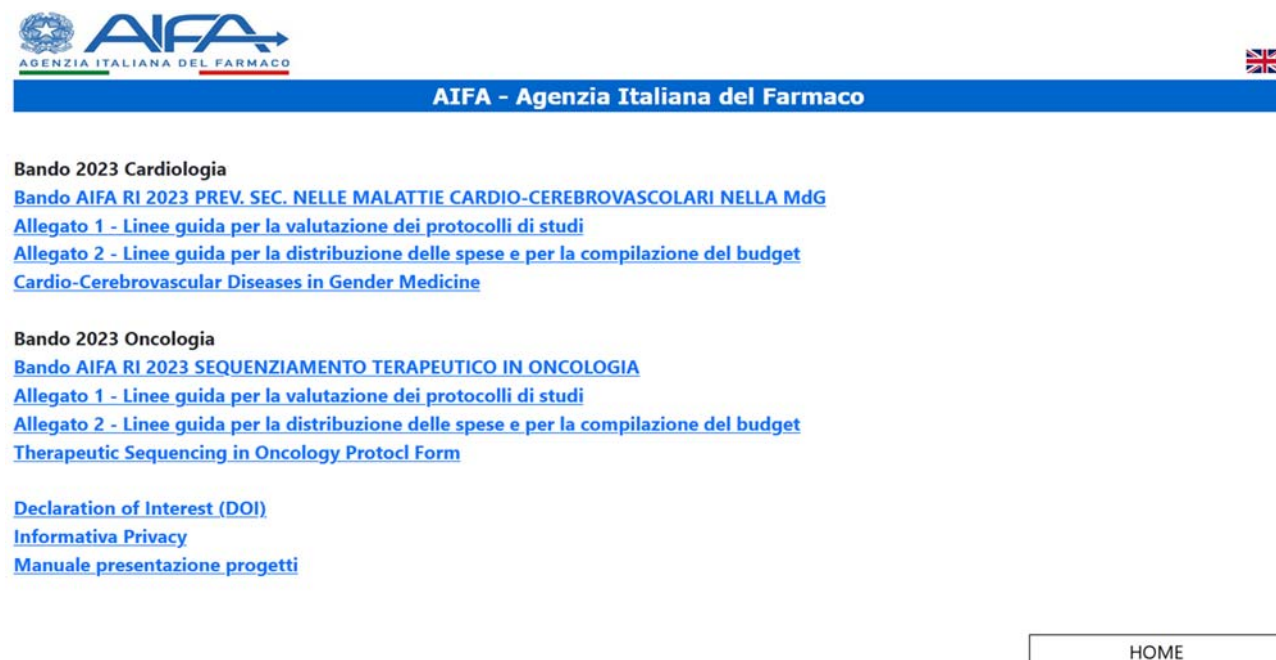


A brief guide to use the submission platform of AIFA Call 2023 for Independent Research.

Applications can be submitted, from 12:00 on 22 May 2023 and until 17.00 on 22 June 2023, exclusively through the IT platform, by filling out the webform available at the following link, active from 22 May: <https://aifa.cbim.it>.



By clicking on “Documentazione” (right top side), you can find all documents.



The most important document is the Protocol Form where you have to insert the project information. You must:

- 1) download it from this page or after login (as shown later in the manual);
- 2) fill it in off-line;
- 3) upload it, properly filled in, at the submission section (as shown later in the manual).

Please note: each call (Oncology or Cardio-Cerebrovascular) has its own Protocol Form. Please, pay attention to use the form consistent with the call you want to participate in.

Another important file is the Declaration of Interest (DOI). As per this file, you have to:

- 1) download it from this page or once logged into the system (as shown later in the manual);
- 2) fill it in off-line and sign it digitally or holographically;
- 3) upload it, properly filled in, at the submission section (as shown later in the manual).



By clicking on “Accesso al Sistema” (left top side) you can login to participate at “AIFA Call 2023 for Independent Research”

## Login

You can access by SPID or Electronic Identity Card (CIE):



This page will open: then click on” Bandi di Ricerca Indipendente 2023”



## Bandi di Ricerca

CBIM Authentication Provider

Benvenuto,

### Links

[Bandi di Ricerca Indipendente 2023](#)

Then select the call you want to participate:

The screenshot shows the 'Calls and Applications' section of the AIFA website. At the top, there's a header with the AIFA logo and the text 'Calls and Applications'. Below this, a table lists the available research calls. The table has two columns: 'Open Since' and 'Available Until'. The first row is for 'Bandi di Ricerca indipendente 2023', which is open since 18/5/2023, 03:01 and available until 21/6/2023, 21:00. Below the table, there are two buttons: 'ONCOLOGY' and 'CARDIO-CEREBROVASCULAR'. The 'ONCOLOGY' button has a red warning icon and the text 'Changes Not Submitted' below it. The 'CARDIO-CEREBROVASCULAR' button is empty.

Please note that you can only participate at one of the two calls. You can proceed with the choice of the call only at the first access.

The system will ask you to choose the type of call only the first time. In case of error it will be necessary to send an email requesting technical support to [aifa@cbim.it](mailto:aifa@cbim.it).

## Submission Form compilation

After login you will see a page like this named Submission form:

ONCOLOGY (AIFA-ONCO-2)

Open since: 19/5/2023, 16:48 Last updated: 19/5/2023, 16:48

Attachment files

Submission Form

Submission Form

First of all, in order to apply, please download the Protocol Form (from the Attachement files section) that must be filled in off-line and uploaded into the system at the submission section.

Principal Investigator First Name

Principal Investigator Last Name

Please note that, in order to apply, you have to download the Protocol Form (from the Attachement files section) that must be filled in off-line and uploaded into the system at the submission section.

You can download the Protocol Form as shown before or clicking on Attachment files on right top side. In particular here, you can find the following files:

Download the files below, check and upload the documents.

[Download Protocol form \(Allegato 1\)](#)

[Download Declaration of interest \(Allegato 2\)](#)

Here you can find also the Declaration of Interest that, as said before, must be filled in by the PI and must be reattached at the submission section digitally or holographically signed.

Once compiled off-line the Protocol Form and the Declaration of Interest (DoI), you can proceed by filling in some fields into the system. You have to:

1) Insert your First and your Last Name (mandatory):

General Information	
Principal Investigator First Name	<input type="text"/>
Principal Investigator Last Name	<input type="text"/>

2) Upload some files (you can upload them by using the button “Sfoglia” or you can drag and drop them into the upload area with your mouse)

CV PI and CV Collaborators are mandatory

CV Collaborators	<input type="text"/>
<input type="button" value="Sfoglia..."/>	Nessun file selezionato.
CV PI	<input type="text"/>
<input type="button" value="Sfoglia..."/>	Nessun file selezionato.

You can also upload other five files (not mandatory). In this case, please use the text field to describe files you are attaching:

Other attachments description 1 (not mandatory)	<input type="text"/>
Other attachments 1 (not mandatory)	<input type="text"/>
<input type="button" value="Sfoglia..."/>	Nessun file selezionato.
Other attachments description 2 (not mandatory)	<input type="text"/>
Other attachments 2 (not mandatory)	<input type="text"/>
<input type="button" value="Sfoglia..."/>	Nessun file selezionato.
Other attachments description 3 (not mandatory)	<input type="text"/>

### 3) Flag the check-boxes (all mandatory).

#### The box of the Institution Declaration (mandatory):

##### **Institution Declaration**

- ☐ I declare that the proposing Institution is a non-profit organization according to current legislation on non-profit research and meets all the requirements of the Call; if the proposing Institution is an IRCCS, I declare that the Institution complies with current legislation on IRCCS and the trial will be conducted within the activities for which IRCCS obtained the recognition by the Ministry of Health.

#### The box of the Coordinating Centre and Operative Units Declaration (mandatory):

##### **Coordinating Centre and Operative Units Declaration**

- ☐ I declare that the Coordinating Centre and the involved Operative Units comply with current legislation on non-profit research

#### The box of the Institution agreement (mandatory):

##### **Institution agreement**

- ☐ I declare that I have an agreement with the proposing Institution and with the Coordinating Centre to conduct the study and to use the human and technological resources described in the study protocol.
- ☐ I declare that I have an agreement with any parties (each Collaborating Centre) involved in clinical trial conduction

#### The box of the Submission to Competent Authority and/or Ethics Committee (mandatory):

##### **Submission to competent Authority and/or Ethics Committee**

- ☐ I declare that the protocol has not been submitted to competent Authority and/or Ethics Committee for authorization

#### The box of the Declaration according to DPR n. 445 of 28/12/2000 (mandatory):

##### **Declaration according to DPR n. 445 of 28/12/2000**

- ☐ I declare that all the information stated for this application are true pursuant to Arts. 38, 46 and 47 of D.P.R. n. 445/2000 and aware of the applicability of criminal sanctions in case of false or mendacious declarations pursuant to Art. 76 of the a.m. decree

#### The box of privacy declaration (mandatory):

##### **Privacy Declaration**

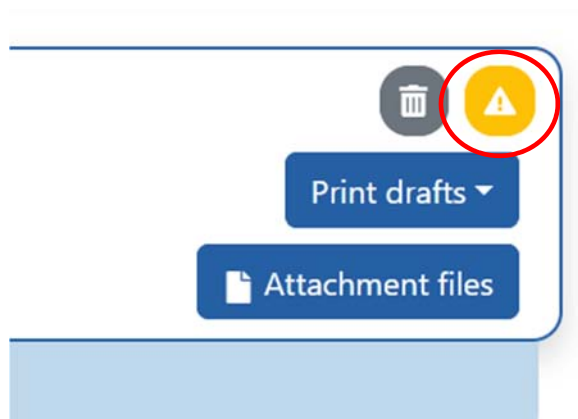
- ☐ I declare that I have read the privacy policy and I allow the processing of my personal data for the purposes set out therein

To save the information entered, please click on Save and Continue:

Save and continue

You can proceed with the project submission only when all mandatory fields are filled in. Only at this point, the Submission form button turns green.

If you click the button on right top side, you will see the mandatory fields not yet filled in.



The system will show you the mandatory fields not yet filled in:

Expressions of Interest - ONCOLOGY

3) Section Submission Form - Principal Investigator First Name: mandatory field

Section Submission Form - Principal Investigator Last Name: mandatory field

Section Submission Form - I declare that the proposing Institution is a non-profit organization according to current legislation on non-profit research and meets all the requirements of the Call; if the proposing Institution is an IRCCS, I declare that the Institution complies with current legislation on IRCCS and the trial will be conducted within the activities for which IRCCS obtained the recognition by the Ministry of Health.: mandatory field

Section Submission Form - I declare that the Coordinating Centre and the involved Operative Units comply with current legislation on non-profit research: mandatory field

Section Submission Form - I declare that I have an agreement with the proposing Institution and with the Coordinating Centre to conduct the study and to use the human and technological resources described in the study protocol.: mandatory field

Section Submission Form - I declare that I have an agreement with any parties (each Collaborating Centre) involved in clinical trial conduction: mandatory field

Section Submission Form - I declare that the protocol has not been submitted to competent Authority and/or Ethics Committee for authorization: mandatory field

Section Submission Form - I declare that all the information stated for this application are true pursuant to Arts. 38, 46 and 47 of D.P.R. n. 445/2000 and aware of the applicability of criminal sanctions in case of false or mendacious declarations pursuant to Art. 76 of the a.m. decree: mandatory field

Section Submission Form - I declare that I have read the privacy policy and I allow the processing of my personal data for the purposes set out therein: mandatory field

Section Submission Form - CV Collaborators: mandatory field

Section Submission Form - CV PI: mandatory field

OK



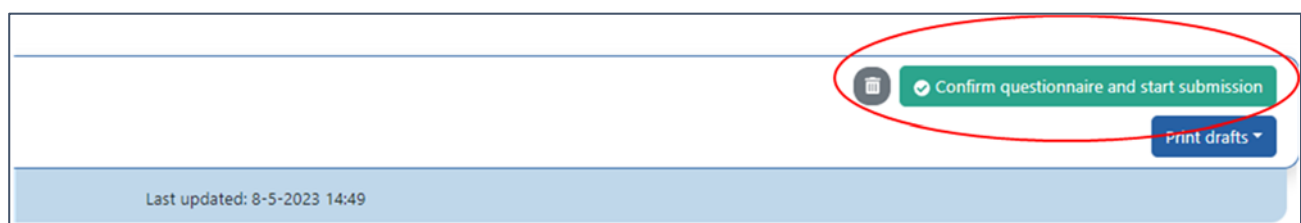
Only when all mandatory fields are filled in, system will show you the Print Drafts button. By clicking Print drafts → Submission form on the top right side, you can find the Submission form with the entered data:



It is necessary to print this file because you will have to attach it in the next step.

## Final application

- Click on: *Confirm questionnaire and start submission*:



You have to attach:

- The Protocol Form properly filled in.
- The Declaration of Interest properly filled in and digitally or holographically signed.
- The Submission form containing all fields you filled in into the system. If you haven't already downloaded it by clicking on Print Drafts → Submission Form, you can click on "Download Submission form" to obtain it and then to upload it.



**Download Declaration of interest (Allegato 2)**

Upload document

Sfogliala...

Nessun file selezionato.

**Download Submission form (Allegato 3)**

Upload document

Sfogliala...

Nessun file selezionato.

Submit request

- To finalize: click on Submit request
- If the information is incorrect or you want to change it, click “Back to compilation” in the top right corner, then on “Interrupt submission and continue editing”. Confirm the request and, once you are in the section with the information entered, refresh the page to start editing.

**Supports:**

**Technical support:**

[aifa@cbim.it](mailto:aifa@cbim.it)

**Scientific–regulatory support for oncology call:**

[ri2023\\_oncologia@aifa.gov.it](mailto:ri2023_oncologia@aifa.gov.it)

**Scientific–regulatory support for cardio-cerebrovascular call:**

[ri2023\\_prev.sec.cardio@aifa.gov.it](mailto:ri2023_prev.sec.cardio@aifa.gov.it)