FULL PROPOSAL “CLINICAL RESEARCH GROUPS”

*Version 16.09.2022*

GENERAL INFORMATION

Table 1: Key data of the Clinical Research Group

|  |  |
| --- | --- |
| **Full title of the Clinical Research Group** |  |
| **Short title of the Clinical Research Group** | *Acronym* |
| **Lead Institution** |  |
| Field of science and technology classification[[1]](#footnote-1) |  |
| Address |  |
| Costs | Total costs in Euro (incl. in-kind contributions):Total requested funding in Euro: |
| Start date |  |
| Goals | *Please present the goals and innovative contents of the Clinical Research Group using a maximum of 5 sentences.* |

Table 2: Key data of the Mentor

|  |  |
| --- | --- |
| **Mentor** |  |
| Organisation |  |
| Department/Institute |  |
| Field of science and technology classification1 |  |
| Position in Lead Institution |  |
| Email |  |
| Telephone |  |
| ORCID |  |

Table 3: Key data of the Head

|  |  |
| --- | --- |
| **Head** |  |
| Organisation |  |
| Department/Institute |  |
| Field of science and technology classification1 |  |
| Position in Lead Institution |  |
| Email |  |
| Telephone |  |
| ORCID |  |

Table 4: Key data of Work Package/Sub-Project Leader 1 (Deputy Head)

|  |  |
| --- | --- |
| **Work Package/Sub-Project Leader 1 (Deputy Head)** |  |
| Organisation |  |
| Department/Institute |  |
| Field of science and technology classification1 |  |
| Position |  |
| Email |  |
| Telephone |  |
| ORCID |  |

*(Please multiply the table below as needed)*

Table 5: Key data of Work Package/Sub-Project Leader n

|  |  |
| --- | --- |
| **Work Package/Sub-Project Leader n** |  |
| Organisation |  |
| Department/Institute |  |
| Field of science and technology classification1 |  |
| Position |  |
| Email  |  |
| Telephone  |  |
| ORCID |  |

Cooperation Partner(s):

*(Please multiply the table below as needed)*

Table 6: Key details of Cooperation Partner 1

|  |  |
| --- | --- |
| **Cooperation Partner 1** |  |
| Department/Institute |  |
| Field of science and technology classification1 |  |
| Contact person |  |
| Email |  |
| Telephone |  |

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**FULL PROPOSAL (MAX. 20 PAGES)**

Abstract (approx. half a page/1500 characters)

*Please note: The international experts for the evaluation of your proposal are selected based on your statements in the scientific abstract. If you should wish to exclude certain evaluators, please use the form “Exclusion of reviewers” where you can list up to three non-preferred reviewers.*

*The concise summary must include the following points:*

* *Initial situation, problem to solve, and motivation to carry out the clinical research group.*
* *Goals and level of innovation compared to the state of the art (level of technology/knowledge).*
* *Expected results and findings.*

Introduction (approx. 4 pages)

*Describe the topic and broad background of the CRG. Include the state of the art of the proposed research, background information, and preliminary data.*

* 1. Subject of the research project
	2. State of the art and key scientific challenges
	3. Own preliminary data

Hypotheses, objectives, and expected outcomes (approx. 3 pages)

* *Give a concise description of the CRG’s research project and scientific objectives.*
* *Outline the research questions, hypotheses, and the scientific challenges the CRG addresses.*
* *Describe the different work-packages/sub-projects and objectives.*
* *All individual work packages/sub-projects must be part of the larger research project, and in combination create benefit.*
* *The objectives should be achievable within the duration of your CRG. Clearly describe the deliverables for the first funding period (4 years) and, in case of extension, the expected outcomes of the 8-year funding period.*
	1. Research questions and hypotheses
	2. Objectives of the research project (general overview for 8 years, more specific for the first 4 years)
	3. Expected results

Clinical relevance and innovativeness (approx. 3 pages)

* *Describe the scientific and clinical relevance and potential impact of the proposed work and the timeliness of the research.*
* *Explain which aspects of the proposed research project are especially innovative.*
	1. Contribution and relevance of the work to the targeted medical/clinical field
	2. Innovativeness of the proposed research project

Methodological approach (approx. 5-6 pages)

* *Specify the methodology you intend to use to answer your research questions and to reach the objectives.*
* *Describe the basic working principles and concepts and why the chosen approach/specific mix of approaches is the most suitable for the addressed research questions.*
* *A clear description of the patient cohort and solid statistical evaluation should be included.*
* *Please indicate if there are published articles on the patient cohorts. Include a description of any publicly available data that will be used.*
	1. Research plan (including Gantt chart; general plan for 8 years, more specific plan for the first 4 years)

Table 7: Work packages/sub-projects and their expected results

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Work package/ sub-project title** | **Work Package/ Sub-Project Leader** | **m/f** | **Duration (months)** | **Start MM/YY** | **End MM/YY** | **Planned results** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |

* 1. Description of the work packages/sub-project(s)

*(Please multiply the tables below as needed)*

Table 8: Description of work package/sub-project 1 – Work package/sub-project number and title

|  |  |
| --- | --- |
| **Work package/sub-project number** |  |
| **Title of work package/sub-project** |  |

Table 9: Description of work package/sub-project 1 – Participating organisation(s) and person months per organisation

|  |
| --- |
| **Participating organisation(s) and person-months per organisation:** |
|  |

Table 10: Description of work package/sub-project 1 – Goals

|  |
| --- |
| **Goals:** |
|  |

Table 11: Description of work package/sub-project 1 – Description of contents

|  |
| --- |
| **Description of contents:** |
|  |

Table 12: Description of work package/sub-project 1 – Method(s)/study design

|  |
| --- |
| **Method(s)/study design:** |
|  |

Table 13: Description of work package/sub-project 1 – Milestones, planned results, and deliverables

|  |
| --- |
| **Milestones (to measure work package/sub-project progress), planned results, and deliverables (verifiable results/products of R&D work):** |
|  |

* 1. Research methods and clinical study design (if applicable)
	2. Description of the patient cohort (inclusion, exclusion criteria, patient recruiting strategies)
* *Include details about the sample numbers, stage of sample collection/patient recruitment, power calculations, study design and preliminary data.*
	1. Feasibility, risk management, and mitigation strategy
	2. Data management (incl. dissemination of results)
* *Please describe how you will ensure the use of* [*FAIR principles*](https://www.go-fair.org/fair-principles/) *for data use and dissemination of results. In case of funding, a detailed data management plan has to be submitted latest by the end of month 4 after the start of the CRG. See template.*
	1. Ethical aspects (approx. 750 characters)
* *Please provide information with respect to ethical approvals. Is ethical approval available covering the research project and prospective use of data and the planned analysis? If not, please describe the steps and timeline to receive ethical approval.*

Collaboration and Personnel (approx. 4 pages)

* 1. Justification and roles of personnel (incl. project management)
	2. Interdisciplinary collaborative aspects
* *Which different disciplines are working together within the CRG and which partnerships across departments and/or institutions will result out of this CRG?*
* *Which collaborative elements are essential for the CRG to succeed; what makes the team more powerful than the sum of the individual contributions?*
	1. Measures to advance research careers and mentoring
* *Detail what measures are planned to integrate and promote promising early career researchers within the CRG (e.g. training programmes, special measures, etc.).*
* *Are there clinician-scientist programmes or opportunities for research clinicians to be released from patient care obligations (through temporary substitute programmes)?*
* *What are the plans concerning the role of the Mentor?*
	1. Research team composition and gender equality (approx. 750 characters)
* *A team member’s contribution should be integrated into the overall plan and should not appear merely as a resource.*
* *Each team member should describe his or her role in accomplishing the goal of the CRG (2 to maximum 5 phrases).*
* *What measures do you implement to create gender-balanced working conditions? Are additional measures planned?*
* *Also briefly address this point if your research project does not include any gender aspects.*

CRG-related publications/key references

*Please indicate a maximum of 10 “most important” publications in peer-reviewed journals per member.*

Table 14: “Most important” publications in peer-reviewed journals per member

|  |  |
| --- | --- |
| **No.** | **Publication** |
| 1 |  |
| 2 |  |
| 3 |  |
| n |  |

Additionality: Incentive effect

*Please state in what way the CRG will be changed from what was planned if no funding is provided. Please mark the relevant changes at the beginning of the table rows (add “X”). The information has to be justified using a few additional sentences.*

Table 15: Changes in CRG implementation if funding is not provided

|  |  |
| --- | --- |
| Tick if applicable | Changes in CRG implementation if funding is not provided |
|  | CRG is not implemented: *[justify]* |
|  | CRG is carried out unchanged: *[justify]* |
|  | CRG is being implemented in a different way |
|  | * Duration: *[justify]*
 |
|  | * Scope (other areas, not interdisciplinary, …): *[justify]*
 |
|  | * Other: *[justify]*
 |

Financial plan

*See Excel sheet. Fill in the provided table for each institution specifying the amount for:*

* *personnel costs,*
* *non-personnel costs,*
* *third party costs,*
* *25% overhead costs on direct costs, and*
* *(min.) 10% in-kind contributions*

*for the first four years of the CRG duration. Please bear in mind the annual maximum of 1 million EUR, and hence a limit of 4 million EUR for the first funding period.*

* 1. Explanation of financial plan (approx. 3000 characters)
* *This should include explanations for the major expenditures planned within the research project.*
	1. Disclosure of thematically-related and publicly-funded projects which provide the basis of or feed into the proposed application (max. 500 characters)

Table 16: Disclosure of thematically-related and publicly-funded projects

| Funding provider | Project number | Title | Description of results already obtained and relevant deliverables | Location and type of documentation(e.g. link to website, publication, conference proceedings, interim report, final report, …) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Authorisation and Affirmation

Affirmations (signed by applicants)

In signing the application form, all persons involved certify that the information provided in the proposal is, to the best of their knowledge, accurate and complete.

They confirm the following:

* All persons involved will comply with all legal and procedural requirements regarding safety, ethics, data privacy and security, notification requirements, public tender procedures, labour legislations, and any other relevant regulations.
* All relevant changes that might impact the research project and its conduct will be communicated immediately to the Ludwig Boltzmann Gesellschaft (LBG).
* All persons agree to utilise intellectual property according to the rules set out by their institutions. All publications should mention the Federal Ministry of Education, Science and Research (BMBWF) and the LBG as funding institutions.
* The persons involved confirm that they are aware of the overhead regulations of their institution and the resulting distribution of the overhead (maximum 25%) paid by LBG.
* The persons involved confirm that the research project submitted for LBG funding is currently not subject to other third-party funding (such as FWF, EU, FFG, ERC, or any other regional, national, or international funding). The persons involved will disclose if they intend to apply/have applied for funding for the same work plan at other funding sources.
* The persons involved will disclose if they intend to apply/have applied for funding for the same work plan at other funding institutions.
* All persons involved have read and agreed to the [LBG data privacy statement](https://lbg.ac.at/kfg/?lang=en).
* All persons involved confirm their compliance with the standards of good scientific practice as defined either by the home institutions or the Austrian Agency for Research Integrity (OeAWI). The persons and institutions involved confirm that they will fully cooperate with the OeAWI should any inquiries into CRG-related scientific misconduct take place.
* All persons whose position is funded by the LBG should receive a fair contract with a minimum payment according to the standards of a collective agreement (if applicable; “Kollektivvertrag” of the Austrian universities or the non-university research institutions) or of the Austrian Science Fund (FWF), and a maximum total employment of 100%.
* All persons involved confirm their funding eligibility as described in the [Call Specifications](https://lbg.ac.at/kfg/?lang=en).
* All persons involved are aware that every core team member of the CRG (including Head and Work Package/Sub-Project Leader(s)) can only appear on max. two different proposals within this call.

Authorisations (signed by the Rectorate)

By signing the application form, the institution (i.e. an individual authorised and responsible for signing UG §27 projects, if not legally identical with the principal applicant) certifies that the information provided in the application form is, to the best of their knowledge, accurate, and complete.

It is hereby confirmed that:

* The institution agrees to the employment of personnel as well as the provision of space, equipment, consumables, and other resources, as stated in the application.
* The institution agrees to provide its own contribution (in-kind), as described in the application.

*(Please multiply/delete rows for Cooperation Partners and Work Package/Sub-Project Leaders as needed)*

Table 17: Authorisation and affirmation of institutions and key personnel

| **Institution/Role** | **Name of signing person** | **Date, signature, and stamp** |
| --- | --- | --- |
| **Lead Institution** |  |  |
| **Cooperation Partner 1** |  |  |
| **Cooperation Partner n** |  |  |
| **Mentor** |  |  |
| **Head** |  |  |
| **Work Package/Sub-Project Leader 1 (Deputy Head)** |  |  |
| **Work Package/Sub-Project Leader n** |  |  |

Attachments

* Please use the provided template to attach the CVs of the Mentor and Head as well as of Work Package/Sub-Project Leader(s).
* Cost sheet (see template).
* Letter of Commitment (see Guide to Cost Planning (“Kostenleitfaden”) page 3 for details)
* Attach all ethical approvals (no template).
* Other relevant attachments (optional).
1. 4-digit code as defined in: [Statistik Austria. Erhebung über Forschung und Experimentelle Entwicklung 2021. Österreichische Systematik der Wissenschaftszweige 2012; 2021](https://www.statistik.at/fileadmin/pages/1185/FE21-B2-WZ.pdf). (English translation of disciplines available from page 5 of the PDF file). [↑](#footnote-ref-1)