



IZKF Proposal Guidelines 2021

Funding period 2022 - 2024

In these proposal guidelines, you will find obligatory and useful information regarding the IZKF project application.

The outline is aligned to the submission process on the IZKF online portal "OPI", and furthermore contains information on Annex_1 Project description and Annex_2 Funding.

Please note that applications that do not meet the formal requirements cannot be forwarded to the review process.

a) Information on entries on the IZKF online portal "OPI"

Requests and queries	Worth knowing:
Who can submit a project proposal?	<p>Eligible to apply are postdoctoral researchers</p> <ul style="list-style-type: none"> » of the Würzburg University Hospital (budget 1518) and » of the University of Würzburg (budget 1517), but only in collaboration with applicants from the University Hospital. <p>In general, two to max. three applicants from at least two different institutions submit an application (a sole application is not possible!). If you plan to admit further applicants, please contact the IZKF-office. The programme is particularly aimed at researchers who do not yet hold a chair. We recommend that department chairs serve as mentors in the proposal.</p> <ol style="list-style-type: none"> a. Employees who are financed by third-party funds can submit an application in certain cases after considering the individual requirements. Please contact the IZKF office! b. The number of proposals per applicant is limited to a maximum of two proposals. Within the IZKF project funding, you can have max. two projects that are funded at the same time c. In order to increase the number of women in our project funding, we highly encourage the participation of female scientists
How can I submit a proposal?	<p>Please go through the registration at opi.ukw.de and then select "IZKF- Projektförderung" under "Neuer Antrag".</p> <p>Please note: All applicants of the project must register with their own hospital or institute email address! You can submit future proposals with this one-time registration. Please refrain from multiple registrations with different email addresses.</p> <p>Only the applicant who opened the proposal can edit it and add the other applicants! Each co-applicant can edit their profile, add profile details, and receive reading authorization to the proposal. However, they <u>cannot</u> edit anything else and they <u>cannot</u> submit the proposal!</p>
Weitere Angaben zu den AntragstellerInnen/ Additional Applicant Information	<p>Please upload the following documents under „weitere Angaben zum/ zur AntragstellerIn“ in OPI:</p> <ul style="list-style-type: none"> • Annex_3 Curriculum Vitae and list of publications: Please use "Annex_3 CV and list of publications" as a template. Please list a maximum of 10 of your most important publications and the corresponding current impact factors. • Annex_4 Third party funding: Please use the template "Annex_4 Third party funding" to list your third-party funds. Please list the third-party funds you have received within the last five years. <p>All templates/ annexes can be downloaded in OPI or on the IZKF- homepage at https://www.med.uni-wuerzburg.de/izkf/forschungsfoerderung/izkf-projektfoerderung/</p>
Antragsart/ Application type	Please specify whether your proposal is for a new grant or a continuation of an already ongoing IZKF project.
Laufende und kürzlich abgeschlossene IZKF-Förderungen// Current and recently completed IZKF grants	If applicable, please list your current IZKF grants or those completed in the previous year with the project number. Please upload the most recent report on them.
Projektstart/ -ende/ Start/end of the project	In general, up to three years. Maximum funding period: 01.01.2022 - 31.12.2024
Projektbereiche/ Project areas	You can select more than one project area.
Language	Please write your whole application in a way that allows reviewers from other fields to understand your proposal! Proposals can be submitted in both English and German. Proposals in English are particularly welcome, because it opens the possibility to include English-speaking reviewers in the review process.
Kurzzusammenfassung/ Short summary	Brief description of your proposal (background, research rationale and objectives, methodology, expected significance, relation to the collaborative theme). Maximum 2,000 characters incl. spaces, both German and English.
Keywords	Please select the keywords thoroughly that apply to your proposal. We need the keywords to match your proposal to suitable reviewers.
Interne und externe Kooperations-partnerInnen/ Local and external collaboration partners	<p>Please list all local and external researchers who are involved in your project and describe the methodological and/ or content-related collaboration. Then upload an informal letter of collaboration signed by the collaborating partners. (!) Please do not list any applicants!</p> <p>Example: I hereby confirm collaboration on the project with the title -__XXX__.</p> <p style="padding-left: 40px;">Name of the internal / external cooperation partner University/institution or similar Date and signature</p>
Uploads	<p>Please upload the following attachments in OPI in "Uploads":</p> <ul style="list-style-type: none"> - Annex_1 ProjectDescription (PDF and Word) - Annex_2 Funding - Annex_5 Project_declaration (one PDF for each applicant) - If applicable: Existing approvals for investigations requiring approval (see 4.4. Descriptions of proposed investigations...). - If applicable: "Sonstiges"/ other documents (e.g. publications in press - PDF) <p>Please upload the following documents under „Weitere Angaben zum/ zur AntragstellerIn“ :</p> <ul style="list-style-type: none"> - Annex_3 CV and list of publications - Annex_4 Third party funding

b) Information on Annex_1 Project Description

Requests and queries	Worth knowing
1. Introduction	Brief introduction to your proposal.
2. State of the art	Brief and precise presentation of the state of the art in your field in its direct relationship to your project. Based on your critical analysis of the current state of the art it should become clear how your approach is influenced by past findings and investigations in this field of work and in what areas you intend to make a unique, innovative, promising contribution. References: max. 10
3. Own preliminary work	Please present your previous work relevant to the proposed project (with references). Please note: - Only list your own publications and highlight your own name and the year of publication in bold print - Please use the citation style example given in Annex_1 - Important: Max. 15 references! - Sort by year of publication - In press-publications have to be uploaded in OPI in " <i>Sonstiges</i> "
4. Work programme	
4.1 Research question and objectives	Please present and define your research question (hypotheses) and, hence, elaborate on your scientific objectives as well as their clinical relevance.
4.2 Work programme and proposed research methods	Please describe your work programme in a cohesive way with detailed information about your planned approach. Explain the chronological order and duration of the different steps and, if necessary, illustrate them graphically. Define milestones (intermediate goals) and, if necessary, show alternative solutions. Outline the required methods and differentiate between methods, which are already established, and methods which need to be developed or which are performed outside your working group.
4.3 Time schedule with milestone planning	Illustrate your goals and milestones in a timeline (free form).
4.4 Descriptions of proposed investigations	Explain the ethical and legal permissibility of your work program and consider all relevant guidelines and regulations (e.g. data protection, investigations involving humans, animals, genetic resources). Please upload any existing permits in OPI in their respective upload fields or indicate their status. Data protection If there is any apparent link to data protection, please make sure to involve the responsible authorities for data protection and control, if necessary (in the public sector, the State Commissioner or the Federal Commissioner for Data Protection, otherwise the UKW data protection officer). Investigations on humans or on human materials. If your proposal involves any investigations on humans or human materials, you have to submit a positive vote from the ethics committee before the start of your project. If the ethics committee considers that a vote is not necessary, you have to submit a corresponding statement from them. You can only waive from a vote from the ethics committee, if you only use anonymized sample material that was taken within medically indicated interventions and whose individual source can no longer be determined under any circumstances (e.g. in the case of pooled samples). Investigations on animals If necessary, please obtain a permit and submit it to the IZKF-office before the start of your project If you don't have your necessary permits, yet (human or animal investigations), please provide information on the status of the approval process and , if you plan case number related investigations or studies, provide a brief explanation on your biometric planning. Investigations involving genetic resources Please confirm that you have access to the necessary infrastructure (S1, S2, S3)
4.5 Data handling	Improving the management and handling of research data is a priority both for national and international research organisations and for science in general. If research data or information will be systematically produced in the project, explain the nature, scope and documentation of the data and how they will be stored. In addition, discuss the possibility of subsequent reuse by other researchers.
5. Risk management	Outline any potential risks (including those related to your methodological approach, recruitment of patients, etc.) that could affect the progress of your project and explain how you would address them. This may also include a statement on the patent situation. Please specify whether any inventions, pending / granted patents, or other intellectual property rights will be claimed. Further details may be required (title of patent, date of patent application or grant, patent holder). Please state whether the claim is settled and whether it opposes any subsequent utilization of the project results.
6. Prospects for success	Please outline the potential use and applications (e.g., clinical/for patients, scientific and/ or economic use) of the expected project results, including information on a possible patent application.
7. Prospects for third-party funding	The aim of our IZKF project funding is to bring your project to a stage from where you can apply for third-party funding. Funding is not provided for projects that, due to the high level of expertise of the applicants and/or corresponding preparatory work, are very likely to be transferred to external funding immediately. A corresponding explanation is now part of the project description (see 7.1). All reviewers will be asked to review each proposal from this perspective.
7.1 Explanation of current third-party funding	Please explain why your application cannot be submitted to an external funding agency at this point in time.
7.2 Explanation of the intended transfer to external third-party funding	Please explain the medium-term prospect to transfer your project to external third-party funding. For renewal proposals , please explain why a continuation is necessary, why a transfer to external funding has not yet been made, and how this can be implemented with a renewal.
8. Position within the Interdisciplinary Center for Clinical Research	Please explain, within the context of your project, how you will be networking within the IZKF and the Medical Faculty.

a) Information on Annex_2 Funding

Requests and queries	Worth knowing
<p>1. Requested funding</p>	<p>Possible constellations (examples):</p> <p>Personnel costs 1 scientific position (100%) + 1 technical assistant (50%) or 1 PhD student (65% E13) + 1 technical assistant (100%) Of course, other personnel constellations are also possible as long as it fits your work program.</p> <p>Consumables e.g. chemicals, cell culture media, antibodies, disposable plastic goods, etc., max. € 15,000 per year</p> <p>Other costs Additional expenses, e.g. animal care, sequencing costs, etc. (per year)</p> <p>Investments Equipment, machinery, etc. over € 1,000 net of tax and necessary supplies, if required and with justification. Please note: only investments that are not part of the basic equipment are eligible for funding.</p> <p>Please note: The total funding volume should not exceed €110,000 per year, even with alternative personnel constellations. You cannot apply for your own position. Exceptions are possible for rotation positions for physicians in TV-Ä1 after consulting with the office.</p>
<p>1.1 Explanation of personnel costs</p>	<p>Please specify the project related work for each position.</p>
<p>1.2 Explanation of consumables</p>	<p>Please list the consumables by individual items (chemicals, cell culture media, antibodies, disposable plastic goods, etc.), with the quantity you need per year (e.g., based on the number of experiments you plan to performed or the number of patients you want to examine). The list has to be detailed enough to allow the reviewers to evaluate the necessity of the individual items. If necessary, you have to explain them individually.</p>
<p>1.3 Explanation of other costs</p>	<p>Please note: Office supplies, literature and small equipment (up to 410 € incl. VAT) are usually part of the basic equipment and are only eligible for funding in exceptional cases.</p> <p>Notes on travel expenses: The IZKF budgets travel funds (congresses, lecture events) centrally. You can apply for them during the entire project duration. They are not part of this proposal. Any additional travel expenses should be listed and explained here.</p> <p>Please list your other costs by individual item, with amount you need per year and explain.</p>
<p>1.4 Explanation of investments</p>	<p>You have to justify every investment with regards to your work program and you have to provide a price (plus VAT and discount).</p>
<p>2. Basic funding that is contributed to the project</p>	<p>Please do not list third-party funds! Basic funding is an estimate of the personnel and material resources that will be contributed to the IZKF project from the institute /clinic's budget.</p> <p>You have to verify your basic equipment to the IZKF office by staff positions or copies of invoices at the end of the year. Please list them in table A) respectively.</p> <p>In B), please describe your research group (size, qualifications of your personnel) and your equipment in a way that allows the reviewers to get an idea about the existing capacities.</p>
<p>3. Only for renewal applications</p>	<p>If you are applying for a renewal of your current IZKF project, please list the awarded funds from your previous grant.</p>

a) Finalize your proposal.

After completion, you can download your proposal for review and proofread it before submission.

Please note:

The final proposal only includes the following list of annexes:

Annex_1_ProjectDescription
Annex_2_Funding
Annex_3_CV and list of publications
Annex_4_Third_party_funding

All other documents will not be embedded in the print version of the proposal.

After proofreading, you can submit your proposal by clicking **„Antrag einreichen“**. Subsequently, you will receive an e-mail confirmation with a PDF-file with your full proposal. Please submit the print version of your proposal together with the signed originals of **„Annex_5_Project_declaration“** to the IZKF-office.

Postal address:

IZKF-Office
Josef-Schneider-Str. 2
97080 Würzburg

Visitor address:

IZKF-Office
Beethovenstr.1A
97080 Würzburg

Once submitted, proposals cannot be revised.

However, we offer the possibility to withdraw submitted proposals irreversibly.

If you have any further queries, please do not hesitate to contact us:

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