

ITI Research Grant Guidelines.

ITI Research Committee - 1.2009

SGA/Small grant application

RCL/Research proposal for clinical or laboratory research

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[The deadline for ITI Research Grant applications is February 27 and August 31](#)

Introduction.

Twice a year, the ITI Foundation for the Promotion of Implantology supports clinical and laboratory research through its Research Committee. Two grant programs are available and the deadline for grant applications is: February 27 and August 31.

Description of ITI Research Grants.

1. Category

- **Small Grant Application (SGA)**

These grants are primarily intended for research proposals submitted by young clinicians who have been working within established groups and wish to expand their scope and level of responsibility. This grant is also intended for newer investigators who want to establish a track record in implant dentistry. This may be by pursuing their own research interests or by building up their own research group. The grant applications should not exceed CHF 50,000 (CHF = Swiss Francs).

Applications must be submitted using the forms provided online and must be accompanied by a curriculum vitae (max. 2 pages, see separate application form) of the principal investigator. Reports, either intermediate or final, must be provided as agreed. The goal of the project is directed towards publication in an international peer-reviewed journal. Clear hypothesis testing is a prerequisite.

- **Research Proposal for Clinical or Laboratory Research (RCL)**

These grants will be awarded only to researchers or research groups who have established a reputation of credibility and thoroughness in the field as demonstrated by a continuous publication record in peer-reviewed journals. The grant amount may exceed CHF 100,000, but should not be higher than CHF 200,000 (Swiss Francs). The research proposal should be submitted using the forms and instructions available online. A detailed description of the research plan and the various methods to be used must be provided. Funding from other sources (universities, foundations or third parties) must be disclosed. The results from ITI-supported research are to be published in internationally recognized, peer-reviewed journals. A report, either intermediate or final, must be provided to the ITI as requested.

RCL grants are awarded only to experienced researchers with a proven track record.

Deadline

The deadline for all ITI Research Grant applications is February 27 and August 31. Late applications will not be accepted.

Review Process.

The ITI Research Committee is composed of ten members from various countries and disciplines. The ITI publishes the names of the Research Committee Members on its website: www.iti.org. The following criteria are applied when reviewing applications:

1. Relevance
2. Hypothesis/Methods
3. Experience/Environment
4. Budget

The decision taken by the ITI Research Committee will be communicated to applicants within a few days of the Committee meeting (in June or December).

One of four alternatives is possible:

- acceptance of the project as submitted
- acceptance of the project with a budget revision
- request for revision according to given criteria
- rejection of the project

As a matter of policy, the Research Committee does not provide any reasons for not awarding a grant to any particular project. Application forms are provided by the ITI Center or may be downloaded from the ITI website (www.iti.org) in the Research Support section.

Grant Restrictions

As a general rule, once a grant has been awarded, the successful applicant is barred from making any further grant application for a period of three years from the date of the award.

Successful grant applicants may reapply for a new grant after three years.

How to Fill in the Form.

An objective evaluation of an application is only possible if precise and complete information is provided by applicants. The grant application form must be filled out in English and as thoroughly as possible. Please limit the number of pages to the absolute minimum and carefully follow the instructions below.

1. Category of the research grant application

Please check the appropriate box (SGA, RCL).

2. Project

- 2.1 If the application is a continuation of a prior application, please indicate the number.
- 2.2 The title should provide a short, but specific characterization of the planned research project.
- 2.3 Please provide a maximum of eight key words that characterize the project.
- 2.4 Enter the funds requested
- 2.5 Enter the start date of the project
- 2.6 Enter the end date of the project

3. Applicant

Please fill in the full address of the applicant.

4. Co-applicant

If other applicants are involved, please list the full name and address of the first co-applicant only and provide only the names of any remaining co-applicants.

5. Summary of the research proposal

The research project aims must be clearly outlined in the one-page summary, which should contain a short description of the area of research to which the project belongs and how it fits within it.

6. Biographical sketch

The "Biographical Sketch" page provides the format that must be followed for the principal investigator and or one first co-applicant, involved in the grant application, including consultants. Complete the educational block at the top of the page and then complete sections A, B, and C. Each Biographical Sketch is limited to a maximum of two pages.

A. Positions and honors

List all previous positions chronologically, concluding with your present position. List any honors.

[Summary only 1 page](#)

[Use the Biographical Sketch form page](#)

B. Selected peer-reviewed publications or manuscripts in press

List selected peer-reviewed publications or manuscripts in press chronologically. Do not include manuscripts submitted or in preparation.

C. Research support

Briefly indicate the overall goals of the project as well as the responsibilities of the key person identified on the Biographical Sketch. Include the percentage of work and costs covered by each grant. Additional supporting information is required that should indicate whether and to what extent other sources, university credit, etc., can be procured to cover research costs. In addition, applications for specific job appointments which have been, or will be, submitted to other financial backers should be listed. Where possible, the chances for their success should be estimated.

List both ongoing and completed research projects from the previous three years (with governmental or non-governmental support). Begin with the projects that are most relevant to the research project proposed in this application.

This information will be used by the reviewers to assess how well each individual is qualified for a specific role in the proposed project as well as to evaluate the overall qualifications of the research team.

7. Research plan

The research plan should provide all the information needed to evaluate the project, independent of any other document. Be specific and informative and avoid redundancies. Organize items A. to D. of the research plan to answer the following questions:

What do you intend to do?

Why is the work important?

What has already been done?

How are you going to do the work?

PAGE LIMITATIONS

Do not exceed 10 pages for SGA and 20 pages for RCL for items A. to D., including all tables, graphs, figures, diagrams, charts and references. Applicants are encouraged to be succinct and are reminded that it is not necessary to use all 10 or 20 pages allotted.

10 pages for SGA

20 pages for RCL

A. Specific aims

List the broad, long-term objectives and what the specific research proposed in this application intends to accomplish, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, or develop new technology.

One page is recommended.

B. Background and significance

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and identify the gaps that the project intends to fill. State concisely the importance and health benefits of the research described in this application by relating the specific aims to broad, long-term objectives. Two pages are recommended.

Only 10 pages for SGA
and 20 pages for RCL

C. Preliminary studies/Progress report

PRELIMINARY STUDIES

For new applications, use this section to provide an account of the principal investigator's preliminary studies pertinent to the application. Include information that will also help to establish the experience and expertise of the investigator. One to two pages are recommended.

PROGRESS REPORT FOR CONTINUING PROJECTS

A progress report must be provided for continuing project applications. Provide the starting and finishing dates of the period covered. Summarize the aims of the previous project and the importance of the findings. Discuss any changes in specific aims. Include complete references to relevant publications and manuscripts accepted for publication.

If the continuing project application involves clinical research, report on the enrollment of research subjects and their distribution by ethnicity and gender. Provide a succinct account of published and unpublished results, indicating the progress towards their achievement.

List the titles and complete references to all publications, manuscripts accepted for publication, patents, and other printed materials that have resulted from the project.

Six pages maximum are recommended for the narrative portion of the Progress Report.

D. Research design and methods

Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as the data-sharing plan as appropriate. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Point out any procedures, situation, or materials that may be hazardous to personnel and the precautions to be exercised. Although no specific number of pages is recommended for this section, the total for items A. to D. may not exceed 20 pages, including all tables, figures and references. Applicants are encouraged to be as succinct as possible and reminded that there is no requirement that all 10 or 20 pages allotted be used.

TIMETABLE

A rough timetable should be indicated. It is particularly important to be able to see how the work is planned, in terms of time, for the credit period.

8. Budget

There are specific guidelines and regulations to which, by law, the Foundation must adhere when allocating research funds. All monies provided by the ITI Foundation can and must be allocated for research purposes only. If research funds are requested that include support for administration, these will, in keeping with the official regulations of the Foundation, be excluded from any grant support provided.

For other costs see below.

BUDGET FOR INITIAL PERIOD

PERSONNEL/NAME

Starting with the principal investigator, list the names of all employees in the applicant's organization who will be involved in the project during the initial budget period, regardless of whether a salary is requested. Include all collaborating investigators, individuals in training and support staff.

ROLE IN PROJECT

Identify the role of each individual listed on the project. Describe their specific functions under 'Justification' on the 'Budget – Entire Period' form. Provide information on all personnel by position, role, and level of input. This includes consultants and any positions that are still to be filled.

TYPE OF APPOINTMENT/MONTHS

List the number of months per year reflected in an individual's contractual appointment to the applicant organization. The ITI assumes that appointments at the applicant organization are full time for each individual. If an appointment is less than full time, e.g., 50 percent, identify with an asterisk (*) and provide a full explanation under 'Justification' on the 'Budget – Entire Period' form. Individuals may have a split appointment, for example for an academic period and a summer period. For each appointment, identify and enter the number of months on separate lines. Where no contractual appointment exists with the applicant organization and salary is requested, enter the number of months for that period.

PERCENTAGE OF TIME ON PROJECT

For each individual in the applicant organization, list the time to be spent on this project as a percentage for each appointment.

SALARY REQUESTED

Enter the amounts for each position for which funds are requested. The salary requested is calculated by multiplying the individual's institutional base salary by the percent of work on this project. Explain under 'Justification' on the 'Budget – Entire Period' form if a smaller amount is requested (e.g., endowed position or institutional sources.) Salaries for faculty members should not exceed 10% of the total amount applied for.

FRINGE BENEFITS

Fringe benefits may be requested for each position, in accordance with institutional guidelines, provided the costs are treated by the applicant organization as a direct cost to all sponsors.

SALARIES FOR FACULTY MEMBERS

Should not exceed 10% of the total amount applied for.

TOTALS

Calculate the totals for each position and enter the subtotals in each column as indicated.

Salaries for faculty members should not exceed 10% of the total amount applied for

Normally, only one trip is supported

CONSULTANT COSTS

Whether or not costs are involved, provide the names and organizational affiliations of all consultants, other than those involved in consortium/contractual arrangements.

Include consultant physicians in connection with patient care and persons who serve on external monitoring boards or advisory committees to the project. Describe the services to be performed on the 'Budget – Entire Period' form, under 'Justification.' Include the anticipated numbers of days for consultation, the rate of compensation, travel, daily fee, and other related costs.

EQUIPMENT

List each item of equipment separately and justify each purchase on the 'Budget – Entire Period' form.

SUPPLIES

Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories with amounts below CHF 1,000 do not have to be itemized. If animals are to be purchased, state the species and the number to be used.

TRAVEL

Itemize travel requests and explain on the 'Budget – Entire Period' form. Provide the purpose and destination of each trip and the number of individuals for whom funds are requested. Normally, only one trip is supported.

PATIENT CARE COSTS

If inpatient and/or outpatient costs are requested, provide the names of any hospitals and/or clinics and the amounts.

OTHER EXPENSES

Itemize any other expenses by category and unit cost. Funds for indirect costs are generally discouraged, however, no costs above 20% of direct costs will be accepted. These might also include animal maintenance (unit care costs and number of care days), patient travel, donor fees, publication costs, computer charges, rentals and leases, equipment maintenance, service contracts, and tuition remission in lieu of salary. Justify costs on the 'Budget – Entire Period' form.

CONSORTIUM/CONTRACTUAL COSTS

Each participating consortium/contractual organization must submit a separate detailed budget for both the initial budget period and the entire proposed project period. Consortium arrangements may involve personnel costs, supplies, and other allowable costs, including facility costs. Contractual costs for support services, such as the laboratory testing of biological materials, clinical services, or data processing, are occasionally sufficiently high to warrant a similar categorical breakdown of costs. Normally, only one trip is supported.

BUDGET FOR ENTIRE PERIOD

Enter the totals under each budget category for all additional years of support requested. Identify with an asterisk (*), and justify any significant deviations from the initial year budget. Also, justify budgets with more than a standard escalation from the initial to the future year(s) of support.

9. Items of lasting value

Listed here are equipment and instruments that are necessary to the project and should be procured ready for service; quotations must be attached.

Any Straumann implants or instruments included in the research project have to be specified and a quotation from the local Straumann representative or from Straumann, Switzerland (www.straumann.com) has to be enclosed. These items, which include implants, disposable instruments, etc., are classified as supplies on the budget form. The category 'equipment' should be used to list equipment and instruments on the budget form.

10. Previous ITI support

Please provide a description of previous ITI Foundation support and the outcome of that support. List each grant separately and publications that resulted, if applicable.

11. Statement

Before you sign, please carefully read the articles concerning financial aspects, intellectual property rights, e.g. patents, and their exploitation.

12. Delivery of the completed grant application/deadlines

Please note that the application deadline is binding. We prefer that applications be submitted electronically to research@iticenter.ch.

We expect two files:

- Completed application form
- Research plan (including all tables, graphs, figures, diagrams, charts and references)

Please note that we need a copy of the first (category, description, main applicant) and last (signatures) pages by mail.

These documents can also be faxed to +41 61 270 83 84 (electronic signatures are not accepted). The deadline for grant applications is as follows: February 27 and August 31.

13. Final remark

Submitted research proposals that do not adhere to the specific guidelines and instructions (missing information or data, too many pages, missing signatures, etc.) may be returned for revision. Should this action result in the deadline being missed, the proposal (in its complete form) will be deferred to the next application deadline (February 27 and August 31).

Further information concerning conditions can be obtained from:

ITI International Team for Implantology
ITI Center
Peter Merian Weg 10
CH-4052 Basel
Switzerland

Tel. +41 (0) 61 270 83 83
Fax +41 (0) 61 270 83 84

research@iticenter.ch
www.iti.org