidemiological cohorts and therapeutic trials conducted
  
- If the project requires an approval of an ethics committee: letter of acceptance or submission

### Reminder concerning validation of the application:

Once the form has been submitted, no further changes can be made, and no documents can be submitted. Please ensure that all sections have been completed.