



APPLICATION INSTRUCTIONS

Leducq Foundation / International Networks of Excellence
to Apply / Applicat

How to Apply: Letter of Intent (LOI)

APPLICATION INFORMATION FOR THE 2022-2023 INTERNATIONAL NETWORKS OF EXCELLENCE PROGRAM

Applicants are advised to read the [International Networks of Excellence Program Description](#) for important information about the application process and Leducq Foundation policies. Detailed instructions about the application submission are available on the proposalCENTRAL website and should be consulted in preparing the application.

Applicants to the International Networks Program must submit a **Letter of Intent (LOI)** through the online application service managed by **Altum proposalCENTRAL**, which will be accessible beginning on June 8, 2021. A link to the website is provided [here](#). **The application should be assembled as outlined below, and uploaded as one single word of pdf file, not to exceed 10Mb.** (Disclosure forms and CVs are uploaded separately.) Letters of Intent must be submitted before the end of the day, 11:59 p.m. Central European Time (5:59 pm US Eastern Time) on **Tuesday, September 13, 2022.**

The Applicant designated to submit the application through proposalCENTRAL should be **one of the two coordinators** who lead each Leducq network. He or she can grant access to other network members to view or to edit the application. The final submission must come from the coordinator who is registered on the proposalCENTRAL site as the applicant.

+ [Click here to see items required for submission of the LOI:](#)

For the text of the submission, please use 12-point type, and either Times New Roman or Arial as the font. One page of supplementary figures may be added (words on this page will not count towards the 1500 limit in the project description). Letters of Intent found not to be in compliance with the format guidelines risk disqualification. The submission of supplementary materials, including introductory letters, is discouraged; they will not be considered, nor will they be returned.

To start the application process, please register to obtain a new account and follow the instructions, or, if you have already applied to any other program through proposalCENTRAL, simply login. Most institutions have been registered, but if yours is not on the list, please create a new institution when prompted. (If you do create a new institution, you need only include the required information indicated by the red asterisk, although you can enter additional information if you choose). Once you have entered the required information, and the system has registered the institution, you can proceed to the "Professional Profile" tab on the upper right menu. For purposes of the Leducq Foundation application, only section 1, "Institution and Contact Information," is required. If you have applied, or are applying, through proposal CENTRAL for some other program, you may need to complete the other sections of the profile. If not, please do not complete the other sections. The information will not be included in the application for the Leducq Foundation. There is no need to add a biosketch at this point. Rather, the biosketches for all network members will be uploaded in a single application pdf file as described above. Once the institution is registered, and section 1 of the professional profile is complete, go to the "Manage Proposals" tab and create a new proposal. If you are returning to edit a proposal, you will find it

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FAQS

FUNDED NETWORKS

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here. At this point, you will be able to download the complete instructions for the Leducq Foundation application. Please follow the guidelines in the instructions and on the proposalCENTRAL website to prepare and submit the application.


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The Leducq Foundation will notify applicants about the status of their applications following the fall meeting of the Scientific Advisory Committee (SAC), which will take place at the end of October. At that meeting, the SAC will select 8-14 network applicants to submit a full application, information about which will be provided at the time of notification. It is the express intention of the members of the SAC to limit requests for full applications to those proposals with a significant chance of success in the final round. Full applications are due in the foundation office in February 2023 and the final recommendation of the SAC, to select up to five networks for support, will be made at a meeting in April – May 2023. The Leducq Foundation Board of Directors will consider the SAC's recommendation in early May 2023.

Please note that it is the policy of the Scientific Advisory Committee not to provide comments or feedback about unsuccessful LOI applications.

Questions about the electronic submission process should be directed to the proposalCENTRAL staff, whose contact information can be found on the proposalCENTRAL website. Questions about the application, or about Leducq Foundation policy, should be directed to the Leducq Foundation office at contact@flcq.org.

Eligibility

Participants in a Leducq Foundation *International Network of Excellence Program (INEP)* must have expertise in cardiovascular or neurovascular disease, or a related field, and must be affiliated with an academic research center. The two Network Coordinators must be from different continents. In the consideration of continent boundaries, conventional geographic definitions will obtain. The *INEP* is open to investigators worldwide, with the exception of the coordinator role, as described above. Participation in a *Leducq International Network* is contingent upon the commitment of the participant's affiliated academic institution to abide by the financial and intellectual property provisions. Participants sign a customary research agreement which outlines the conditions of support, the powers of the coordinators to modify the program, and the responsibilities and accountability of network members.

– [Click here to see rules for participation in the International Networks Program in multiple networks:](#)

Network coordinators cannot participate concurrently in any other Leducq network, in any capacity. Following the conclusion of the program of which they were the coordinators, they are ineligible to apply again to the *International Networks of Excellence Program* as a network coordinator, although they are eligible to participate as a member of another network. An exception is made for network members who, for whatever reason, have taken up the responsibility of network coordinator during the term of the network grant; they may apply to the foundation as the coordinator of a new network.

Network members may not participate in more than two *Leducq International Networks* concurrently. (This rule applies only to the 5-year term of the grant, and not to the no-cost extension period that networks may wish to pursue.)

Investigators may not submit more applications in an application cycle than the number in which they are allowed to participate if all applications were successful. Practically, this means that in any given year:

- Applicants for the role of coordinator cannot have their name on any other application submitted to the foundation, and cannot be participating in a current network unless participation will end before the proposed network will begin.



- A member of a current Leducq network, which is expected to continue the following year, can be included on only one application (as a member) to the International Networks Program.
- An investigator not currently participating in a Leducq network can submit a maximum of either one application where his/her role will be that of coordinator, or two applications for that of member.
- An investigator who is a member of two Leducq networks can participate in a network application only when one of the networks of which he or she is a member comes to the end of its five-year term.

Participation in an extended term, a one year no cost extension granted to Leducq Foundation networks, does not count as participation in a network for purposes of determining eligibility.

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International Network grants are not renewable. Members of concluding networks who wish to reapply with a team that consists of largely of the same participants, and with a theme similar to that of the existing network, are urged to present a new and original direction for research. All applications are considered on a *de novo* basis.

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