



## **GUIDANCE NOTES ON THE “PROJECT FUNDING APPLICATION FORM” FOR SUBMISSION TO THE RESEARCH COMMITTEE OF THE SWISS PARAPLEGIC FOUNDATION**

The internal guideline for financial support is about CHF 200,000.00 per project.

Please use the provided “Project funding application form” (minimum font size:10, line spacing: 1.5) for the submission, completing all sections in full and deleting any content that is not relevant.

Any other kind of submissions or incomplete applications will not be considered. Please submit the form and all required enclosures to the Research Committee Secretary's Office by post (the date of the postmark is decisive) or by e-mail before the application deadline:

### **Swiss Paraplegic Foundation**

Research Committee

Secretary's Office

Guido A. Zäch Strasse 10

6207 Nottwil

E-mail: [foko@paraplegie.ch](mailto:foko@paraplegie.ch)

Telephone: +41 41 939 63 71

### **Decisions**

Please note that decisions of the Research Committee are final and may not be appealed. The principal applicant will be informed of the decisions in writing.

### **Assistance**

If you require assistance, please contact the Research Committee Secretary's Office.

### **Revised applications**

If an application for project funding was not considered eligible for funding in its original form (revise & resubmit), an additional document must be submitted together with the revised application that provides a systematic response to each point of criticism contained in the rejection letter. This response must be no longer than three pages and must be entitled “revision\_notes (Title of research project\_Name of applicant)”. The “Project funding application form” must be used for the resubmission of the application and must be marked as such.



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## **I. SUBMISSION DEADLINES**

1 July

1 December

The date of the postmark or the date of e-mail receipt is decisive.

## **II. APPLICANT**

The purpose of the requirements relating to the form and content of the CV and research plan is to enable the Research Committee to perform a comparative evaluation of the submitted applications.

The information listed below must be submitted for all applicants (please add any further applicants).

The following enclosures must also be submitted:

- CV (at most two pages with a minimum font size of 10 and line spacing of 1.5); please provide reasons for any career breaks
- List of the ten most recent publications (any articles and research results that are of immediate significance to this research project must be indicated. The name of the applicant and the year of publication must be highlighted.)
- List of the most significant scientific achievements (also at most two pages). In addition to the scientific publications, further relevant information may be provided here, such as knowledge-sharing activities, software, databases, prototypes, etc.



### III. PROJECT PLAN (SCIENTIFIC DETAILS)

The precondition is that the research plan consists of original text written personally by the applicants. The only exception are details about the latest state of research and the description of standard methods. The cited texts must be clearly marked as quotations with references to verifiable sources.

<b>Summary of the research plan</b>	<ul style="list-style-type: none"><li>- At most one page</li><li>- Justification for your project based on the latest level of knowledge in the specialist area</li><li>- General question</li><li>- Specific goals</li><li>- Investigation methods</li><li>- Expected results and their effects</li></ul>
<b>State of research in the specialist area</b>	<ul style="list-style-type: none"><li>- Reference to the most significant publications</li><li>- Existing insights as a starting point</li><li>- Justification of the need for research</li><li>- Information about relevant current research activities in Switzerland and abroad</li></ul>
<b>State of applicant's own research</b>	<ul style="list-style-type: none"><li>- Description of applicant's own research activity in the specialist area of the project</li><li>- Existing results</li><li>- Relevance of existing work for the current project</li><li>- If this project is based on a preliminary project supported by another institution, please describe this briefly</li></ul>
<b>Detailed research plan</b>	<ul style="list-style-type: none"><li>- Research approaches</li><li>- Specific objectives</li><li>- Description of investigation methods</li><li>- Assessment of possible risks and suggestion of possible alternatives</li><li>- Details of data collection strategy, list of existing data sources</li><li>- Distribution of roles in the research team and allocation of responsibilities</li><li>- Details of any collaborative partnerships</li></ul>
<b>Schedule / Milestones</b>	
<b>Application to ethics</b>	<ul style="list-style-type: none"><li>- Is ethics committee approval required?</li></ul>



<b>committee</b>	<ul style="list-style-type: none"><li>- Responsible ethics committee</li><li>- Has ethics committee approval been granted?</li></ul>
<b>Significance of the project</b>	<ul style="list-style-type: none"><li>- Description of the benefit for people living with a spinal cord injury</li></ul>

**Enclosure:**

Ethics committee approval (if available), otherwise application to the ethics committee (if available); if approval is required, but no application has been submitted yet, please provide a brief explanation of why this is still outstanding.

**IV. RESOURCES**

Overview of total required resources and specific breakdown of resources.

- Existing staff
- Existing equipment
- Infrastructure

**V. FINANCING**

Overview of total financing requirements (percentage from Research Committee and percentage from other organisations) and specific breakdown of project financing:

- Staff costs (including indication of employment percentage required for the project)
- Material costs

Further categories may be added. Financing requirements must be indicated in Swiss francs.

Breakdown of financing requirements should be based on stages (e.g. years) or milestones of the project schedule (in accordance with Point IV above).

**Please note that third-party financing must be disclosed.**

The form must be dated and signed by all applicants prior to submission.