

Guidelines for the Research Grant Application

1. Summary of the Research Project (max. 2,500 characters)

This section should include information detailing the hypothesis of the study, the approach, the methodology and the parameters to be analyzed.

2. Hypothesis/Design of the Project

A study can be hypothesis-driven or design-driven. In the former case, the hypothesis should be clearly stated. A brief account should be given of any assumptions that have been made in its foundation and of any existing supportive data.

If the study is design-driven, the methodology to be investigated should be summarized. Its potential benefits over existing methods in the field or over methods currently under development should be described.

3. General State of Research/Development in the Field

In this section, the general state of research in the field should be described. All key publications relating to the topic should be cited and critically analyzed, thereby furnishing the reviewers with a comprehensive overview of the state-of-the-art in the field and of the different research directions being pursued. Any controversial issues should also be addressed. The applicants' own research should not be discussed in this section.

4. Past Research of the Applicant/Co-Applicants in the Field

Previous work of the applicant/co-applicants that relates to the submitted project should be summarized in this section.

4.1 Detailed Research Plan

In this section, an outline of the research concept as well as a detailed plan of the experiments that will be undertaken should be presented locally, systematically and succinctly, but in sufficient detail to render the general experimental approach understandable.

4.2 Expected Results

Preliminary data and the anticipated outcome of the project as well as its potential impact should be summarized. Applicants should bear in mind that quantitative data are highly preferable to subjective, descriptive findings. The nature of the data to be furnished by each of the contributing subgroups or laboratories should be indicated.

4.3 Practical/Clinical Relevance of the Project

The clinical relevance and the potential use of the research data should be summarized.

4.4 References

In the body of the text, references should be indicated by the name of the first author and the year of the publication.

In the list of references, publications should appear alphabetically according to the name of the first author.

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4.5 Time Frame and Milestones of the Project

A scheme of the work schedule, in increments of about 3 months, should be provided for the one- or two-year program.

5. Budget

The budget should be provided for the categories 5.1 – 5.6 = Personnel, Equipment, Supplies, External Costs, Field Expenses and Other Expenses.

5.1 Personnel

As a general rule, the applicants cannot apply for their own salaries. Exceptionally, a maximum of 10% of a salary may be paid, provided that convincing reasons for this necessity are presented in the application. The Foundation pays no overheads.

5.2 Equipment

The applicants need to give convincing evidence that the requested equipment is necessary for the study and cannot be purchased by their own institution. If such a request is made, an estimate of the equipment's cost should be furnished.

5.3 Supplies/Human Specimens/Animal Experiments

The applicants should approximate the costs of all chemicals, consumables, etc. that will be used in the study.

If human specimens are provided, the official approvals of the ethic committees or equivalent official documents of all University Departments who are providing the human specimens have to be submitted.

If animal experiments are to be undertaken, the estimated cost of these should be given. The permission to perform these experiments must be submitted with the application.

5.4 External Costs

If part of the study is to be outsourced to a professional company, appropriate quotes must be included in the application.

5.5 Field Expenses

Field expenses will be considered to only a limited degree: max. CHF 2'000 for continental visits and max. CHF 3'000 for intercontinental ones.

5.6 Other Expenses

If expenses other than those relevant to the above categories are to be incurred, these should be enumerated here.

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6. GENERAL Terms and Conditions

These Guidelines for the Research Grant Application are an integral part of your application. By handing in the application, all applicant and co-applicants accept the full content of this document.

6.1 Applications are valid if

- handed in on time, i.e. January 10th and September 1st of each year
- signed by the applicant and all co-applicants
- all required information is filled out
- the application size is not exceeded (10 pages excl. CV's)
- CV's in NIH-Format (2 pages max. per CV) for applicant and all co-applicants are handed in
- the summary of the Research Project does not exceed 2'500 characters
- all further documents relevant to the project are handed in (i.e. permission to perform animal experiments or code of ethics from relevant committees/University if human specimens are provided)
- the applicant is not bound to another pending project supported by the IBRA

6.2 Approval / non-approval of the submitted application

- The Research Committee meets twice a year, usually within a month after the application deadlines
- The Research Committee informs the applicants within 2 weeks after their meetings whether or not a project was approved
- In case of rejection of a project, the Research Committee may, but has no obligation to inform the applicants about the reasons, unless the applicants are asked to hand in a revised project
- IBRA pays the granted sum as follows: one third after the approval to get the applicants started, one third after receipt of the interim report and approval of the Research Committee, one third after receipt of the final report and approval of the Research Committee (hand-in dates for the reports are mutually agreed on)

6.3 Obligations on behalf of the applicants and co-applicants

- IBRA has to be mentioned in all publications relevant to the project
- IBRA's working language is English. All documents, applications, requests, reports etc. have to be in English
- The Interim and Final Report have to be handed in on the agreed deadline
- If, for some unforeseen reason, the agreed deadline can't be met, IBRA needs to be informed 1 month prior to the corresponding deadline
- If IBRA is not informed about any delays, we will send a maximum of 2 reminder letters
- Should the applicant and co-applicants fail to react, IBRA is no longer obliged to financially continue to support that project
- In case of a discontinued project, the applicant and all co-applicants cannot be considered for any new Research Grant Applications, neither as a main- nor as a co-applicant.