Afbeelding met tekst, Lettertype, Graphics, grafische vormgeving

Automatisch gegenereerde beschrijving

**Full Proposal Template**

**Project**

Acronym and Title: ………………………………………..

Duration (months): ………………………………………..

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

**Principal investigator(s)**

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).

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

**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. |  |
| to be aware that the project cannot be fully funded and started before institutional approval from the appropriate local authorities (METC/DEC) has been obtained |  |
| to have a position covering the duration of the project and to accept full 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 (max 500 words)**

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

…

**Chapter 1: Scientific Excellence (max 1500 words)**

1. **Research problem, relevance and aim**

Describe the research problem and the overall aim of the proposed project. Include the scientific relevance and explain whether the project’s strategy, if successful, can be translated to other metabolic diseases.

…

1. **Objectives**

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

…

1. **Relevance to the call topic and the Dutch Metabolic Disease [Knowledge Agenda](https://www.unitedformetabolicdiseases.nl/resources/Kennisagenda_digitaal.pdf) (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, laboratory or market’). Where applicable, provide an indication of the Technology Readiness Level at the *start* and by the *end* of the project. …

**Chapter 2: Impact (max 1000 words)**

* 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. Include 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 benefit from the proposed work and to what extent.

…

* 1. **Project pathways to impact**

1. 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?

…

1. Involvement of stakeholders and end-users (specify). 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 organizations or industry.

…

**Chapter 3: Implementation (3.1-3.2 max 2000 words)**

* 1. **Research strategy and workplan**

Describe the workplan, preferably by briefly specifying work packages with tasks and deliverables; include a Ghant chart.

|  |
| --- |
| [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).] |

Provide a narrative of the methodology. Describe the overall methodology and strategy 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 co-applicants that is relevant for the current proposal. Explain any assumptions, models, concepts. Explain the use of human subjects or animal use. Explain any regulatory aspects and include attachments of relevant regulatory approval documents.

…

**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 (include in the Ghant chart). 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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**3.3 Quality of the research team or consortium in relation to the proposed work (max 900 words)**

Provide a brief biographical sketch of the PI, and co-applicants with the top 5 papers of each applicant during the last 5 years. 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 and provide a brief explanation. 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. If the budget in the call is insufficient describe how additional funding can be obtained.

…

**3.5 Use of laboratory animals**

Explain if and why laboratory animals are required for your research. Is the model already available for the project? Is the animal model widely used and recognized or specifically designed for your research? Include a DEC approval statement.

**3.6 References**

Include up to 25 references (excl the references required in chapter 3.3).

**Chapter 4: Layman’s summary and patient participation matrix**

**4.1 Layman’s summary** **(maximum 500 words; Dutch language).**

Note: This section will be evaluated by a Patient Advisory Council (PAR) representative who also will report to the Scientific Advisory Board. It will be *published on the Metakids website* when the proposal is selected for funding.

Focus on why and how your project is relevant to patients and their caregivers. Describe the project in layman’s terms including the following subjects:

What is the objective of your project?

How and/or why is the project or are the results of the project relevant for patients and parents?

How are patients/parents or patient-representatives involved in the application and/or execution of the project (specify)?

…

**4.2 The patient participation matrix**

Please fill in the table below if applicable. Օ Applicable Օ Not applicable (explain why)

…

FILL IN THE INVOLVEMENT-MATRIX FOR YOUR PROJECT



<Project title and nr.>

## ROLE OF PATIENTS IN PROJECT/RESEARCH

#### Listener

*Is* *given* *information*

#### Co-thinker

*Is* *asked* *to* *give* *opinion*

#### Advisor

*Gives* *(un)* *solicited* *advice*

#### Partner

*Works* *as* *an* *equal* *partner*

#### Decision- maker

*Takes* *initiative,* *(final)* *decision*

**STAGE** **OF** **PROJECT/RESEARCH**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Preparation | fill in at least one column |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Execution | fill in at least one column |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Implementation | fill in at least one column |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**An explanation of the five roles can be found here.**

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**Please read the practical guide**

[**www.participatiematrix.nl**](http://www.participatiematrix.nl)

### Objective

The Involvement Matrix has been developed to promote **collaboration** **with** **patients1** (from the age of 12) in projects and research. It is a tool for **project** **leaders/researchers**. This tool is an aid to dialogue with the patient about the role the patient wishes to play in a project.

### Contents

The various **roles** of involvement are shown *horizontally***.** The **phases** of a project are shown *vertically.* The proposed main phases are ‘preparation’, ‘execution’ and ‘implementation’, but these can be further specified by the user. Combining the roles and phases results in a matrix containing cells.

### Interpretation of the five roles

##### Listener

*The* *person* *in* *this* *role* *is* *given* *information.* The project leader takes initiative to provide information either verbally, visually or in writing. For example: the project leader gives the patient the project plan to read.

##### Co-thinker

*The* *person* *in* *this* *role* *is* *asked* *to* *give* *his/her* *opinion.* The project leader asks for and considers the patient’s opinion, but makes the decision on if (and how) the patient’s opinion will be used.

For example: patients are requested to give their opinions about an information letter for study subjects.

##### Advisor

*The* *person* *in* *this* *role* *gives* *both* *solicited* *and* *unsolicited* *advice.\**

For example: patients themselves propose improvements to the content of questionnaires.

\* If this advice is solicited, then it is binding for the project; the project leader requesting the advice must conform with it (or in the event of differing advice, it should be resolved by team discussion and consensus). If the advice is unsolicited, it must be dealt with formally; the project leader must present substantiated arguments for not implementing the advice.

##### Partner

*The* *person* *in* *this* *role* *works* *as* *an* *equal* *partner.* Patients and project leaders have equal influence and work together effectively on planning or products (co-creation).

For example: patient and project leader write an implementation plan together.

##### Decision-maker

*The* *person* *in* *this* *role* *takes* *the* *initiative* *and/or* *makes* *the* *necessary* *decisions.* The patient is the key player and the project leader leaves the decisions to him/her.

For example: patients develop and maintain a website to share information coming from the project.

### User information in brief

The Involvement Matrix is intended for use as a guide for the project leader/researcher to have dialogue with patients. Agreements are made on the *roles* that the patient wishes to play and at *which* *phase*. In this way, the empty cells in the Matrix are filled up with concrete *activities*. Not all these details need to be finalised at once, this can be done as a step-by-step process (e.g. one activity per phase or sub-phase) throughout the project.

Further information on the use of the Involvement Matrix can be found in the practical guide. Please read the practical guide before using the Involvement Matrix!

# [www.participatiematrix.nl](http://www.participatiematrix.nl/)

1 ‘Patients’ can be broadly interpreted here (experience experts; people with a disability, young people, parents, relatives, etc.)

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