

Imagine for Margo & Fondatioun Kriibskrank Kanner & KickCancer

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| C:\Users\xmeyer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\35AEE8E9.tmp | *FIGHT KIDS CANCER*  Supporting a PROGRAMME FOR INNOVATIVE RESEARCH |

**Template for the Fight Kids Cancer Competitive Call**

Fight Kids Cancer Competitive Call

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| *Critical Deadlines: Full Proposals to be submitted by 1st of April 2020 16:00 (4pm) Brussels time* |

Information about your application, including the personal information provided on the forms, will be processed and stored electronically by the European Science Foundation (ESF) Secretariat and representatives of the Call’s Funders. In accordance with the selection process, the Information contained in your application may be passed on to external reviewers in confidence. Reviewers will be asked to destroy information after the review and selection process is complete.

Your application and personal information will be stored by the ESF electronic system for programme management purposes but will not be shared with other organisations outside the FKC partnership. We will use details provided in the application for correspondence about the call and may also use this information for future analyses of the performance of the programme.

By submitting your application to the FKC Programme you have indicated your acceptance of these data protection terms and conditions.

This page is only for information and should not appeared in the proposal

Full Proposals will need to be submitted through an Electronic Submission system (available on the ESF webpage) by 1st April 2020 16:00 (4pm) (CET, UTC+1). The application has three elements, some of these must be completed online (for example a pro-forma), while others can be completed offline before being uploaded as an attachment. The pro-forma is an online form comprising a number of structured boxes for key information. It is common to all applications, and includes (but not limited to) project name, acronym, key words, lay summary, funding amount etc. This means the submission process includes 3 element (i) online pro-forma (ii) pdf composed of Part A &B (iii) ethics questionnaire. All applicants will need to complete an ethics questionnaire before the submission can be validated (see webpage of the call for a copy of this questionnaire). The online submission opens in January 2020, and this template is to be used for the description of the proposed project.

Proposals must respect the following standards:

* A minimum font size of 11 points, except for references, the Gantt chart and tables where the minimum font size is 9 points
* Single line spacing
* A4 page size
* Margins (top, bottom, left, right) of at least 2cm (not including any footers or headers)
* Arial font
* Must be completed in English

If tables are used, they should illustrate the core text of the proposal and should not contain the core text itself. The text should not contain any hyperlinks in the core text. Each page should contain a header with the proposal acronym. All pages should be numbered in a single series on the footer of the page using the following numbering format “Page X of Y”.

The proposed research project must be uploaded as a pdf and is completed off-line consisting of Part A and Part B. **Page limits are absolute and any applications which exceed limits will be rejected.**

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| **Part A:**  The maximum total length for this part is **8 pages**. Excess pages (per section and overall) will not be considered. It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. It should be composed as follows:   * Section 1: Scientific excellence & implementation (7 pages maximum) * Section 2: Impact (1-page maximum) |

The elements of Part A are described in more detail in the Guidance for Applicants document, but are summarised below:

**Part A: Section 1: Scientific excellence & implementation**

* + **Quality and reliability of the research project;**

In this part, you should provide an introduction, a state-of-the-art, specific hypotheses and objectives plus a general overview of the project. The research methodology and the approach should be also described. The originality and the innovative aspects of the research project should be explained, especially regarding how the project is expected to make advancements in the field of paediatric oncology. Any novel concepts, approaches and methods that will be implemented should be described.

* + **Quality of the team/institution;**

You should describe the qualifications and experience of the principal investigator(s), as well as the team in general. You must provide information regarding the level of experience on the research topic proposed and a narrative track record of work (main international collaborations, level of experience in supervision of PhD and postdoctoral researches, publications, past and on-going project and any other relevant results). Finally, the research project should also show that it will be well-integrated within the team/institution. Short and concise CVs will have to joined in the Annexe (see section 4 for details).

* **Implementation**

In this part, you should describe how the work planning (including deliverables and milestones) and the described resources will ensure that the project objectives will be reached. You should detail the planned number of person-months and how they are appropriate in relation to the proposed project. The proposed schedule (in months) have to be detailed from the start of the project. The associated Gantt chart, which include Work Packages titles, indication of major deliverables and milestones, will have to be joined in the Annexe (see section 4 for details).

**Part A: Section 2: Potential Impact**

**Potential impact for children and adolescents with cancer**

This should describe what will be done during and **after** the project to increase the likelihood of the research benefitting children and adolescents with cancer.

* + **Quality of the proposed measures to exploit and disseminate the project results to targeted peers (e.g. scientific, industry)**

In this part, you should describe the dissemination and exploitation of the knowledge that will be generated by the project. Potential impact should also be described. The planning of the dissemination and exploitation activities should appear in the Gantt chart (see section 4).

* + **Quality of the proposed measures to communicate the project activities and results to the public**

In this part, you should demonstrate how the public engagement activities will contribute to create awareness around the research and the results, especially in a way that can be understood by the public. The activities planned should be included in the Gantt chart.

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| **Part B:**  It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. It should be composed as follows:   * Section 3: Budget & justification * Section 4: Annexes (Gantt chart, Risk management, CV, References) |

**Part B: Section 3: Budget and Justification**

The Justification of Resources should not exceed **2 sides of A4.** This should state the full cost of the project and explain why the requested resources are needed, including identifying why the proposal presents value for money. Research grant funds are provided to meet the costs incurred by the specific research project. All costs associated with the project must be itemised and fully justified. It is not sufficient merely to list what is being requested. Where you do not provide sufficient justification for any item, it may be cut from any award made. In short, **you must demonstrate why you are requesting the funds** you are, and how they will be used to deliver the transformational research that you are proposing.

The estimated budget of the action should provide a table using the format below,

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| --- | --- | --- | --- | --- | --- |
| **Partner** | **Direct Personnel Costs** | **Travel & Subsistence** | **Equipment** | **Other Costs** (specify if in-kind or subcontracting) | **Total requested budget** |
| **Partner 1** |  |  |  |  |  |
| **Partner 2** |  |  |  |  |  |
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*NOTE: If your application is for an early phase clinical trials a funding limit of 1.5m€ per project applies, however you should add a subsection in the justification of resources to describe how an extra 500k€ could be used were it available. This subsection should not exceed half a page.*

**Part B: Section 4: Supporting Annexes**

1. **Gantt chart: provide one page of A4 to illustrate the work schedule of the project, it should include:**
   * **Deliverable:** Distinct output of the research project, important for the research project’s overall objectives. It may consist of a report, a document, a publication, etc. The numbering of deliverable should be ordered according to delivery dates. Please use the following numbering convention: “WP *number*. *Number* of the deliverable within that WP”. For example, deliverable 1.2 is the second deliverable of the work package 1.
   * **Milestones:** Defined control points in the research project that help to structure the progress of the project. They may correspond to the completion of key deliverable, necessary for the next step of the project, or intermediary points that may operate as a checkpoint to apply corrective measure if necessary.
2. **Risk management**

In this part, you should discuss the research/administrative risks that might occur during the implementation of the proposed project. In addition to identifying project risk, you should describe approaches for addressing problems and identification and mitigation of these risks.

1. **CV**

CVs of the principal investigator(s) and co-investigator(s) should be attached in annexes, with a maximum of 2 sides of A4 per CV and should include current and previous positions, a maximum of 10 most relevant publications and research funding obtained. It is recommended that CVs use a consistent template within projects.

1. **References**

In general, the citations and the bibliography should follow [**The Lancet citation style**](https://els-jbs-prod-cdn.literatumonline.com/pb/assets/raw/Lancet/authors/tl-info-for-authors-1572860967247.pdf). References need to be cited in the text sequentially in the Vancouver numbering style, as a superscripted number (Arabic numerals: 1, 2, 3, 4…) after any punctuation mark. Two references are cited separated by a coma without space, three or more consecutive references are given as a range using an en rule (i.e. 1–4). References should be listed on a new page, titled ‘References’, in the Annexes. **It should not exceed 2 pages**. It needs to include all the references you have cited in the text. The journal titles should be abbreviate using the style from the [NLM](https://www.ncbi.nlm.nih.gov/nlmcatalog?Db=journals&Cmd=DetailsSearch&Term=currentlyindexed%5BAll%5D).

1. **Letters of Support**

Letters of support should be included to provide evidence of existing engagement with relevant users, partners, researchers, drug availability etc. For example, the types of letters an applicant should include are:

1. Letter of support that drugs will be provided
2. Letter of support from complementing project/funding
3. Letter of support from the applicant’s organisation

Letters of support from any named Project contribution – up to 2 sides A4 each

* For research involving investigational drug(s), applicants should include a letter of support that the drug will be provided (for both pre-clinical and clinical research)
* The letter of support should confirm the organisation’s commitment to the proposed project, identify the value, relevance and possible benefits of the proposed work to the partner, the period of support, the full nature of the collaboration and how the partner will be involved in the project and provide added value
* Applicants should include any in kind and or leveraged support that has been secured for the proposal through the attachment of a letter from the Project Partner or Collaborating Project.

Any letter of support should be written when the proposal is being prepared and targeted specifically to the project. It is important to prioritise any letter guaranteeing that investigational drugs will be available for clinical trials.