FC FELLOWSHIPS
CALL FOR PROPOSALS 2019
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1. Foreword

The Fondazione Celiachia (FC) is releasing the ‘FC Fellowships - Call for Proposals 2019’ aimed at awarding up to 4 Triennial FC Fellowship Programmes to highly qualified young graduates and/or post-doctoral fellows who wish to broaden or acquire experience in scientific research within the field of celiac disease and dermatitis herpetiformis in public or private non-profit Italian research institutes/organisations.

Each Triennial FC Fellowship is granted for a total of € 85,000, of which € 75,000 for the triennial gross salary of the FC Fellow (€ 25,000 per year gross salary) and € 10,000 to be used during the Triennial FC Fellowship program exclusively for the purchase of Consumables and Supplies.

The ‘FC Fellowships - Call for Proposals 2019’ is a co-funding programme, as long as all the other costs involved in the achievement of the Triennial FC Fellowship Programme and described by the Applicant in the Proposal Application (further consumables and supplies, small bench instrumentation, publications, training, meetings and travel costs, indirect costs, overheads, etc.) are exclusively at the expense of the Head of the Hosting Lab and/or of the Institute. The funds of the Head of the Hosting Lab/Institute are required to allow for a full achievement of all the activities of the Triennial FC Fellowship Programme, and must originate from and/or must be released by non-profit Institutions.

The total funding available for the ‘FC Fellowships - Call for Proposals 2019’ is € 340,000.

The DEADLINE for submitting the Proposal Applications is 23rd May 2019 (23 Maggio 2019) at 17:00 o’clock Italian time (ore 17:00).

2. Legend and Documents

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant (Candidate)</td>
<td>The Applicant or Candidate is the young graduate and/or post-doctoral fellow who submits the Proposal Application to the FC Call for Proposal for obtaining the Triennial FC Fellowship Grant.</td>
</tr>
<tr>
<td>FC Fellow (Grantee)</td>
<td>The Applicant awarded with the Triennial FC Fellowship Grant at the end of the selection procedure of the Call.</td>
</tr>
<tr>
<td>Head of the Hosting Lab</td>
<td>The senior investigator who supervises and coordinates both the work and training of the FC Fellow and the course of the Triennial FC Fellowship Programme taking place in his/her laboratory/department.</td>
</tr>
<tr>
<td>Hosting Institute (Institute)</td>
<td>The public or private non-profit Italian research institute in which the Head of the Hosting Lab is located.</td>
</tr>
</tbody>
</table>
| Legal Representative of the Hosting Institute (or Director of the Department, if duly authorised to sign on the behalf of the Legal Representative of the Institute) | The authorized representative of the Hosting Institute, who will be responsible, along with the FC Fellow and the Head of the Hosting Lab, of all the legal and administrative duties and requirements related to the Triennial FC Fellowship Programme and Grant (Call, Proposal Application, annexed documents, Regulation and Grant Contract).

The Legal Representative of the Hosting Institute signs for acceptance the Proposal Application and the annexed documents including the Regulation, thus guaranteeing for the Triennial FC Fellowship Programme and Grant to be executed in the Hosting Institute under the conditions/rules/requirements established in the Regulation and in the ‘FC Fellowships - Call for Proposals 2019’.

It is allowed that the Director of the Department of the Hosting Institute can act as the signing Legal Representative if he/she is duly authorised to sign on the behalf of the Legal Representative of the Institute. |
| -- | -- |
| Triennial FC Fellowship Programme | The Triennial FC Fellowship Programme is intended to be made of:

1. A triennial research project performed by the FC Fellow under the supervision of the Head of the Hosting Lab (tutor) in a public or private non-profit Italian research institute/organization, and aimed at proximity to cure, innovation of clinical methodologies, improvement of the quality and safety of the gluten-free diet, innovation of food products, new therapeutic drugs, etc.

2. A triennial training plan of the FC Fellow under the supervision of the Head of the Hosting Lab (tutor), which is aimed at improving the Applicant’s expertise (including technical skills in terms of methodologies, instruments, organisation of lab space and resources) and knowledge in the field of celiac disease/dermatitis herpetiformis, and his/her track record. |
| Proposal Application to the ‘FC Fellowships - Call for Proposals 2019’ | It is the proposal of the Triennial FC Fellowship Programme submitted by the Applicant, under the working and the FC Fellow will perform the Triennial FC Fellowship Programme. |
supervision of the Head of the Hosting Lab, in the frame of the ‘FC Fellowships - Call for Proposals 2019’, accordingly to the requirements and the rules specified in the present document (Call), the Regulation and the ‘Guidelines for the Submission of the Proposal Application’.

The Proposal Application is submitted to the ‘FC Fellowships - Call for Proposals 2019’ exclusively through the ‘Fondazione Celiachia Calls and Proposals’ Web Portal (callsfondazione.celiachia.it), by the completion of the requested fields and data.

It is the FC web portal where Applicants can access upon registration/login to complete and submit the Proposal Application to the ‘FC Fellowships - Call for Proposals 2019’.

The funds allocated by FC (€ 85,000) to cover the triennial gross salary (€ 75,000) of the FC Fellow (including taxes and duties), and the purchase of Consumables and Supplies (€ 10,000) over the triennial duration of the Programme.

The (present) document establishes:
— the aims and objectives of the FC Call
— the rules, the requirements and the eligibility criteria of the FC Fellow, the Head of the Hosting Lab and the Institute
— the submission of the Proposal Application
— the selection process

The ‘FC Fellowships - Call for Proposals 2019’ is written in English.

The document comprises all the rules, policies and guidelines regarding the Funding, the Grant allocation, the requirements and the duties for the FC Fellow, the Head of the Hosting Lab and the Institute, including annual scientific and administrative reports, publications, intellectual property and so on.

The Regulation, which comprises and completes the other documents (the ‘FC Fellowships - Call for Proposals 2019’, the ‘Guidelines for the Submission of
3. Expected Outcomes of the Triennial FC Fellowship Programme

The following goals are considered key outcomes of the Triennial FC Fellowship Programme, and the FC Fellow is expected to accomplish them:

→ To run the Research Fellowship Plan as reported in the Proposal Application, and yield the expected results

→ To improve the Applicant’s expertise (including technical skills in terms of methodologies, instruments, organisation of lab space and resources) and knowledge in the field of celiac disease/dermatitis herpetiformis, and his/her track record. In particular, it will be expected that the FC Fellow will publish at least one or more papers about the Fellowship Project as first Author in the international Journals (PubMed quoted)

The above aspects are considered directly relevant to the success of the Triennial FC Fellowship Programme. The Annual Scientific Progress Reports and the Final Scientific Report will be used by the FC Fellow to describe his/her achievements, and they will be evaluated by the Peer Reviewers.

4. Eligibility Criteria for Applicants

At the time of the fixed Deadline for submission of the Proposal Application to the present Call, the following eligibility criteria must be met and maintained:

1. Applicants must have obtained a Master’s Degree (equivalent to the Italian Laurea Magistrale) or a Long Single Cycle Degree (equivalent to an Italian Laurea a ciclo lungo, lasting 5 or 6 years) or an equivalent non-Italian Degree in scientific disciplines also including Medicine, Biological Sciences, Pharmacy, Chemistry, Agriculture, etc. The obtained degree should formally entitle the Applicant to embark on a doctorate in the country where the degree was attained. Applicants who have also obtained a PhD (Dottorato di Ricerca) will also be eligible provided that they fulfill the above requirement about the Degree (Laurea). Applicants having obtained ONLY the Bachelor’s Degree (equivalent to the Italian “Laurea breve”) are not eligible.

2. For all Applicants, the Master’s/Long Single Cycle Degree (Laurea) must have been obtained after 31st December 2012. In case of more Degrees, ONLY the FIRST Degree of the required
FC Fellowships - Call for Proposals 2019

typology obtained by the Applicant (the EARLIER/OLDEST one of the required typology) is the Degree considered by FC for the Applicant’s eligibility in the frame of the present FC Call. Applicants with the required Degree will apply to the ‘FC Fellowships - Call for Proposals 2019’ as either Graduated Applicants or Doctorate Applicants (in case they also obtained a PhD within the fixed Deadline of the ‘FC Fellowships - Call for Proposals 2019’)

3. Applicants must not have already been awarded one Triennial FC Fellowship: Former FC Fellow Grantees cannot apply to this Call

4. Applicants must NOT be taking part in any kind of ACTIVE (OPEN) FC Grants under whatever role or title also including multicentre study partners receiving part of the funds of the active FC Grant. Exceptions are allowed only in the case of:
   — Applicants taking part in active FC Grants as external collaborators who do not receive any FC funds
   — Applicants involved in not formally closed FC Grants (FC Grants which are concluded according to the predicted Grant time-schedule but whose scientific and economic aspects and/or final reports are still under FC evaluation). These Applicants are also allowed to apply to this Call but their Proposal Applications undergo rules described in Section 7.3 (Final Step: Approval of the Ranking Lists by the FC Board of Directors, and funding)

5. Only 1 Applicant per research group/laboratory/unit directed by the same Head of the Hosting Lab can apply to the FC Call 2019

6. Only 1 Proposal Application per Applicant can be submitted to the FC Call 2019

Proposal Applications from Applicants who do not meet the above requirements will be rejected.

The above requirements shall be maintained during the entire duration of the Triennial FC Fellowship Programme.

Applicants can submit a Proposal Application to the present Call also when holding other positions, but this condition must be declared in the dedicated Section of the Proposal Application. However, the FC Fellowship Grant Contract procedure prescribes as mandatory that the selected Applicant renounces and quits all active employments before receiving the Triennial FC Fellowship Grant and starting the Triennial FC Fellowship Programme.

5. Eligibility Criteria for the Hosting Institute and the Head of the Hosting Lab

At the time of the fixed Deadline for submission of the Proposal Application to the present Call, the following eligibility criteria must be met and maintained:

1. The Hosting Institution is an Italian non-profit research organisation (such as universities, hospitals or other research centres) which, irrespective of its legal status (public or private law bodies), has the primary goal to independently conduct non-profit scientific and/or
biomedical research and to disseminate its results. Possible revenues coming from non-profit research activity must be completely reinvested in the non-profit research activities. Where the Hosting Institution also pursues economic activities, the financing, the costs and the revenues of those economic activities must be accounted for separately. Shareholders, partners, companies, members or other individuals that can exert a decisive influence upon the Hosting Institution cannot enjoy any preferential access to the intellectual property of the results generated by the non-profit research activity of the Institution, and they cannot have influence over any aspect (including scientific, financial, organizational, property and/or intellectual issues) of FC granted programmes and corresponding results.

2. **Hosting Institutes and the Head of the Hosting Lab must ensure optimal working conditions to the FC Fellow Grantees:** in addition to providing facilities, equipment, reagents, consumables and infrastructure, they are expected to offer adequate training resources and to mandatorily cover expenses for travel, conferences and meetings, in order to both disseminate the ongoing and final results of the Triennial FC Fellowship Project (including mandatory oral and poster presentations at the AIC Congress), and improve the training and education of the FC Fellow.

3. The **Head of the Hosting Lab is an investigator with proved experience in the field of celiac disease and/or dermatitis herpetiformis.** The Head of the Hosting Lab is required to supervise the work of the FC Fellow Grantee, and to provide training and mentoring activities during the whole Triennial FC Fellowship programme.

4. **The Head of the Hosting Lab must NOT be taking part in any kind of ACTIVE (OPEN) FC Grants** under whatever role or title also including multicentre study partners receiving part of the funds of the active FC Grant. **Exceptions** are allowed only in the case of:
   - Heads of the Hosting Lab taking part in active FC Grants as external collaborators who do not receive any FC funds
   - Heads of the Hosting Lab involved in not formally closed FC Grants (FC Grants which are concluded according to the predicted Grant time-schedule but whose scientific and economic aspects and/or final reports are still under FC evaluation). However, these Proposal Applications will undergo rules described in Section 7.3 (Final Step: Approval of the Ranking Lists by the FC Board of Directors, and funding)

Proposal Applications involving Hosting Institutes and/or Heads of the Hosting Lab who do not meet the above requirements will be rejected.

The above requirements shall be maintained during the entire duration of the Triennial FC Fellowship Programme.
6. The Project Proposal of the Triennial FC Fellowship Programme

6.1. Duration

According to the triennial duration and the purposes of the FC Fellowship Programme, the present Call will consider only 3-years Project Proposals which are consistent with the work of one person (the FC Fellow Grantee).

6.2. Research Topics and Areas

Project Proposals must **mandatorily** fulfil BOTH the following requirements:

1. Have a clear focus on Celiac Disease and/or Dermatitis Herpetiformis
2. Represent a biomedical or food technology study concerning one of the following research areas:
   - Allergology
   - Anatomic pathology – Histopathology
   - Biochemistry
   - Biology (structural, computational, signalling)
   - Clinical trials
   - Clinics (paediatrics or adult)
   - Dermatology
   - Drug discovery – screening – development
   - Endocrinology
   - Epidemiology – Prevention
   - Genetics - Control of gene expression and epigenetics
   - Gynaecology
   - Immunology – Immunobiology
   - Infection and inflammation
   - Nutrition
   - Oncology
   - Preclinical study
   - Proteomics
   - Grains chemistry and biochemistry
   - Grain genomics and proteomics
   - Grain processing
   - Microbiology and grain biotechnology

6.3. FC’s HIGH Funding Priority Project Proposals

Project Proposals falling into one of the following definitions will be considered as **high priority research**:

- Proximity to find new pathogenic mechanisms
- Proximity to cure
Natural history of the pathology by linking different phases of the disease to specific biological/genetic profiles

Interactions between environmental risk factors, genetic profiles and intermediate biomarkers. This also includes defining harmful components of gluten

Innovation of clinical methodologies

Evaluation of the efficacy of diagnostic and therapeutic approaches in clinical practice, in terms of outcome and quality of life. This also includes the improvement of the quality and safety of the gluten-free diet, and innovation of food products

New therapeutic drugs, procedures or strategies (pilot clinical studies)

Critical evaluation of last generation drugs (their activity by mechanistic insights)

6.4. FC’s LOW Funding Priority Project Proposals

The following kinds of Project Proposals will be evaluated as low priority research and have marginal chances of being funded:

Studies that are essentially confirmatory in nature or represent marginal ‘variations-on-the theme’ of well-established concepts

Studies contemplating descriptive screenings of molecules and/or phenotypes without mechanistic insights and/or elements of innovative discovery. These include purely descriptive microarray and proteomic profiling studies that are not associated with a strong strategy for clinical application, or the generation of chemical compounds without validating their activities in pharmacological and biological studies

Generation of reagents and/or optimization of technologies, or creation of services/technological facilities in the absence of a coherent and innovative research plan

Chemical and/or viral studies not embodied in the framework of mechanistic studies

Requests for on-going routine collection of current statistics, such as celiac disease registry

Descriptive epidemiology studies

Health economics proposals

Studies that do not contribute to build or expand an original and independent line of research

7. Proposal Application: Submission and Deadline

1. The present ‘FC Fellowships - Call for Proposals 2019’ and the annexed Regulation can be downloaded at the webpage: www.celiachia.it/2019-fellowship-call/

2. To submit a Proposal Application to the ‘FC Fellowships - Call for Proposals 2019’ enter the ‘Fondazione Celiachia Calls and Proposals’ Web Portal at the webpage: callsfondazione.celiachia.it. Proposal Applications submitted in whichever manner different from the submission through the ‘Fondazione Celiachia Calls and Proposals’ Web Portal will NOT be accepted and will be rejected.
FC Fellowships - Call for Proposals 2019

3. **The DEADLINE for submitting Proposal Applications is 23rd May 2019 (23 Maggio 2019) at 17:00 o’clock Italian time (ore 17:00).**
   - After the Deadline, it will be **not possible to enter** the ‘FC Fellowships - Call for Proposals 2019’ Proposal Application webpage, **not to submit** any Proposal Application in the frame of the ‘FC Fellowships - Call for Proposals 2019’.
   - Therefore, **after the Deadline, not completed** Proposal Applications will remain **as not submitted** and will be **rejected automatically**.

4. **New Users:** Once you get into the ‘Fondazione Celiachia Calls and Proposals’ Web Portal, you have to create your account by entering your credentials and your email address (‘New Users: Create your account’).
   - Please, create your account using your institutional email address, and **do not create** multiple accounts (account duplication). The email address you used for the registration is your Login for future access
   - You will receive an automatic communication with a temporary Password. **Always check the SPAM**
   - On your first access (‘Registered Users: Login’) you will be asked to change the automatically generated Password (the temporary Password)
   - On future access you can only change your Password using the function ‘Change Password’. In case you forget it, you can click on ‘Forgot your Password?’ and you will then receive a new automatically generated password by email

5. **Registered Users:** Once entered the ‘Fondazione Celiachia Calls and Proposals’ Web Portal, use your email and Password to enter your Portal personal webpage first, and then your Proposal Application to the ‘FC Fellowships - Call for Proposals 2019’ (‘Complete/Edit Your Proposal’)

6. **Download the Mandatory Documents:** Once entered your Proposal Application webpage, download the following mandatory documents from the top menu:
   - The ‘FC Fellowships - Call for Proposals 2019’
   - The ‘Regolamento/Regulation FC Fellowships Call for Proposals 2019’
   - The ‘Guidelines for the Submission of the Proposal Application’

   Each of the above documents must mandatorily be downloaded and fully read before starting the completion and the submission of the Proposal Application.

7. **Number of Accounts and Number of Proposal Applications to be submitted to the FC Fellowships - Call for Proposals 2019:**
   - **Only 1 Proposal Application per Applicant** can be submitted (or multiple submitted, see point 11) to the ‘FC Fellowships - Call for Proposals 2019’
   - **Only 1 account per Applicant must be created on** the ‘Fondazione Celiachia Calls and Proposals’ Web Portal.
   - Different Proposal Applications or the same Proposal Application submitted by the same Applicant **through different accounts** (account duplication) will lead to the rejection of the Applicant and of all the Proposal Applications submitted by the Applicant.
8. Start the completion of your Proposal Application to the ‘FC Fellowships - Call for Proposals 2019’: Complete all the required fields of each Section of the Proposal Application, and upload the required PDF files as requested in the relevant Sections of the Proposal Application and in the ‘Guidelines for the Submission of the Proposal Application’.

9. Using the ‘Fondazione Celiachia Calls and Proposals’ Web Portal:

   → After about 2 hours inactivity on your Proposal Application webpage (login), the Portal automatically goes to logout for security matters. In this case, all the changes and the data will be lost if not saved. Please, be sure to use the function 'Save changes' in the bottom of each Section of your Proposal Application webpage, each time you fill in new data or make any change.

   → Recommended Browsers: The ‘Fondazione Celiachia Calls and Proposals’ Web Portal is compatible with the most commonly used browsers. However, we ensure its compatibility with these browsers and following versions: Chrome 40, FireFox 30, Safari 9, Internet Explorer 11, Microsoft Edge 40.

   → Please note that the ‘Fondazione Celiachia Calls and Proposals’ Web Portal is not responsive, so we do not guarantee a full usability of the Portal on mobile and smartphone. Please, always access the Portal on your computer.

10. Submitting the Proposal Application to the ‘FC Fellowships - Call for Proposals 2019’

   → Until the Deadline of the FC Fellowships - Call for Proposals 2019 is not expired, you can save changes of your Proposal Application, leave the Portal whenever you like, and continue the completion and the submission of the Proposal Application in another moment.

   → Uncompleted Proposal Application and/or Proposal Application missing the upload of the required PDF files cannot undergo submission (the Proposal Application remains as not submitted), since the ‘Fondazione Celiachia Calls and Proposals’ Web Portal automatically prevents the submission of incomplete Proposal Applications.

   → Within the fixed Deadline, you have to 1) complete your Proposal Application, 2) upload the required files, 3) download the General Info Section, print the file, sign and date the document, upload the scan file in your Proposal Application webpage, and 4) submit the Proposal Application (the submission is not allowed by the Portal until all Sections and all required files are uploaded): in the Section ‘Submission’, you will find the 'Submit' button.

   → Once the Deadline is expired, it will be not possible to enter your Proposal Application webpage, nor to submit your Proposal Application. Therefore, after the Deadline, not completed Proposal Applications will remain as not submitted and will be rejected automatically.

   → As you complete the Proposal Application and submit it, you will receive an automatic email containing the PDF of your submitted Proposal Application. The PDF file of the Proposal Application is labelled by i) the identification number of the Proposal Application (e.g.: Proposal Identification Number: Fellowship_0XX_FC_2019) which is univocal to the Applicant (Candidate), ii) the date and time of the submission of the Proposal Application.
11. Multiple submissions of the same Proposal Application (submission of the edited Proposal Application):

→ Until the Deadline is not expired, you are allowed to make multiple submissions of your Proposal Application. In other words, in case you realize that your completed and submitted Proposal Application might need further improvements (a better description of the Proposal, further explanations to Reviewers’ criticisms, attachment of improved figures, and so on), you can enter your personal webpage (login) on the ‘Fondazione Celiachia Calls and Proposals’ Web Portal and re-open your Submitted Proposal Application (in this case you will find the ‘Complete/Edit Your Proposal’ button replaced by the ‘Open/Edit Your Submitted Proposal’ button).

→ Once you have made the desired modifications (editing and/or attached files), you mandatorily have to submit again the edited Proposal Application (in Section ‘Submission’, you will find the ‘Submit’ button replaced by the ‘Resubmit Edited Proposal’ button).

→ Each time you complete and submit an edited version of your Proposal Application within the fixed Deadline, you will receive an automatic email containing the PDF of your last submitted Proposal Application. The PDF file of the submitted and edited Proposal Application is labelled by i) the identification number of the Proposal Application (e.g.: Proposal Identification Number: Fellowship_0XX.FC_2019) which is univocal to the Applicant (Candidate) independently on the number of multiple submissions made, ii) the date and time of the submission which labels each completed submission of the edited Proposal Application

→ Each time you submit an edited version of your Proposal Application, the last submitted version of the Proposal Application does completely replace all the previous submissions, and does represent the only Proposal Application of the Candidate that will be taken into consideration by FC in the frame of the ‘FC Fellowships - Call for Proposals 2019’. In no case, previous submissions will be taken into consideration for neither purposes.

→ Be sure to complete the submission of the edited Proposal Application within the Deadline: once the Deadline is expired, and you didn’t complete the submission of the edited Proposal Application, you can neither enter your Proposal Application nor further submit the edited Proposal Application. In this case the submission is not completed, your edited Proposal Application will NOT be accepted by the Portal and will be rejected. Previous versions of the Proposal Application will not be taken into consideration.

12. Download Proposal: In each moment, you can download the PDF file of your Proposal Application, although it is not completed or submitted yet. Just press the ‘Download Proposal’ button at the top menu of your Proposal Application webpage. This PDF file is just for your recording. Please, note that the only PDF file of the Proposal Application that is formally legal in the frame of the ‘FC Fellowships - Call for Proposals 2019’ and that is taken into consideration by FC is the one automatically generated and sent by email by the Portal when the submission is completed.

13. PDF Files to be uploaded to the Proposal Application: Mandatory and optional PDF files will be uploaded to the Proposal Application within the fixed Deadline. Each file must accomplish mandatory requirements: A) only PDF files are allowed; B) uploaded PDF files must not exceed 2 MB (files larger than 2 MB will not be allowed to be uploaded on the Portal).
FC Fellowships - Call for Proposals 2019

→ **Mandatory files.** Omitted upload of mandatory files to the Proposal Application will result in *uncomplete* Proposal Application, consequently the submission will *not* be allowed by the Portal and, after the fixed Deadline, the incomplete Proposal Application will be **automatically rejected:**

✓ In case of human and/or animal experimentation (including human and/or animal biological samples), you are required to upload a *copy of the Clearance/Clearances of the Ethical Committee/Institutional Review Board* together with a *copy of the informed consent form* (if applicable). Should the Clearance/Clearances of the Ethical Committee not be available yet at the time of the submission of the Proposal Application, it is required that a *copy of the Clearance SUBMISSION/SUBMISSIONS to the Ethical Committee* must be uploaded.

✓ The **General Info Section PDF file,** which must be printed, signed, dated and colour scanned.

→ **Optional files.** Omitted upload of optional files will *NOT* hamper the completion and the submission of the Proposal Application:

✓ It is faculty of the Applicant to upload up to 2 PDF files of figures in the Section ‘Proposal’ of the Proposal Application, within the fixed Deadline.

### 8. The Selection Procedure

Submitted Proposal Applications will undergo the following steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>First Step</strong></td>
<td>Administrative Check of Conformity of submitted Proposal Applications</td>
</tr>
<tr>
<td><strong>Second Step</strong></td>
<td>Peer Review Evaluation of complying Proposal Applications</td>
</tr>
<tr>
<td><strong>Final Step</strong></td>
<td>Approval of the Ranking List by the FC Board of Directors, and funding</td>
</tr>
</tbody>
</table>

### 8.1. First Step: Administrative Check of Conformity of submitted Proposal Applications

Submitted Proposal Applications first undergo an administrative check for assessing the compliance with the FC Call guidelines, eligibility criteria and regulations.

→ Proposal Applications that are found to be not consistent with any given guidelines, eligibility criteria, requirements and rules reported in the present Call, in the Regulation and in the Guidelines **will be rejected**

→ Proposal Applications that meet all the requirements (*complying Proposal Applications*) will undertake the Peer Review Evaluation

→ Only FC holds the responsibility and the authority of making the final decision on the Proposal Application’s completeness and eligibility. Whatever decision is final and provides for no appeal

All Applicants will be notified of the outcome of the administrative check.
8.2. Second Step: Peer Review Evaluation of the complying Proposal Applications

Each complying Proposal Application is evaluated individually by three independent international Peer Reviewers:

— The Peer Review evaluation of the Proposal Application is made upon disclosure of conflict of interest
— When accepting to evaluate a Proposal Application, the Peer Reviewers agree that they will maintain the confidentiality on the Proposal Application and related documents

The Peer Review evaluation of the Proposal Applications is performed in a two steps procedure:

A. Classification of the Proposal Application as Strong or Weak (Triage)

In the first part of the Evaluation, the Peer Reviewers triage the Proposal Application as Strong (a study that should be triaged in/considered) or Weak (a study that should be triaged out/excluded) on the basis of the following criteria:

<table>
<thead>
<tr>
<th>Criteria of the Triaging Evaluation</th>
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<tbody>
<tr>
<td>FC’s High/Low Funding Priorities</td>
</tr>
<tr>
<td>Consistency of the Proposal with a triennial duration</td>
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<tr>
<td>Consistency of the Proposal with the work of one person.</td>
</tr>
<tr>
<td>Proposals that look like requiring the work of more than one person and/or are not feasible for one person (the Applicant) will be evaluated as Weak</td>
</tr>
<tr>
<td>Consistency of the Proposal with the Research Topics and Areas selected by the Applicant</td>
</tr>
</tbody>
</table>

Proposal Applications evaluated as Weak by at least 2 out of 3 Peer Reviewers will be definitively triaged OUT, and will NOT enter the Ranking List.

B. Score Evaluation of the Proposal Application

In this second step of the Evaluation, the Peer Reviewers are asked to assess the INTRINSIC SCIENTIFIC VALUE and the FEASIBILITY of each Proposal.

This assessment is made of two Evaluation Areas. Each Evaluation Area has an overall weight and is in turn composed of different criteria.

The Peer Reviewers assign a score to each criterion and provides a written comment:
## Weighted Evaluation Areas

<table>
<thead>
<tr>
<th>Proposal Application Intrinsic Scientific Value (50% weight)</th>
<th>Scored Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>→ Clearness of the Proposal Application’s purposes</td>
</tr>
<tr>
<td></td>
<td>→ Design, tasks, Research Plan, background, rationale and aims, experimental design, methodologies (preliminary data supporting the working hypothesis, if the case), benefits in using animals (if applicable)</td>
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<tr>
<td></td>
<td>→ Expected Results, Impact on the scope, and Improvement of basic/clinical comprehension of the disease</td>
</tr>
<tr>
<td></td>
<td>→ Methodological or conceptual innovation, and originality of the Proposal Application</td>
</tr>
<tr>
<td>Proposal Application Feasibility (50% weight)</td>
<td>→ Potential difficulties, pitfalls, caveats and limitations of the Project Proposal, and their impact on the success of the Project Proposal</td>
</tr>
<tr>
<td></td>
<td>→ Applicant’s education/publications, track record and professional and research experience (Curriculum Vitae of the Applicant)</td>
</tr>
<tr>
<td></td>
<td>→ The relevance of the competence of the Head of the Hosting Laboratory in terms of expertise in the field, track record, international standing and ability to provide mentoring (Curriculum Vitae of the Head of the Hosting Lab) with respect to the success of the Project Proposal’s aims. Also methodologies, instruments, lab space, infrastructures, and resources made available by the Head of the Hosting Laboratory, as well as the complementary skills training/mentoring activity offered by the Head of the Hosting Laboratory and the training plan dedicated to the FC Fellow Grantee are evaluated as directly relevant to the success of the Project Proposal’s aims</td>
</tr>
<tr>
<td></td>
<td>→ The consistency of the Budget Plan with respect to the design and the aims of the Project Proposal</td>
</tr>
</tbody>
</table>

The Overall Score of each Proposal Application entering the Ranking List is calculated by averaging the scores assigned by the three Peer Reviewers.

Proposal Applications are ranked basing on their Overall Scores.

In order to guarantee the best equal treatment of all Applicants, two Ranking Lists will be obtained at the end of the Peer Review Evaluation:

1. The Ranking List of Proposals submitted by Graduated Applicants
2. The Ranking List of Proposals submitted by Doctorate Applicants

### 8.3. Final Step: Approval of the Ranking Lists by the FC Board of Directors, and funding

Provided that funds are available, FC’s Board of Directors meets to decide on the allocation of funds to the most deserving Proposal Applications of both Ranking Lists. FC holds the privilege of allocating funds to most deserving Proposal Applications of only one of the two Ranking Lists, depending on both funds availability and the results of the Peer Review Evaluation.

Moreover, FC keeps the privilege of suspending or rejecting the funding of Proposal Applications, irrespective of their position in the Ranking Lists, in case the Candidate and/or the Head of the Hosting Lab are involved in not formally closed FC Grants (FC Grants which are concluded...
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according to the predicted Grant time-schedule but whose scientific and economic aspects and/or final reports are still under FC evaluation), until or unless suspensive conditions are clarified according to FC’s decisions within times compatible with funding procedures.

At the end of this step, Candidates will be notified by FC with a communication also including the Peer Reviewers’ comments. The identity of the Peer Reviewers will not be disclosed.

The decisions of FC cannot be appealed.

9. Contacts and FAQs

For any doubts concerning the present Call, the Regulation, the ‘Fondazione Celiachia Calls and Proposals’ Web Portal, the ‘Guidelines for the Submission of the Proposal Application’ and the submission, please send an email with your query to the FC Scientific Office: fondazione@celiachia.it

FC will provide you a written answer. Questions will be accepted until 17th May 2019 (17 Maggio 2019) at 15:00 o’clock Italian time (ore 15:00).

Questions and corresponding Answers might be published on the FAQ page if considered of general interest: www.celiachia.it/2019-fellowship-call/

10. EU Regulation for the protection of the data (GDPR 2016/679)

The Applicant, the Head of the Hosting Lab as well as the Legal Representative of the Institute are aware of the fact that data provided in the frame of the ‘FC Fellowships - Call for Proposals 2019’, either through the ‘Fondazione Celiachia Calls and Proposals’ Web Portal as well as in any other manner, are treated in the respect of the EU Regulation GDPR 2016/679, including the processing of personal data and the movement of such data.

The holder and the administrator of the data is Fondazione Celiachia Onlus, Via Caffaro 10, 16124 Genova, Italy.