

Osteology Foundation

Advanced and Young Researcher Grant Application Guidelines

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1 General Information

The Osteology Foundation aims to support scientific research and education projects in the field of oral tissue regeneration. In order to actively promote clinical and translational research the Osteology Foundation awards grants to selected researchers twice a year:

- First deadline – 15 June
- Second deadline – 1 December

The Osteology Foundation offers two types of grants: **Advanced Researcher Grants** and **Young Researcher Grants**. The Young Researcher Grants programme supports young researchers in realizing their own research project and fuelling their research career.

In both grant programmes *clinically relevant questions* shall be addressed and the results published open access in international peer-reviewed journals. These grants are intended for research proposals submitted by investigators who want to address questions in the field of oral and maxillofacial tissue regeneration. The Osteology Foundation ensures strict confidentiality of all applications and applying research teams, as well as of the results of the review process among the reviewers and the foundation.

Study types

Research types falling within the scope of the Advanced and Young Researcher Grants are for example:

- **Basic research** in oral and maxillofacial tissue regeneration with a clear link to clinical application
- **Pre-clinical research** in oral and maxillofacial tissue regeneration with a clear link to clinical application
- **Clinical research projects** in oral and maxillofacial tissue regeneration

Timeline



All application documents must be submitted electronically via the online application system. Therefore, the applicant has to create an account on The Box:

<http://box.osteology.org/>

Questions regarding the online application and information concerning the application process can be obtained from Dr. Benjamin Müller

Phone: +41 41 368 44 49

E-mail: benjamin.mueller@osteology.org

2 Funding Policy

Project Funding

Osteology Advanced Researcher Grants:

- Grants will be limited to 100'000 Swiss francs with a maximum project duration of two years.

Osteology Young Researcher Grants:

- Grants will be limited to 30'000 Swiss francs with a maximum project duration of one year.

Upon the acceptance of the Main Application, a funding request form has to be filled online on The BOX (<http://box.osteology.org/>). As a **first instalment 50%** of the total funding can be requested. To receive the **second instalment (45%)** of the total funding amount, a progress report needs to be submitted to the Osteology Foundation (Chapter 3). The **final instalment (5%)** will be released upon an **open-access publication** in a peer-reviewed journal, submission of manuscript that will be published open-access in a peer-reviewed journal or the reception of a final report by the Osteology Foundation (in case of no publication). With that the project is successfully completed.

My Grant Applications



Young Researcher Grants

The funding programme supports young researchers in realizing their own research project and fuelling their research career. Funding is limited to 30'000 Swiss francs with a maximum project duration of one year.

Deadlines for submission of abstract applications: **15 June and 1 December 2018.**

» 17-093 - Test 

» 17-093 Test 

  

Funded Main Applications

Principal investigators who received funding from the Osteology Foundation will be excluded from funding for the next three application cycles, i.e. for the following two years after their funding notification.

Salaries

Salaries stated in the grant application are limited to the support of research staff.

The principal investigator together with the co-investigators can ask for a **maximum of 25% of the total requested funding amount**. This excludes e.g. technical staff or staff to perform statistical analysis.

The amount of effort spent on the specific Osteology Foundation grant must be clearly described as it relates to the research project. All personnel included in the project must be listed in the budget plan with base salary and their role within the project.

Institutional Overhead Costs

Overhead contributions are only made up to a maximum of 10% of the total project costs. As a prerequisite for funding of any overhead costs the investigator must submit an excerpt with the relevant information (**maximum of 2 pages**, not a full copy) of the official overhead regulations with the Main Application.

Open-access Publication

Manuscripts originating from the funded project must be published in peer-reviewed scientific journals with open access. Fees for open access publication must be included in the budget plan.

Financial Transparency - other Funding Resources

It is understood that the Osteology Foundation may not provide the total amount of funding required to perform the planned study.

- Please provide details of any leveraging funds that may be included in support of the application and highlight budget impacts.
- A grant application submitted to the Osteology Foundation must not be submitted in parallel to another funding organisation or research grant provider (e.g. company). If so, the Osteology Science Committee may exclude the application from the granting process.
- Product based research will be rejected at pre-proposal stage.

Guidelines for Clinical Research

For all clinical studies the Osteology Foundation requests the submission of full approval of the institutional human subjects review board of the respective official (national) body. Any clinical trials need to be registered through an international clinical trials registry prior to the trial start. The registry that is recommended by the Osteology Foundation is: <http://www.clinicaltrials.gov/>

The trial registry number (ClinicalTrials.gov Identifier) as well as the approval of the institutional human subjects review board needs to be submitted to the Osteology Foundation before the start of the trial and is a prerequisite for the transfer of funding.

All clinical studies submitted to the Osteology Foundation need to be in compliance with the current version of the **Declaration of Helsinki** (October 2013, <https://www.wma.net/wp-content/uploads/2016/11/DoH-Oct2013-JAMA.pdf>) and the ICH Good Clinical Practice (GCP) Guideline or ISO EN 14155 standard (as far as applicable) as well as all national legal and regulatory requirements.

Guidelines for Animal Research

The approval of the relevant applicable animal care committee needs to be submitted to the Osteology Foundation and is a prerequisite for funding.

When performing animal research, the compliance with the principle of the **3Rs** (<https://www.nc3rs.org.uk/the-3rs>) to use

1. Methods that avoid or replace the use of animals (**R**eplacement)
2. Methods which minimise the number of animals used per experiment (**R**eduction)
3. Methods which minimise animal suffering and improve welfare (**R**efinement)

is conditional to obtain any funding from the Osteology Foundation.

The Osteology Foundation also expects the applicants to respect the **ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines**, especially in preparation of the grant proposal to include all necessary and essential information (checklist). To ensure high-quality reporting of animal research, the scientific committee reserves the right to reject grant applications that are not in compliance with the ARRIVE guidelines (<https://www.nc3rs.org.uk/arrive-guidelines>).

Declaration

Funding can only be granted if the declaration is signed electronically by the lead applicant and if the guidelines and regulations stated herein are accepted.

Budget Justification

The reviewers of the Osteology Foundation and the scientific committee must be able to understand the budget. Hence, a detailed justification needs to be provided for each budget category. The budget justification is an explanation of the factors used to determine the costs of each budgeted item and budgeted salaries for personnel.

Acknowledgments

Financial support provided by the Osteology Foundation should be acknowledged in the publication(s) resulting from this support in the following way:

“The project was supported by a grant (Osteology project number) from the Osteology Foundation, Switzerland.”

3 Monitoring of Funded Projects

All funded projects will be monitored for progress once a year. The applicant has to fill a monitoring form online on The Box (<http://box.osteology.org/>). See screenshots below. This **annual progress report** (monitoring) form has to be submitted by **15 November**. The progress report shall give an update on the milestones reached and the time line for the remaining term of the project according to the accepted Main Application. For projects that have been granted in the second granting cycle of the respective year, the deadline applies to the following year.

My Grant Applications



Young Researcher Grants

The funding programme supports young researchers in realizing their own research project and fuelling their research career. Funding is limited to 30'000 Swiss francs with a maximum project duration of one year.

Deadlines for submission of abstract applications: **15 June and 1 December 2018.**

» 17-093 - Test		» 17-093 Test		
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MY MONITORING FORMS



Monitoring for the 17-093 main application

Application title: Test

1.	17-093_Monitoring_2018	2018	-	Pending	Edit
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Project extensions at no costs for the Osteology Foundation can be granted twice for a maximum of 1 year at a time. To request a no-cost extension, please contact the Osteology Office (benjamin.mueller@osteology.org).

Projects that exceed the maximum project duration including the duration of the no-cost extensions will be terminated by the Osteology Foundation. The remaining funds will be no longer available. The Osteology Foundation reserves the right to decide on an individual project basis.

4 Application and Review Process

Review Criteria

The Abstract Applications as well as Main Applications will be reviewed based on defined awarding criteria.

Awarding criteria - Advanced Researcher Grants:

- Clinical relevance
- Originality of hypothesis
- Facilities and qualifications
- Preliminary data

Awarding criteria - Young Researcher Grants:

- Courage to take risks
- Sound hypothesis and aims that show thinking out of the box
- Research plan
- Motivation letter
- Recommendation letter

The application process is divided into two steps and applies for both researcher grant programmes (Young and Advanced Researcher Grants):

Abstract Application

In this phase the Science Committee of the Osteology Foundation does a pre-evaluation of the research question, the general methodology and the facilities and expertise of the research team aiming to conduct the proposed research project.

First a short Abstract Application has to be submitted by the applicant until **15 June** (first deadline) or **1 December** (second deadline), using the online Abstract Application system: <http://box.osteology.org/>

The Abstract Applications will be reviewed by a Scientific Review Board consisting of members of the Science Committee and members of the Osteology Expert Council (see www.osteology.org).

Based on the pre-evaluation results, the best project proposals will be selected and the applicants will be informed upon acceptance or rejection on **1 September** or **1 March** (of the following year). The respective researchers will be invited to submit a Main Application.

Please note that during the Abstract Application phase the reviewers do only provide a quantitative evaluation (grades for each application). No written or qualitative evaluation is provided by the reviewers.

If you submit an application to participate in the granting cycle of the Young Researcher Grants programme, please be prepared to attach a recommendation and motivation letter in the online application:

- Both letters need to be uploaded in PDF format (no other file type allowed).
- Both **letters must not extend a maximum length of one A4 page**
- **Motivation letter** – the applicant should describe why he/she is the right person to run this research project, e.g. tell the reviewers who you are, describe your previous research experience, describe how this grant will support your research interests in the future, etc.
- **Recommendation letter** should be prepared and signed by your mentor e.g. your thesis supervisor, co-investigator, department head, etc.
The recommendation letter must show that you will be allowed to do the proposed research in your institution and will receive all necessary support when receiving the grant.

Main Application Evaluation

All invited applicants (Osteology **Advanced Researcher Grants** and **Osteology Young Researcher Grants**) must file the complete Main Application documents to the Osteology Foundation by **15 October (first deadline)** or **15 April** (of the following year - **second deadline**) in order to be reviewed before February or July of the following year. The members of the scientific committee will thoroughly review the study proposals and at their meetings they discuss the evaluation results and decide about the acceptance and the amount of funds to be awarded. The respective applicants will be informed about the **decision** of the Science Committee after their committee meeting and at the latest on **15 February** or **15 July** of the following year.

As a matter of policy the Osteology Foundation does only give comments on positive or negative decisions after the main evaluation cycle upon request of the applicant. The names of the members of the Osteology Science Committee and Expert Council who are part of the Scientific Review Board are published on the Osteology Foundation website.

5 Instructions for Completing the Online Abstract Application Form

Please fill in the online Abstract Application accurately and completely. To ensure a comparable format for all applications, the space for entering the project information is limited. All information must be provided in English.

When copying text from a MS Word document directly into our online application tool it may cause formatting errors (due to the background formatting information saved).

We recommend to first erase the background formatting of MS Word (e.g. with an additional copying step into a text editor).

When copying the text from the editor into the Osteology online application tool only the plain text is copied. Afterwards you can use the basic rich text formatting of the online application tool.

The following sections describe the information that is requested for the Abstract Application phase and needs to be filled in the online application tool (in total eight/nine steps).

1. General Information

1. GENERAL INFORMATION

Nature of Study: In-vitro Preclinical Clinical

Title of Study: *

Apply for:

Study Focus: Hard Tissue Soft Tissue Tissue Engineering
 Growth Factor Implants Biomaterials

Intended Start: * (mm/dd/yy)

Duration: * months

Funding: * CHF

Keywords: *

Please give at least three Keywords that characterize your Abstract Application - e.g. Bone Formation, Soft Tissue Management, Cell Therapy, Surgical Procedure

How did you get the information about the Osteology Foundation Grant?

Poster 'Call of Grants' Advertising in a Dental Journal
 Online Advertising Word-of-Mouth, Colleagues, Friends
 E-mail Advertising

- **Name of Study:** Indicate here the type of your trial or study
- **Title of Study:** Limit the title of your study to fewer than **150 characters** (incl. spaces). Do not use capital letters only.
- **Apply for:** Please select the event, i.e. the current application cycle
- **Study Focus:** Please tick off the most relevant fields describing your project
- **Intended Start:** Estimated start of practical work (select in the calendar)
- **Duration:** Expected duration of complete project (maximum 36)
- **Funding:** Estimated total amount of funding requested to conduct the project.
- **Keywords:** Please enter up to 5 most relevant keywords describing the research topic of your project, e.g.: tooth extraction, ridge preservation, GBR, cell signalling, TGF

2. Applicant Information

- Lead applicant: Please indicate the name, academic degree, institutional position and full address of the institution of main applicant
- Co-applicants: Please indicate the name, academic degree, institutional position and e-mail address

3. Study Background/Introduction

- Maximum 1500 characters including spaces
- E.g. what has been done in this field so far? Does this proposal address an important problem? Explain why this study has to be done.

4. Research Question or Hypothesis and Aims of the Project

- Maximum 1000 characters including spaces
- Please include a description of primary and secondary outcomes.

5. Clinical Relevance

- Maximum 1000 characters including spaces

6. Materials and Methods

- Maximum 1500 characters including spaces
- Including details of the study design, e.g. interventional/observational study, justification of power, inclusion/exclusion criteria, randomisation, data management, etc.

7. Facilities and Expertise

- Maximum 1000 characters including spaces
- Describe the research expertise of the institution and the role of investigators participating in the project.
- Describe the infrastructure of the research institution.

8. Recommendation and Motivation Letter (ONLY Young Researcher Grant)

- Recommendation letter (max. 1 page)
- Motivation letter (max. 1 page)

9. Statement (for Advanced Researcher Grants this is displayed as no. 8)

9. STATEMENT

Please carefully read your given information and double-check it for content, Osteology Foundation purposes and ethical principles. Please note that it is not accepted to apply in the name of a third person and that subsequent complete applications have to be signed by the author of the abstract application. By adding your name you accept the Osteology regulations (see application guidelines) regarding the abstract evaluation and funding of research.

Following data will also be saved:

Tuesday, July 24, 2018 10:19:52 AM

Signature (type in first name and last name):

I have read the Guidelines carefully and accept the regulations of the Osteology Foundation.

I agree that my personal data entered above and provided with the uploaded files will be saved and used for statistical analyses by the Osteology Foundation

Submit Application

Cancel Application

- Please read carefully your given information and double-check it for content, Osteology Foundation purposes and ethical principles.
- Please note that it is not accepted to apply in the name of a third person. Applications have to be electronically signed by the author. By adding your name, you accept the Osteology regulations (see application guidelines) regarding the abstract evaluation and funding of Osteology Foundation Advanced and Young Researcher Grants.
- Check both boxes to be able to submit your application via “Submit Application”

6 Instructions for Completing the Online Main Application

A positive evaluation of an Abstract Application (Advanced Researcher Grants or Young Researcher Grants) is prerequisite to be invited to submit a Main Application. The Main Application is the basis for the decision of financial support.

Please read carefully the instructions below and submit the completed Main Application form together with the enclosed files (see also 11. - Necessary Files) through our online application system. The deadline for submission of the Main Application is **15 October** (first deadline) or **15 April** (of the following year - second deadline).

All Main Application documents must be submitted electronically via the online application system (hand-written signatures are not necessary). Therefore, the applicant has to use the account created when submitting the Abstract Application.

Instructions for Completing the Main Application Form

Please fill in the online Main Application Form (Advanced Researcher Grants or Young Researcher Grants) accurately and completely. To ensure a comparable format for all applications, the space for entering the project information is limited. All information must be provided in English.

1. General Information

- Please check if **prefilled** fields are still correct
- Nature of Study: Please select the type of study and indicate whether it includes models (preclinical) or patients (clinical) or whether it consists of *in vitro* experiments.
- Title of Study: Limit the title of your study to fewer than **150 characters** (incl. spaces). Do not use capital letters only.
- Event: Please select the event, i.e. the current application cycle
- Intended Start: Estimated start of practical work (select in the calendar)
- Duration: Expected duration of complete project (maximum 12 or 24 months, depending on the type of grant programme)
- Funding: Estimated amount of funding requested to conduct the project. A detailed budget has to be included in the Main Application phase. Please note that the Osteology Research Grant programmes do not cover salaries or travel expenses, which are not directly related to the conducting of the proposed research project.
- Keywords: Please enter up to 5 most relevant keywords describing the research topic of your project, e.g. tooth extraction, ridge preservation, GBR, cell signalling, TGF

2. Application Summary

Summary

- Check if title and nature of study are correctly pre-filled from the previous step
- Select if the study is a feasibility, pilot or proof of concept study
- Enter your primary objective (max. 250 characters)

Study Setup

- Indicate the cell-culture model including cell types (in vitro), the animal model (in vivo), the type of clinical trial
- Enter the number of control groups
- Describe the control group briefly (max. 115 signs). Name e.g. materials or concentrations
- Enter the number of test groups
- Describe the test group(s) briefly (max. 115 signs)
- Indicate the total number of samples/animals/patients
- Indicate the number of samples/animals/patients in the control group
- Indicate the number of samples/animals/patients in the test group
- Enter the total number of time points (in vitro, in vivo) or follow-ups (clinical) of the study and list in parentheses the specific time points, e.g. 4 (1d, 3d, 7d, 14d)

Methodological Information

- Enter the essential methods to be used in the study and list in parentheses the time points when they will be applied. Abbreviations are allowed (max. 200 characters) e.g. PCR (1d, 7d), Histology (1d, 14d), micro-CT (3d, 7d)

Statistical Information

- Enter the study hypothesis (max. 200 characters)
- Enter the primary read-out(s) or primary outcomes (max. 150 characters)
- Enter the secondary read-out(s) or secondary outcomes (max. 150 characters)
- Enter the exploratory outcomes (max. 150 characters)

3. Project Summary

- Abstract in running text that should characterise the application.
- Describe in a few sentences the background, the clinical relevance, your hypothesis, the research questions asked and the methodology used to answer those questions within the proposed project.
- Maximum 1500 characters including spaces.

4. Applicant Information

- Applicants: Please indicate the name, academic degree, institutional position and full address and contact details of the main applicant and up to two co-applicants, if involved.
- Research institution: Please include the full address of the institution where the main work will be conducted.
- When submitting a Young Researcher Grant Main Application, the lead applicant has to be the young researcher (currently undergoing post-graduate education or within three years thereafter).

5. Literature

- List the 10 publications (maximum) that are most relevant to the project and list the most important publications by the lead applicant and the co-applicants in the last 5 years
- Format: authors, title, journal, publication date, issue, page

6. Study Execution / Responsibilities (Study Administrative Structure)

- Please enter the names of the investigators and technicians who are involved in the project and responsible for the listed aspects of the study. If one position is not applicable enter n.a. instead of the name
- If work is not done in the primary institutions, please add the names and city of the external institution or company.

7. Time Line

- As far as the project can be foreseen a project plan should be indicated
- Please enter the proposed duration and time period (e.g. Mar 2019 – Feb 2020) of the complete project
- Note that the total duration of the project should not exceed 24 or 12 months (Advanced Researcher Grants or Young Researcher Grants)
- Project plan: List the key activities of the research project (e.g. healing phase or histological analysis) and the realistically estimated time period needed for the completion of each activity (e.g. month 03 – 09)
- It is important to show clearly how the work is planned time-wise.
- The proposed timeline will be the basis for the annual report that has to be prepared until the Osteology Foundation receives a final report or the project was published in a peer reviewed journal.

8. Financial Aspects

- Total costs: Total amount needed for the completion of the study, including budget items which are not fundable by the Osteology Foundation or funds provided by other agencies or companies.
- Requested amount: Total amount requested from the Osteology Foundation. The requested amount should be in accordance with the budget plan (see also 9.) below.
- Other sources of financial support: If any other funding has been granted for this study by any other funding agency, the source and amount must be declared to the Osteology Foundation (clearly product based research will be rejected).
- Applications submitted to the Osteology Foundation may not be submitted simultaneously to other funding organisations. If so, the Osteology Foundation reserves the right to rescind any approved funding of the application.

9. Budget Plan (Outline)

- Provide within your detailed study protocol a detailed budget plan and budget justification to allow reviewers to estimate the realistic costs of the research project
- Provide a detailed description why a budget item is important for the project and how the budgeted amounts will be used (e.g. what are the duties of the technical staff or what kind of supplies or material is needed for histomorphometry, animal care costs, patient related costs within clinical studies, ...)
- Only include items that should be funded by the Osteology Foundation (do not list items that are funded by other agencies)
- Note that all amounts are in Swiss Francs (CHF)
- **Personnel:** Academic salaries of the investigators included in the project can be funded by the Osteology Foundation
- Technical staff can be funded when a clear budget justification is provided
- **Equipment:** New equipment or extensions to existing equipment which are necessary for the conduct of the project
- Basic laboratory equipment (e.g. microscope, cell culture incubator) is assumed to be available at the lab and is therefore excluded from funding
- **Supplies:** Itemize supplies in separate categories (e.g. cell culture material, antibodies, general laboratory supplies, histology material, augmentation materials, implants, radioisotopes ...)
- Categories in amounts less than CHF 1'000 do not need to be listed
- **Travel expenses:** Only expenses directly related to the project are covered (e.g. investigator meeting, travelling to external research sites)
- **Clinical studies:** Recruitment costs, patient care costs, medication, fees for ethic committee or notified bodies, etc.
- **Preclinical studies:** Preclinical models, care costs, etc.
- **Institutional overhead costs:** Overhead contributions are only made up to a maximum of 10% of the total project costs. As a prerequisite for funding of overhead costs, the investigator must submit an excerpt with the relevant information (**maximum of 2 pages**, not a full copy) of the official overhead regulations with the Main Application.
- **Publication costs:** Publication costs for open-access publication (mandatory)
- **Other expenses:** Any project-related costs which do not fall into any of the above categories

10. Requirements for Osteology Research Grant Applications

- The Osteology Foundation aims to promote research in the field oral tissue regeneration and therefore funds clinical, preclinical and *in vitro* studies.
- Research topics falling into the scope of the Osteology Foundation are:
 - Hard and soft tissue biology - clinical aspects
 - Local factors effecting oral tissue regeneration
 - Systemic diseases with an impact on oral tissue regeneration
 - Novel bone and soft tissue substitute materials
 - Pharmacologic aspects of oral tissue regeneration
 - Inflammatory conditions, e.g. periodontitis, peri-implantitis

11. Necessary Files

- All documents **must be provided as PDF**
- For the completion of the application the following information must be provided in electronic form at the end of the online application form – document upload:
- Detailed project proposal: (**max. 12 pages** including tables and figures, A4, with numbered pages, line spacing 1.2, Font: Times New Roman, Font Size: 12, Margins: 2.5 cm (left, right, top), 2 cm (bottom)). The project description has to **include a detailed budget and a budget justification of all items listed**.
- CVs: CVs of the project participants (lead applicant and co-applicants; **max. 2 pages** per investigator), use the template that can be found in the upload section and follow the guidelines within the document
- Ethics application or approval: In the case a clinical study is submitted, a copy of the ethics application or, if already available, the approval of the institutional human subjects review board and the trial registry number (ClinicalTrials.gov Identifier) needs to be submitted. In the case of pre-clinical studies, the approval letter from the local animal experimentation committee. Without these documents a granted study will not receive any financial support until these documents are presented to the Osteology Foundation.
- Overhead regulation: If the budget includes overhead costs payable to the university, a copy of the official regulations (only an excerpt with the most relevant information, **maximum of 2 pages**) stating the amount of requested overhead fees (a maximum of 10% of the total project costs will be accepted as overhead).
- The documents must be provided as PDF
- In addition, its suggested that Young Researcher Grant applicants upload again their motivation and recommendation letter in “Other”.
- Note: To improve the efficacy of handling applications and to facilitate objective project comparison, incomplete applications as well as those that deviate from the formatting guidelines given above (in particular those that exceed the permitted length and/or deviate from formatting guidelines) will be returned immediately for revision.

12. Declaration

- Please read carefully your given information and double-check it for content, orthography as well as purpose and ethical principles
- Please note that it is not accepted to apply in the name of a third person.
- Electronic signature: By adding your name, you accept the Osteology regulations regarding the abstract and main application evaluation as well as the funding of Osteology Foundation Advanced and Young Researcher Grants.
- Check both boxes to be able to submit your application via “Submit Application”

7 Summary of Main Application Details

- Specify the study design in detail (use section 2 “Application Summary” to specify the most important study parameters, e.g. study hypothesis, control and test groups, primary outcome)
- Specify the budget in detail in section 9 “Budget Plan” and justify the expenses in the detailed proposal
- Respect the budget limitations
 - Research staff – max. 25% of total requested funding
 - Overhead – max. 10% of total requested funding
- Respect the page limits and formatting guidelines
 - Detailed study proposal – max. 12 pages
 - Overhead policy – max. 2 pages
 - CVs – max. 2 pages
 - Motivation letter – max. 1 page
 - Recommendation letter – max. 1 page
 - Font: Times New Roman, font size 12, line spacing 1.2
 - Page margins: 2.5 cm (left, right, top), 2 cm (bottom)
- Use the template in section 11 “Necessary Files” on The BOX to fill your and the co-applicants’ CV
- Upload only PDF files