
Information for the applicant

General information

Research results

The *Landsteiner Foundation for Blood Transfusion Research* (LSBR) supports clinical and experimental scientific research in the field of blood, blood-forming tissue, blood products or blood (related) diseases, provided that the research bears a relationship to the field of transfusion or transplantation of blood cells.

Grant application 2019

• *Pre-applications*

For the grant applications 2019, a pre-application form needs to be submitted. The pre-application form is a pdf file (.pdf), that can be requested by e-mail or downloaded from the LSBR website. The pre-application form has the maximal size of 2 A4 pages.

Pre-applications should be sent as pdf-file to b.kranenburg@lsbr.nl on or before **February 1, 2019** (23:59 hours). Information about the form and the procedure can be found on the website.

Applicants that are permitted to submit a full application can download the application form from the LSBR website or request it via e-mail.

• *Full Applications*

For submission of a full application the relevant pre-application must have been approved. Full applications (including all signatures) must be submitted as pdf-file by e-mail on or before **May 1, 2019** (23:59 hours).

Proposals submitted by regular mail, fax, or submitted *after* 1 May, will not be considered. The application should *not exceed* 16 single-sided pages (applications for a fellowship grant do not exceed 20 pages) with a minimal font size of 10. Larger applications will not be considered. All applications should be written in English. The applicant ('project manager' or 'candidate fellow') should be permanently employed at a Dutch institute conducting scientific research and must be authorized to sign the grant application on behalf of this institute. Budgets should be drawn up in consultation with a financial expert. Application forms that do not conform to the above-mentioned conditions will not be considered.

Review and Decision procedure

Pre-applications are evaluated by the Council, and a selection will be made based on priority for the LSBR and scientific quality. The Council will decide which pre-applications fulfill all criteria, and selected applicants will be asked to submit a full application. *No unsolicited full applications will be considered for funding.*

Full applications are evaluated by the Council with the help of (at least) two external reviewers, experts in the field. These reviewers are invited to provide written critiques based on the scientific quality of the research topic (importance and originality), the approach to be used (preliminary results, quality of study design and suitability of methodology), and the feasibility of the project (applicant, research group, facilities, and likelihood of obtaining answers/results). Other criteria are the study's relevance to LSBR's goal and the possibility of its implementation in practice.

The applicants are invited to comment on the reviewer's critiques. These comments are sent to the reviewers for additional evaluation. The Council will meet in a plenary session to assign a scientific quality rating to each project, based on the application, the reviewers' critiques, the applicant's response and the additional evaluation of the reviewers. For this purpose, the Council will use criteria adapted from grant-scheme-specific assessment criteria developed by the UK Medical Research Council.

The Council will present a written recommendation to the Board regarding each project. The Board will make a final decision in November 2019, taking into account the available budget. You will be notified of the Board's decision concerning your project, together with the final rating and a summary of the Council's comments. You will accept this decision as final. There will be no further communication or discussion concerning this matter.

Question 1: Project manager, institute, department etc.

The project manager (applicant) is defined as the individual who is scientifically and financially responsible for the project and who is also the contact person. The project manager should hold a doctorate degree, and there may not be a conflict with his superannuation age unless a proper successor is indicated. It should also be indicated who is responsible for the financial management. The project manager and the other applicants, if any, should be permanently employed by Dutch research institutes. In case of two applicants, only one person will act as project manager regarding contacts with the sponsor, and thus the ultimate grant agreement will only be entered into one institute. In practice this means that the grant agreement is concluded with the institute of the project manager, who is thus responsible for the financial management of the entire grant, and thus also for proper settlement with the other participating bodies. If the research is to be carried out by more than one institute, it is advisable to specify this on conclusion of the agreement; in case of larger projects this can be set as additional condition.

Question 2: Title

Please supply a title that is as brief as possible and nevertheless specific.

Question 3: Summary

Give a brief summary of the research question(s) and the work plan. It should also be indicated which experimental approach will be applied in the research.

Question 4: Relevance

Please indicate why you consider your research proposal to fall (on the short and/or long run) within the scope of the goal of LSBR (see General information above).

Question 5: Participants

Only indicate those who will play an important role in the project. Also state the discipline, the salary-issuing institute and an estimate of the average working time (in hours per week) that will be devoted to the project. Project support or supervision cannot be considered for funding. If new coworkers are applied for in the proposal, these should be indicated as vacancy, including discipline (e.g. technician, biologist), to be covered by the requested grant.

Question 6: Line of research

Answer a, b, c and d separately:

6a. Line of investigation

Indicate here the framework (research lines) to which the project is linked. Line of research is defined as an area in which the working group is active with demonstrable consistency. An institute's total research program may consist of one or more lines of research; a line of research will generally comprise more than one project.

6b. Previous research related to the proposal

Here you state the results from previous research relating to blood transfusion and transplantation of blood cells. You should also indicate how the project in question relates to these results. You can also mention a pilot study that has led to the research question described in point 7. You are requested to indicate which preliminary research has been published, either in press or submitted for publication. These results are of utmost importance in the evaluation of the project proposal.

6c. Collaboration

In this section you should indicate the groups, both national and international, with which contact is maintained or collaboration is conducted in the field of the research line(s); however, this should only refer to the area for which the grant is being applied.

6d. Publications of the applicant

The most important publications (*restricted to 10*) in this sub-field (co)-authored by you and/or other members of the group (see also question 7b). You should only mention publications in the generally recognized literature, together with accepted manuscripts; lectures are not admissible.

Please indicate in the following manner: author(s), title, journal (in the official abbreviation), number, year, starting page and closing page.

Question 7: Research question

Answer a and b separately:

7a. Research question

The research question(s) should relate to a defined problem, the solution of which can be achieved within the grant duration as applied for. In this context you should indicate:

- the research question and the extent to which the research question will be answered at the end of the project;
- national and international expertise in this field;
- scientific significance of the answer to the research question with reference to the goal of the *Landsteiner Foundation for Blood Transfusion Research*.

7b. International literature

Here you should indicate *international* literature (other than mentioned in 6d) with direct relevance to the research question of this study (*restricted to 10*).

Question 8: Investigation

Answer a, b and c separately:

8a. Plan of investigation

Indicate how you plan to answer the research question, clearly describing the various phases of execution and the methods and techniques to be used, together with the method of analysis. This work plan must also indicate the tasks of the executive staff that will be funded by the requested grant. The plan of investigation is of substantial importance to the reviewers of the research proposal.

Please note: If you plan to use (patient) materials such as proteins, blood, sera or reagents obtained in a collaborating laboratory, a letter of intended co-operation is necessary.

8b. Starting date/finishing date

The proposed starting and finishing dates should be stated here. If a grant is allocated, a confirmation or revision of these dates should be supplied to the bureau.

Question 9: Test persons

State here whether patients or healthy individuals, or biological material obtained from these individuals, are involved in the project. If this is the case, please also indicate how many persons are required to obtain reliable results.

Has this research already been approved by a committee on medical ethics?

If yes, by which?

If not, why not?

Question 10: Laboratory animals

The use of laboratory animals and the carrying out of animal experiments is governed by legal regulations (Animal Experimental Act, Protection of Exotic Animal Species Act). It is thus required that any registered (and possibly funded) research that involves animal experiments, should fall within the framework of the above-mentioned acts. If exemption from one or more provisions of these acts has been granted, this should be stated in the project description. The Animal Experiments Act requires an extra motivation for the use of monkeys, dogs, cats and horses. In accordance with Section 11 of the Animal Experiments Act, only laboratory animals should be used, if possible, that have been bred specifically for this purpose.

Question 11: Biological risks

Please indicate whether experiments will be carried out that may involve biological risks, especially in the area of recombinant DNA, radiation or radioactive materials, and disease-causing micro-organisms. If yes, you should indicate in which class of laboratory facilities the experiments are categorized and whether the required authorizations, permits and facilities are available.

Question 12: Budget

Read the instructions for the budget carefully!

Also see the appendix 'Guidelines for the budget'.

12a. Personnel costs

This is a detailed specification of the personnel costs that are to be covered by the grant. The total sums of 12a should be entered at 12c. The grant is for projects with a length of 4 years for doctoral students (PhD-student) or three years for post-doctoral fellows and may include technical support (two years fte).

12b. Material costs

This is a detailed specification of the material costs that are to be covered by the grant and should be completed by the financial manager/financial expert. The total sum of 12b should also be entered at 12c. Specify consumables, including cost estimate + VAT.

If statistical processing of data resulting from the research is required, please indicate whether this processing can be conducted by your own organization; if not, supply a cost estimate.

The acquisition of equipment will only be financed under exceptional circumstances. If the acquisition of certain equipment is regarded as crucial for the progress of the research for which a grant is being requested, this acquisition should be justified separately. The remaining write-down value of the equipment in question after conclusion of the research will be deducted from the grant. If this involves equipment that can be considered part of the infrastructure of the institute in question then generally speaking no means will be supplied for this equipment.

Justification of personnel and material in context of the grant application is required.

Question 13: Other sources of finance

Here you indicate whether funding has been requested or awarded elsewhere for (part of) the research described in the application. If yes, where?

Contributions from, for instance, the (pharmaceutical) industry should be mentioned here.

Question 14: Previous application to the LSBR

Indicate whether this research proposal has been submitted to the LSBR in previous years, and mention the registration number. Please indicate point-by-point and as limited as possible all changes and improvements made.

Question 15: Signature

Please provide the date of submission of this grant application and the signature of the project manager and financially responsible member of the applicant's organization. By signing the application form you agree with the contents and procedures, particularly those described on page 1.

Appendix: Guidelines for the budget

The *Landsteiner Foundation for Blood Transfusion Research* promotes research on a grant principle. This means that the applicant must provide the infrastructure needed for the research and the supervision/support for the researcher. The supplied grant should be regarded as financing from the 'third funds source'.

Net personnel costs

A grant is provided for the personnel costs to cover the employment of the executive researcher(s) and any ancillary personnel. Further motivation for the need of ancillary personnel may be requested. A grant will be supplied on the following guidelines: PhD-student up to 4 years, post-doctoral fellows up to 3 years and ancillary personnel up to 2 years. The post-doc fellows must be budgeted in accordance with grade 11 CAO-NU with an annual seniority upgrade of one level and the PhD-student in accordance with the current rules for assistants or student researchers (grade 10 CAO-NU). If the institute has introduced a market value allowance for PhD-students, such costs can be included.

Direct personnel costs

A supplement of 37% may be added to the net personnel costs to cover additional personnel costs. This will be considered to cover: social insurance costs, holiday bonus, retaining fees, sickness risk, travel expenses from home to place of work, parental leave and supplements, training costs, support of personnel management, gratuities, other domestic travel, relocation and installation costs, payments in the event of death, social activities, other recruitment costs and contribution to health insurance.

'Overheads' supplement for the personnel costs

In addition to the direct personnel costs (net personnel costs + supplement of 37%, see above), a supplement can be allocated equal to 16% of the direct personnel costs, thus replacing a number of smaller budget items. This supplement of 16% on the direct personnel costs is considered to cover: the variable accommodation costs (including energy costs) and the administrative costs, including office materials, copying, photography, postal and telephone costs, extra costs for the preparation of congress visits, page charge, reprint and assessment costs for publication of articles.

Material costs

Budgeted material costs should be of direct benefit to the research. These costs must be evident from the submitted work plan and moreover be sufficiently itemized. A maximum of 16,000 euro per year will be reimbursed.

Fundable budget items are: the actual costs of the research, such as basic laboratory materials, to a limited extent laboratory animals, laboratory tests, hire of recording apparatus, travel costs relating to the carrying out of the research.

Budget items relating to infrastructural facilities, that belong to the standard equipment of a research institute are in principle viewed as non-fundable. The following costs are always at the expense of the applicant: project supervision, overheads at central, faculty and department level, non-variable accommodation costs, general infrastructural facilities such as basic laboratory equipment, PCs, computing and other equipment, computing programs and write off on discipline-specific equipment that is not acquired specially for the project in question, maintenance and repair of equipment financed from the grant in question.

Reporting costs are already included in the supplementary 16%. A budget item not exceeding 1,250 euro per year per 1.0 FTE researcher may be quoted for congress visits.