

Notes for Applicants

Goals

- **Generation of CF-related new knowledge**
- **Clinical benefit for CF patients**
- **Support of young scientists**
- **Support of the CF research network**

Tools:

- **Tool 1: Project funding**
- **Tool 2: Young scientist sponsorship**
- **Tool 3: Academic visits and travel grants**
- **Tool 4: Scientific events**

All inquiries and applications should be sent to:

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Research Funding by the Mukoviszidose Institut (MI)

The “Mukoviszidose Institut gemeinnützige Gesellschaft für Forschung und Therapieentwicklung mbH” (Cystic fibrosis Institute - a non-for-profit, limited company for therapeutic research and development (MI)), is a 100 % subsidiary of Mukoviszidose e. V. in Bonn. By establishing the MI, Mukoviszidose e. V. is in a position to provide support with scientific services for the planning, execution and evaluation of research projects in the field of cystic fibrosis (CF). As a competent partner, the MI is able to assist universities, clinics and doctors in private and industrial practice in conducting clinical trials (including investigator initiated trials, epidemiological surveys and preclinical projects). It is MI's medium and long-term objective to make a significant contribution to CF research and improve the prognosis of CF patients.

Project funding

Project funding is provided for projects providing important knowledge within the field of CF and the potential to initiate new therapeutic options. The results of the project should expect a clinical use for CF patients directly or should enable the researchers to answer urgent scientific questions and prepare for upcoming CF relevant national or international calls.

The funding of the Mukoviszidose e. V. is not restricted to special research topics. Applications can only be submitted by researchers from working groups resident in Germany.

In all applications the CF relevance (patient's use) must be shown and the long-term planning and utilization of the project results be outlined. The support of basic research without any CF relevant perspective is not possible. Project ideas must be based on own results or other publications.

Max. 200,000 € can be applied for project funding. The application of small projects (max. 20,000 € per application and shortened evaluation process) is possible. This funding tool is destined for research questions which can be examined quickly.

All applications can be submitted by researchers and clinicians from working groups which are resident in Germany, necessary international co-operations are not excluded. Beside the classical project funding, the Mukoviszidose Institute gGmbH offers additional research funding tools: The Young scientist sponsorship allows young scientists or clinicians the establishment in the CF research, with the long-term aim to build up an own CF research group.

The support of academic visits or travel grants, as well as the support of scientific events is offered by the Mukoviszidose Institute gGmbH (MI). The goal of this funding tools is to build up contacts with international CF researchers and to support the formation of an international research network in CF.

The process of submitting applications and their approval is conducted through the MI. The board of the Research Association for Cystic Fibrosis (FGM), the scientific arm of Mukoviszidose e. V., is responsible for the scientific evaluation. A final decision on funding is made by the executive board of the Mukoviszidose e. V.

Tool 1: Project funding

This funding is provided for CF-relevant research projects, with the expectation of a clinical application in CF care and/or the generation of new CF-relevant knowledge.

Please note that the submission of project applications is only possible to the issued deadlines.

General funding rules:

The Mukoviszidose e. V. gives financial support to temporal restricted research projects within the field of Cystic Fibrosis. According to the work program, the cost for staff, consumables/equipment or travelling can be requested. Applications can be submitted by scientists and clinicians. Application, guidelines for the use of the financial support and staff salaries are in accordance to the regulations of the German Research Organization (DFG). Funding of “the own position” (position of the applicant) is possible.

Excluded from funding are:

- costs for the application process
- cost for secretary
- costs for buildings and facilities
- cost for general administration
- costs for general equipment

1.1 Application procedure for project funding (project budget max. 200,000 €),

The application process consists of two steps and starts with the submission of a short application. Please use the appropriate form sheet “**Short application**” available on our [website](#). Applications must be written in English and can be submitted only to the published deadlines. Projects may run for periods of up to three years.

Project funding can only be applied by researchers working in Germany, but international cooperation partners can be involved in the proposed project, if the international partner is supported by other funding sources. Project ideas must be based on own results or other publications.

The financial volume of the project is restricted to max. 200,000 €. In projects requiring national co-operations, the synergistic effects of the project partners have to be clearly justified in the work program.

1.2. Application procedure for small Projects (project budget max. 20,000 €)

The application of “Small projects” is possible for requests up to 20,000 €. The application process is simplified in regard to the general project funding program since less data and results must be demonstrated.

The evaluation process for “Small projects” is a one step process and the decision will be made on the initial application document. Please use the appropriate form sheet “**Application Small**” Project available on our [website](#). Applications must be written in English. Applications can be submitted only to the published deadlines.

Application and evaluation of proposals for project funding:

Proposals have to be submitted electronically by using the appropriate form sheet. Applications are only accepted to the published deadlines. All deadlines for submission are published on our [website](#).

Submissions later than the deadline and incomplete proposals will be rejected.

In Step I all applications are internally discussed by our scientific advisory board (board of the FGM (Forschungsgemeinschaft Mukoviszidose)). Main criteria during the evaluation are CF relevance (application of the results should be indicated in the proposal) and the scientific quality. In the case of applications on “Small projects” the scientific advisory board can make a suggestion for funding based on this step I evaluation, but it is in the discretion of the board to involve external scientist for the evaluation of applications for “Small project”.

Step II achieve all proposals which pass the step I internal evaluation process. The applicants will be requested to submit a detailed application. An appropriate application form can be found on our [website](#). Step II applications will be examined by a team of external experts. If indicated, a biometrical review will be included.

On the basis of the external examination, all application will be compared to each other and discussed by the FGM board, given a certain priority within all applications. A recommendation with respect to funding will be passed to the Board of Management of Mukoviszidose e. V., which will take the final decision on whether to support the projects. Applicants will be informed of this decision immediately.

Applicants should note that only applications using our form sheets and which are completed in full will be taken into consideration. If individual questions may not be applicable for your project; please indicate this briefly in your answer to these questions. **Applications which do not meet the published deadlines or do not fulfil format requirements will be returned to the applicant without examination by experts.**

General rules and obligations regarding sponsorship grants can be taken from the leaflet “**Notes for project leaders**”.

Tool 2: Young scientist sponsorship (max. 100,000 € can be applied; only for applicants of CF working groups located in Germany)

PhD students, young clinicians and post docs can apply to the “young scientist sponsorship” for their own salary during their academic training on a CF-specific research field e. g. CF therapy, diagnostic or preclinical research. Therefore this funding will enable young scientists to deepen their knowledge in CF research and to place oneself within the network of CF scientists. In the long term, this should result in the establishment of an own CF research group.

Young scientist can apply for a “Young Scientist Sponsorship” by presenting a work outline for a CF-relevant project, training or study during their academic education. The planned project must be CF-relevant and the work plan has to be explained. Additionally, their application must include a letter of support of a mentor/senior scientist experienced in CF.

The duration of funding may not exceed 3 years and depends on the education status (e. g. funding of a doctoral student will be possible up to three years, funding of a post doc will be possible up to two years). In the case of applicants from hospitals, there must be a confirmation of the direction about the release from clinical activities. The costs for

consumables and equipment must be provided by the working group of the applicant. Additionally, travel cost can be requested up to 1.000 € per year. The group of the applicant must be located in Germany.

Application and evaluation of proposals of “young scientist sponsorship”:

An application according to the (“**Application young scientists**” on our [website](#)) has to be submitted electronically to the Mukoviszidose Institute by the applicant / young scientist itself. A support letter of the supervisor must be included.

In step I, the evaluation will be done by the scientific board of the Mukoviszidose e. V. (FGM board) on the basis of the written application and external reviews. In step II, eligible candidates will be invited to present their proposal personally to the FGM board. Depending on both evaluation steps, a recommendation with respect to funding will be passed to the Board of Management of Mukoviszidose e. V., which will take the final decision on whether to support the candidate. Applicants will be informed of this decision immediately.

Applicants should note that only applications using our form sheets and which are filled in completely will be taken into consideration. **Applications which do not meet the published deadlines or do not fulfil format requirements will be returned to the applicant without examination by experts.**

Tool 3: Academic Visits and Travel Grants

(only for applicants of CF working groups located in Germany)

Academic visits and travel grants are provided to strengthen the CF research network by enabling CF researchers to exchange knowledge and methods. These funding tools are offered to young researchers, therefore applicants should not be older than 35 years (but parental leave will be considered). Applications can only be submitted from groups situated in Germany.

Academic visits: Funding is offered to scientists and doctors to visit clinics or scientific institutions for the purposes of exchanging academic experience and/or ongoing training for a period of not more than three months. Funding is also provided for academic visits by students working on a project relevant to cystic fibrosis in the course of their training (diploma, PhD).

Financial support is provided towards personal travelling expenses (max. 1,000 €) and the costs of board and lodging (max 2,500 € per month). No reimbursement will be made for materials used, e.g. laboratory chemicals.

Applications according to our form sheet “**Application Academic visits**”(on our [website](#)) have to be submitted electronically to the Mukoviszidose Institute according to the announced deadline (two times a year in December and July). **Applications which do not meet the published deadlines or do not fulfil format requirements will be returned to the applicant without examination by experts.**

The decision will be made by the FGM board and applicants will be informed contemporary.

Travel grants: Financial support is provided for the active participation in national and international congresses related to cystic fibrosis in the form of assistance towards the costs of travel expenses and/or registration fees. Prerequisite for approval of financial support is that the contribution submitted for presentation (poster, lecture) is accepted, that the applicant is primary author or correspondence-author and that the materials are presented in person.

The maximum funding per application for national congresses is 500 €, for international meetings of this kind 1,000 €. Applications according to our sheet "**Application Travel grants**" (on our [website](#)) have to be submitted electronically to the Mukoviszidose Institute.

Applications for travel grants to the ECFS and NACF congresses can be submitted independently from deadlines, all other applications on travel grants have to be submitted at least 3 month before the beginning of the congress. **Applications which do not meet the published deadlines or do not fulfil format requirements will be returned to the applicant without examination by experts.**

The decision will be made by the FGM board and applicants will be informed contemporary. Please note, that max. one national and one international congress visit per person and year will be supported.

Tool 4: Scientific events

Scientific events

CF-relevant scientific events are supported within Germany or in German-speaking countries. Applications according to our sheet "**Application Scientific events**" (on our [website](#)) can be submitted two times a year according to the announced deadlines (two times a year in December and July). Please note that applications must be submitted at least half a year before the event will take place, because the programme should still be influenceable. A retrospective payment is not possible and therefore it is suggested to submit applications as soon as possible.

Applications which do not meet the published deadlines or do not fulfil format requirements will be returned to the applicant without examination by experts.

The decision will be made by the FGM board and applicants will be informed thereafter.