



## RESEARCH GRANT PROGRAM APPLICATION GUIDELINE AND REQUIREMENTS

### Introduction

- Applications for financial support should reveal more insight about the biochemistry of (inherited) metabolic diseases, about improving and accelerating the diagnosis of metabolic diseases, about the development and improvement of treatment methods and care projects and/or about prevention of metabolic diseases.
- **If applicable:** applications should be relevant for the United for Metabolic Diseases (UMD) partnership. The project should address (part of) a research question as proposed in the most recent version of the “Kennisagenda Metabole Ziekten”. Also the project should fit within one of more of the UMD objectives, see: <https://www.unitedformetabolicdiseases.nl/objectives.html>

In general Metakids prefers:

- projects where two or more academic centers collaborate in the project
- projects that will have a broad impact on the field.
- projects that will be of benefit for a substantial group of patients with a metabolic disease.
- Researchers can submit an application for financial support of both short-term pilots (max 1 year) and longer-term research projects. Metakids provides both ‘seed grant funding’ as well as funding of regular research projects in the field of basic science or clinical research.
- Grants are awarded on the basis of the quality of the proposed research project and available subsidy budgets.
- All applications are assessed by the independent scientific advisory board of Metakids, the ‘Wetenschappelijke Adviesraad (WAR)’. Full project proposals will be evaluated by independent reviewers in majority from abroad. Their reports contribute to the final ranking by the WAR. The Board of Metakids grants subsidies based on the advice of the WAR.

## Explanation Metakids Grant Application Form

### Page limitations by section:

<i>Section</i>	<i>Page limit</i>
1. Information Form (use supplied form)	3 pages
2. Project Summary	1 page
3. Aims, deliverables and time lines	1-2 page
4. Broader impact of the project on the field; Relevance for the field of metabolic diseases; Research questions from the “Kennisagenda Metabole Ziekten” that are addressed; Specific UMD aims	0.5-1 page
5. Preliminary work of the group relevant for the proposal	0.5-1 page
6. Research Strategy and Plan	6 pages
7. Risks in the research strategy and risk mitigation plan	0.5 page
8. Plans for longer-term funding	0.5 page
9. References	3 pages
10. Biographical Sketch	2 pages
11. Statement of patients/families involvement or vertebrate animal use	0.5 page
12. Resources and Environment	0.5 page
13. Project Personnel	0.5 page
14. Budget Form/Table (use supplied form and add short explanation)	2,5 pages
15. Nederlandstalige samenvatting in lekentaal	0.5 page

In addition applicants may wish to suggest external reviewers from abroad. Also names of reviewers that should be excluded can be provided. Please provide these data per separate email together with the full application and do not include these names in the proposal.

### Sections

- 1. Information Form:** must be completed and signed/scanned by the persons concerned.
- 2. Project Summary:** summarizes the project, including the following:
  - a statement of what issue(s) the project addresses;
  - a description of why the work is important to either the furthering of knowledge about (specific) metabolic diseases or the treatment of individuals with the disorder(s);
  - the unmet need;
  - a description of how the project will be accomplished;
  - the benefits for metabolic patients.
- 3. Aims, deliverables and time lines:**
  - state concisely the specific purpose of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the (specific) metabolic disease(s);

- list succinctly the specific aims of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology);
  - Describe the deliverables of the project;
  - Describe the time lines of the project .
- 4. Relevance to the metabolic research field and - if applicable - UMD:**
- explain how this project will advance the natural history, biochemical basis, or a potential therapeutic treatment of this (specific or group of) metabolic disease(s);
  - Clarify which research question(s) from the most recent version of the “Kennis-agenda metabole ziekten” is addressed;
  - explain the relevance for the development of metabolic research in general and – if applicable - for the specific aims of UMD in particular.
- 5. Preliminary work of the group relevant for the proposal**
- Include relevant references and describe any pilot studies relevant for the project. You can only refer to publications “under consideration” or “in press” when you also confidentially send in a copy of the manuscript;
  - Describe the role of the (co-)applicants and members of the project team.
- 6. Research Strategy and Plan:**
- shortly describe the underlying basis for the current proposal including the significance of the work proposed and the specific aims to be studied;
  - critically describe previous work and existing knowledge relevant to the subject of the project;
  - provide detailed information on Preliminary work performed by the authors as far as relevant for the current project;
  - describe how each of the Aims of the Project will be studied and how this will ensure the deliverables;
  - provide sufficient information on the methods used to allow verification of the feasibility of the methods for the current project;
  - provide information on the biological materials to be used which may range from patient materials to certain (animal) models among others.
- 7. Risks in the research strategy and risk mitigation plan**
- describe any potential threats which may endanger execution of (parts of) the project.
- 8. Plans for longer-term funding:** assuming a positive outcome for your project, discuss your plans for obtaining subsequent funding from NWO or other (national and/or international) funding organizations.
- 9. References:** standard citations of publications referred to in the application.
- 10. Biographical sketch:** of the principal investigator(s).
- 11. External reviewers to include/exclude:** applicants are allowed to provide the names of any potential reviewers (external or members of the Metakids WAR) whom you wish to be excluded from the evaluation process. Please provide these names in a separate email together with the full application form.

12. **Statement of patient/families involvement or vertebrate animal use:** provide a statement indicating whether human subjects or vertebrate animals will be involved in the research. If the project will include either or both, then additional documentation will be required by Metakids, as stated below.
13. **Resources and Environment:** give a description of the resources and research environment available for the project. This should include:
  - facilities, laboratory space and major equipment that are pertinent to the project.
  - a description of any procedures, materials or situations that may be hazardous to personnel and the planned precautions to be exercised.
14. **Project personnel:** give a list of project personnel, containing:
  - name and title
  - institution
  - role in the project, *including* the percentage of effort that each person is expected to devote to the project.
  - *Note:* principal investigators must be involved throughout the duration of the research project and must be employed by the UMC/university concerned.
15. **Budget form/table and explanation:**
  - please use the supplied **Metakids Financial Application Form** (Excel) and provide a short explanation of the stated costs.
  - All budgets will be scrutinized for allowable costs (see “*Disallowed budget items*” below). Applicants should only consider budget item requests that are necessary for the completion of the project. Disallowed budget items in the Metakids Research Grant Program include a.o.: overhead expenses; travel expenses, publication fees, personal expenses, bench fees; also capital expenditures for laboratory equipment are not allowed. For more information see the Metakids ‘*Financieringsvoorwaarden*’, Article 8.
  - *Note:* please also indicate when this application (or parts of this application) has been submitted at and/or granted by other funding organizations.
16. **Nederlandstalige samenvatting in leken taal:**
  - Geef een korte Nederlandse samenvatting geschikt voor een algemeen publiek.
  - De samenvatting dient informatie te geven over de onderzochte metabole aandoening(en), de achtergrond van het onderzoek, de aanpak en het te verwachten resultaat en het belang voor de patiënt met de metabole aandoening(en).
  - *NB:* deze samenvatting kan door Metakids worden gebruikt voor publicitaire doeleinden.
17. **Regulatory aspects:**
  - In addition to the application described above, several specific documents may be required **if applicable**. These documents are not counted as part of the 6-page Research Strategy page limitation.
  - Regulations require that all institutions maintain appropriate policies and procedures for the protection of human subjects. If applicable, please provide a copy of the informed consent form for any human subjects for the proposed project as well as proof of current or pending approval by an ‘*Medisch Ethische Toetsings Commissie*’ (METC), or a similar oversight group.
  - Also, in keeping with Metakids policy, all proposals must conform to regulations for the safe and humane treatment of animals. If applicable, please provide proof of

current or pending project approval by the 'Centrale Commissie Dierproeven' (CCD) or a similar oversight group.

- *Note:* funding for the project, if the application is approved, will not be released by Metakids until the final approval has been secured and a copy, including the approved informed consent form, has been received by Metakids. For more information see '*Financieringsvoorwaarden Metakids*' Articles 7.11-12.

**18. Furthermore:**

- only proposals written in English will be considered;
- incomplete applications will not be accepted;
- applications are considered confidential information by Metakids and will only be distributed to members of the WAR plus any external reviewers under conditions of strict confidentiality;
- resubmission of an application from a previous year will not be accepted, unless the new application is substantially changed and improved in the opinion of the WAR;
- use paper Size and Margins: A4, standard margins normal (2,5 cm); font size: Arial 10 or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%;
- a digital version of the full application (in *.doc* or *.pdf* format) and any attachments must be sent to the WAR Secretary, Ina van der Velde, at [i.vandervelde@metakids.nl](mailto:i.vandervelde@metakids.nl).