

## How to submit a full project proposal

Please describe the project clearly on **no more than 6 A4 pages** (font 11 Arial), under the following sub-headings:

- 1. Title of research**
- 2. Applicants** (name, organisation, professional position, email address) and their anticipated contribution(s)
- 3. Abstract**
- 4. Background**
- 5. Research objective(s)**
- 6. Research Plan/Methodology based on the objectives (3 pages max)**
  - Design (e.g. criteria for selection of patients)
  - Methods & procedures
  - Planned experiments or variables
  - Analysis including statistics
- 7. Justification of the need for multi-centre collaboration**
- 8. Relevance to specific FOREUM call**
- 9. Key anticipated outcomes and proposed metrics to measure success**
- 10. Project organisation and timeline**
  - Who is doing what?
  - External help needed?
  - Role of Patient (Research) Partners

**11. Milestones of the project**

**12. Budget**

FOREUM intends to pay out:

- 50% of the total grant after successful contract signing
- 40% of the total grant following approval of mid-term project progress review
- 10% of the total grant following approval of final reports and publications review

FOREUM will cover the salary and cost of employment directly related to a successful grant application but not an additional institutional overhead.

Please note, earmark provisions for

- Budget to facilitate patient research partners / patient organisations
- € 750 p.a. for travel and accommodation one night for 1 person to attend a FOREUM funded science presentation
- Publication and poster development costs

**13. Appendix regular**

- Appendix I: Scientific key references
- Appendix II: Questionnaire
- Appendix III: List of current grants
- Appendix IV: Conflict of interest

Please note, Appendix I – IV are not seen as part of the 6 A4 pages but can be submitted on top.

**14. Appendix for this special call on COVID 19**

Please state how the project process can be expedited (e.g. ensure any ethics approval, contracts) to make sure data is available not only after three years after the pandemic. This can be done through letters of commitment from data sources, steering committees, contracts officers, or whomever needed.