



Autism Speaks Genetics Application System Application Instructions



Note: Applications must be submitted under the Principal Investigator's profile.

1. Autism Speaks Genetics Application System <https://science.grants.autismspeaks.org/genetics> . We suggest you bookmark this page for easy return access.
2. If you are a new user, enter your institutional email address and Register. Returning users can utilize Forgot Password if needed.
3. Complete as much profile information as you wish. Required fields are starred. *For institutions, start typing the name and the system will suggest matches from the database. Utilize "Request to add..." if your institution is not found.*
4. Start an application:
 - a. Use *Go to Applications* at the bottom of the page or *Applications* in the navigation bar at the top of the page.
 - b. Click *Start a new application for AGRE 20xx* (the current year will be showing)
5. Every application has two webpages.
 - a. Basic Information Page:
 - i. **Application Title** – less than 100 characters, spaces included
 - ii. **Scientific Abstract** - up to 2500 characters, spaces included- describe the project goal(s) and/or hypothesis and specific aims.
 - iii. **Data Types** - Choose the data type(s) you wish to access. Click Done after each selection.
 - iv. **Key Personnel** -- Add other members of your team, choosing a role for each person. Hint: Start by typing the Last Name first. The system will suggest matches from the database. If the person you are looking for is not listed, click "Request to add this person to the database" at the end of the suggestions. You will need the person's institutional email address and the name of their institution.
 - b. Application Form Page (*click Continue to Application at the bottom or Application in the navigation bar at the top*)
 - i. **Intended use** - Enter a brief message about the plan to use AGRE data/materials. Be sure the Abstract is more detailed as it is considered the official description of the study.
 - ii. **Funding Source** – name the source of funding.
 - iii. **Research Distribution Agreement (RDA)** – Blank RDA should be downloaded by clicking the hyperlink. Completed RDA is uploaded. **RDA must be signed by both the Principal Investigator and a representative from the institution - either the department chair or a representative from the grants and contracts department.**
 - iv. **IRB Approval/Exemption** – Upload the approval or exemption
 - v. **Approval/Exemption Date** – Enter the expiration date.
6. The application can be saved as a draft at any time. Click *Submit Application* when all is ready.
7. PIs will receive an approval email from the Autism Speaks Genetic Application System (dataadmin@autismspeaks.org). This email will have instructions for logging back into the system to retrieve the fully executed RDA and the ID and password for the AGRE Approved Researcher Login.

Questions? Contact agre@autismspeaks.org