**Full Proposal Template**



**Project**

Acronym and Title: ………………………………………..

Duration (months): ………………………………………..

Total budget request (Euro)………………………………………..

**Principal investigator**

Title and Name (Last, First) ………………………………………..

Department: ………………………………………..

Institution: ………………………………………..

Telephone: ………………………………………..

E-mail: ………………………………………..

**Other applicants**

Please fill out the table for the co-applicants (in case of a collaborative grant application that involves several institutes) or team members (in case of a single institute grant application). In case you are the sole applicant, please remove the table.

|  |  |  |
| --- | --- | --- |
| **Title and Name (Last, First)** | **Institute** | **e-mail** |
|  |  |  |
|  |  |  |
|  |  |  |
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**Checklist**

[Insert principal investigator name], the main applicant of this grant application, declares:

|  |  |
| --- | --- |
| to have the explicit consent of all applicants on their participation and on the content of this proposal | [ ]  |
| that the information contained in this proposal is correct and complete | [ ]  |
| that none of the project activities started before the proposal was submitted (unless authorised in the call conditions) | [ ]  |
| to be fully compliant with the eligibility criteria set out in the call and the research grant policies of Stichting Metakids (see www.metakids.nl\onderzoek\voor onderzoekers) | [ ]  |
| to have the financial and operational capacity to carry out the proposed project | [ ]  |
| that the proposal complies with ethical principles, including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity | [ ]  |
| that the division or department head has been informed and approved of the content of this proposal | [ ]  |
| that this application (or parts of this application) has or will **not** been submitted to other parties. Otherwise, please add a copy of the application(s) concerned. | [ ]  |
| that institutional approval has been awarded for any human or animal studies that are being conducted as part of this project. In case approval has not yet been obtained, please indicate the current status. The project cannot be funded and started before institutional approval has been obtained.  | [ ]  |
| to accept responsibility for the scientific direction and conduct of this project.  | [ ]  |
| to be aware that all decisions about grant applications made by Stichting Metakids are final and are not subject to appeal | [ ]  |

|  |  |  |
| --- | --- | --- |
| Additional questions | YES | NO |
| Has a comparable grant application been previously submitted to Stichting Metakids? If *YES*, please describe which parts of the proposal have been revised and motivate these changes in a separate letter.  | [ ]  | [ ]  |
| Has a comparable grant application (partly) been previously submitted to and/or granted by other organizations? | [ ]  | [ ]  |
| If so, please describe which parts of the proposal have been submitted and/or granted by other organizations (name, amount). |  |

Name of Main Applicant: ………………………………………..

Signature of Main Applicant: ………………………………………..

Date: ………………………………………..

**Project description.**

Instructions are given in blue. These blue texts may be removed before submitting the grant application. Before filling out this template, please read the Metakids call topic and the Metakids grant application guidelines (www.metakids.nl\onderzoek\voor onderzoekers).

**Scientific summary** (maximum 0,5 page)

Note: This project summary will be [*published on the Metakids website / kept confidential*] when the proposal is selected for funding.

…

**Lekensamenvatting** (maximum 0,5 page)

Note: This laymen summary may be sent out to a Patient Advisory Panel. It will [be *published on the Metakids website / kept confidential*] when the proposal is selected for funding.

…

 **Chapter 1: Scientific Excellence (4 pages)**

1. **Objectives**

Describe the objectives of your proposed work. Show how they are measurable and verifiable, including by the project milestones and deliverables described in chapter 3.

…

1. **Relevance to the call topic and the Dutch Metabolic Disease Knowledge Agenda (DMDKA).**

Show how the objectives are pertinent to the MK call topic and how they link to the priorities set out in the DMDKA.

…

1. **Progress beyond the state-of-the-art.**

Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious. Indicate any new concepts, approaches, products, services or models that the project will use or deliver. Describe where the proposed work is positioned in terms of research and development maturity (i.e. from ‘idea to application in clinic or market’). Where applicable, provide an indication of the Technology Readiness Level at the *start* and by the *end* of the project. …

**1.4 Methodology.**

Provide a narrative of the methodology. Describe the overall methodology and strategy (narrative) to pursue the objectives described in chapter 1. If applicable, include how the project addresses ethical issues and approvals. Explain any preliminary work of the main applicant and – if applicable – co-applicants that is relevant for the current proposal. Explain any assumptions, models, concepts. Explain the use of human subjects or vertebrate animal use. Explain any regulatory aspects and include attachments of relevant regulatory approval documents.

…

**Chapter 2: Impact (3 pages)**

* 1. **Expected impact.**

Describe the expected impact of the proposed work. Describe the relevance for the field of metabolic diseases. Describe the research questions from the “Knowledge agenda Metabolic diseases” that are addressed, and how your project will contribute to this. Describe the relevance for any other United for Metabolic Diseases aims. If applicable, differentiate between different target groups, such as patients, caretakers, physicians, researchers, industry et cetera. When applicable, describe how the proposed work will affect the patient journey. Where applicable, describe the *scale* and the *significance* of the proposed work for the different target groups. For example, by providing an estimate on how many patients will be affected by the proposed work and to what extent.

…

* 1. **Project pathways to impact**

Describe the project pathways to impact. What specific *actors* and *actions* are needed to achieve the abovementioned expected impact? Differentiate between actions planned during the project, and follow-up actions planned after the end of the project. What are the resources and/or plans for longer-term funding to ensure that follow-up actions are taken to achieve the expected impact?

…

**Chapter 3: Implementation (4 pages)**

* 1. **Research strategy and plan**

Describe the workplan, preferably by briefly specifying work packages with tasks and deliverables.

|  |
| --- |
| [WP number and title]: |
| [Task 1: Short title. Description of work. Start/End (in months).]  |
| [Task 2: Short title. Description of work. Start/End (in months).] |
| [Task 3: Short title. Description of work. Start/End (in months).] |
| [Deliverable 1: Short title. End date (in months).] |
| [Deliverable 2: Short title. End date (in months).] |
| [Deliverable 3. Short title. End date (in months).] |

**3.2 Feasibility and risk mitigation**

Describe to what extent the project is novel yet feasible. Define major project milestones, if any. Milestones are important, decisive moments in time. For example, when all patients have been included in a clinical trial, or when it will be decided to use either method A or B.

|  |
| --- |
| Milestones |
| [Milestone number and description]: |
| [Milestone number and description]: |
| [Milestone number and description]: |

Define a risk mitigation plan to mitigate critical risks. A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives. Critical risks are often connected to milestones. For example: Critical risk -Delays in patient recruitment. Risk mitigation measure - Competitive recruitment schemes with additional recruitment sites allows other sites to compensate for slowly recruiting sites.

|  |  |
| --- | --- |
| **Critical risk**  | **Proposed risk-mitigation measures** |
|  |  |
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|  |  |

**3.3 Quality of the research team or consortium in relation to the proposed work.**

Provide a brief biographical sketch of the PI, and the co-applicants (if applicable). Describe how full access to all relevant infrastructure is arranged for. Highlight how the PI, the research team or consortium taken together has the means and expertise to perform the proposed work.

…

**3.4 Budget**

Fill out the mandatory excel sheet to calculate the budget (See ref…). Provide a brief explanation to this budget. How is the budget sufficient, cost-effective and well-balanced to execute the proposed work? Provide a brief explanation of each cost category, including personnel costs, consumables and other costs.

…

**3.5 Involvement from stakeholders and end-users.**

Explain whether and how relevant stakeholders and end-users have been and/or will be involved in the project design and execution. In case relevant for the proposal, include letters of support (maximum 3) from relevant stakeholders and end-users, such as patient organisations or industry.

**3.6 Use if laboratory animals**

Explain if and why laboratory animals are required for your research. Is the animal model widely used and recognized or specifically designed for your research?

**3.6 References**

Include up to 50 references.