

HOW TO FILL IN THE ESA GRANTS APPLICATION FORM?

1. Applicant details

1.A. Grants (tick one box only)

Choose the type of Grant you want to apply for. It is not allowed to apply for several types of Grant with the same proposal on the same year.

1.B. Year of Grant awarded

Indicate the year the Grant is awarded. If e.g. application in 2015, Grant awarded in 2016.

1.C. Title of Research Project/Analysis

Title must be a max of three lines. For the Coordination Grant, please include the Call for proposals you are applying for.

1.D. Area of Research/Analysis (indicate which one):

- a) Clinical research
- b) Experimental research
- c) Patient safety
- d) Other, please specify the area

1.E. Information about the Principal Applicant

First name, last name of the Principal Applicant with title, academic degrees, professional address, phone number, e-mail address and list the co-applicants.

All applicants must be full ESA members (either active, affiliate, non-physician registered health professionals, honorary or retired) or if there are co-investigators, at least one of these investigators should be a full ESA member at the moment of application. For the Young Investigator start-up Grant, ESA Trainee members and Medical Student members are also eligible.

Please visit [ESA website](#) to apply online to become a member.

1.F. Supervisor (for Young Investigator Start-up Grant only)

First name, last name of the supervisor with title, phone number and e-mail address. The supervisor of an applicant must be a senior researcher experienced in the field of the application.

1.G. Academic Institution or Hospital

Name, address of the Academic Institution or Hospital and name, phone number and e-mail of the Head of the Department.

1.H. Responsible financial officer

Name, address and phone number of the responsible financial officer (who signs for the receipt of funds and is responsible for the financial report).

1.I. Start and end date of project

Use the following format DD/MM/YYYY.

1.J. Other important information

Specify if you have been awarded an ESA Grant or an ESA Grant or Prize supported by non-restricted educational Grant from industry in previous years and when.

2. Research/Analysis summary

Give one-paragraph description of the project (max 10 lines).

3. Applicant expertise

(if applicable – max. 3 A4 pages)

3.1. Your expertise in clinical research

Please describe your own experience with clinical research/studies

3.2. Your co-investigators' expertise

Please describe the experience of your co-investigators.

4. Research Plan

(max. 12 pages, including pictures and excluding references)

4.1. Objectives

Describe the objectives of the study including primary and secondary aims.

4.2. Medical Problem/Background

4.1.2 Introduction

Set your proposal into perspective.

4.2.2 Research question(s)

4.2.3 The need for the Research.

What is the relevance of the Research?

4.3. Specific aims

State exact hypothesis to be tested

4.4. Methods and measurements

4.4.1 Inclusion/Exclusion criteria

4.4.2 Outcome measures

Justify the outcomes chosen: Are there sufficient studies that have used them? Are there any guidelines proposing them? Are they relevant for patients? Discuss the clinical relevance of the outcomes for the target population.

4.4.3 Methods against Bias

4.4.4 Search strategy (*if applicable*)

- a) Describe data collection techniques.
- b) Describe types of data to be obtained and statistical or power analysis if indicated.
- c) Point out potential problems and limitations.
- d) If appropriate, include a statement of approval of this proposal by the institutional committee reviewing human or animal investigations or a statement that approval has been requested. Such statement of institutional committee approval is required before final approval of Grant.

4.5. Statistical Analysis (*if applicable*)

Describe the proposed strategy of statistical analysis in detail, including power analysis. Describe how to investigate heterogeneity/homogeneity. Are there any planned subgroup or sensitivity analyses?

4.6 Ethics

The application should include a statement of approval of this proposal by the institutional committee reviewing human or animal investigations or a statement that approval has been requested. Please tick the relevant box. See item 7.3

5. Budget details

Include all proposed expenditure. Indicate under each category the amount requested or provided from other sources.

5.1. Personnel

5.2. Equipment, supplies and travel

5.3. Other costs

5.4 Total cost of the project. If it exceeds the maximum amount of the grant, the other sources of funding must be clearly specified.

5.5. Total funds requested (no indirect costs). Cannot exceed the maximum amount for this Grant category

5.6. Budget Justification - CLEARLY and completely justify each item, including the role of each person involved in the project. If

computer equipment is requested, explain why such resources are not already available from the sponsoring institution. NOTE: Failure to adequately justify any item may lead to reduction in an approved budget request even if the application is funded.

5.7. List of facilities, equipment, supplies, and services essential for this project and indicate their availability.

5.8. Current support for the proposed project- list all current or pending research support available to principal and/or senior investigator for the proposed project.

6. CV

Copy and paste under this section your Abbreviated and updated CV of the Principal Applicant (maximum of three A4 pages).

7. Annexes

7.1. Letter of recommendation (one page) from the Head of the Department (for all types of grants) or the supervisor if applying for the ESA Young Investigator Start-up Grants. This is optional if the Head of Department is the Principal Applicant. Ink pen signature is required

7.2. Publications List.

Please attach a separate file with listed publications in English only (preferably downloaded from PubMed).

7.3 Ethics approval. Please provide a copy of your Ethics approval, if available (see item 4.6).

Submit the Application Form by e-mail to the ESA Research Department (research@esahq.org).

Applications which do not respect these guidelines or the format are not considered.

8. Conflict of interest

Indicate in this section if you have a conflict of interest with one of the reviewers of the Research Committee. List of Research Committee members can be found on the [ESA website](#).

9. Signature and date

Ink pen signature is required.