

-FoRST-
FONDAZIONE PER LA RICERCA
SCIENTIFICA TERMALE

CALL 2012

**GRANT PROPOSAL IN SPA REHABILITATION MEDICINE
AND OTOLARYNGOLOGY**

SCIENTIFIC RESEARCH PROJECTS

FoRST is inviting to submit grant proposals in the area of SPA Rehabilitation Medicine and Otolaryngology (ENT). The only criterion for eligibility is to be a scientist in the area of spa rehabilitation medicine or ENT research.

Applications can be made by:

- National and international, public or private research Institutions, Universities and Hospitals, including entities named in Italy IRCCS;
- Local administrations, Departments of Health;
- Ministry of Health;
- Istituto Superiore di Sanità (Health Agency);
- INPS
- INAIL

Money allocation

FoRST allocates a total amount of 500.000 (five hundred thousands) euro as co-funding of projects on this call.

A. Types of grants and topics

Research projects must be limited to:

- 1. Clinical research in SPA Rehabilitation Medicine or ENT**
- 2. Translational research in SPA Rehabilitation Medicine or ENT**

ETHICAL COMMITTEE

- 1. Proponents should be aware that, if their project must be approved by their Ethical Committee, the approval must be obtained BEFORE the submission of the proposal, expressly stated in project appropriate form, and signed by the Principal Investigator.**
- 2. Please note that in case of successful project submission, an Agreement Form between FoRST and the Proponent' Institution must be signed to transfer the money and to start the project. This text usually requires the approval of the Ethical Committee, as well. Submission of the project IMPLIES that the Institution agrees on the text, which cannot be changed thereafter in any part.**
- 3. It is exclusive responsibility of the Proponent to obtain preventive agreement of the appropriate Ethical Committee to this respect. After project approval, FoRST will NOT discuss terms or modalities of the Agreement which, if not signed, will generate the withdrawal of the project.**

1. Clinical research in SPA Rehabilitation Medicine or ENT

These research projects should refer to clinical validation, epidemiology, health management or health economics of SPA rehabilitation therapy or SPA-related ENT therapy, or to innovative applications or ameliorations of spa therapies in these fields.

2. Translational research in SPA Rehabilitation Medicine or ENT

These research projects should refer to applied research that can be translated into clinical practice in the field of SPA-related rehabilitation/ENT.

B. Budget

The maximum cost limit of a single project is € 150.000⁰⁰ (one hundred fifty thousand euro). *FoRST* will co-finance a **maximum of 60%** of the entire project's costs. Such contribution will be therefore limited to a maximum of € 90.000⁰⁰ (ninety thousand euro) for a single project.

Should the admitted co-financed budget be smaller than the requested co-funding, the Proponent will be asked to **re-modulate** the scientific and the budget plans. The re-modulated plans **must** be subject to the review and approval by *FoRST* Executive Committee/CdA.

While precise guidelines as to the structure of the grant and to the calculation of budget are spelled out below, there are procedures of general relevance:

- The proposal should cover up to a maximum 24 months -period. It is understood that a 24 months-year plan is indicative of the proposed development of a project. Investigators will obviously be allowed a certain degree of flexibility for justified deviations from the plan, according to the success of the various phases of the project. Any variation of the duration of the projects must be authorized by *FoRST* upon written request.
- Particular attention should be given to the allocation of manpower, listing only the personnel that will actively participate to research.
- Time allocated to research should be real and directly related to the project: time devoted to routine clinical activity or other should not be included.

Allowed costs will be (see also Budget and Revenue Forms for cost limits):

- A) Personnel whose salary is paid by the Proponent Institution
- B) Fellowships: support for fellows can be requested. Proponents should ascertain that their own Institution can acquire fellows – and the related costs - according to current Country legislation
- C) Overheads
- D) Research Costs: equipment (small instruments)
- E) Services and consulting related to the project
- F) Research Costs: reagents and consumable
- G) Publication costs

C. Projects Submission Procedures

Deadlines overview and reminder

	On-line form accessible from:	On-line submission deadline	Paper format submission deadline
Project			10 working days after on-line submission deadline (as shown by the postmark or the date given on the delivery slip of the private mailing company): one copy of the project with Principal Investigator's signature.
Subscription of the Agreement between FoRST and Ente di Ricerca	From the date of communication by FoRST to Ente di Ricerca of the decision to co-fund the project	No submission on-line	Within 60 (sixty) days from the date of communication of the decision to co-fund the project (as shown by the postmark or the date given on the delivery slip of the mailing envelope), Ente di Ricerca shall deliver to FoRST two copies of the Agreement signed by the Principal Investigator and any other person who has responsibilities in the project
Notification of activity starting	From the date of communication by FoRST to Ente di Ricerca of the decision to co-fund the project	Within 60 (sixty) days from the date of communication of the decision to co-fund the project	Within 5 (five) days from the subscription of the Agreement (as shown by the postmark or the date given on the delivery slip of the mailing envelope)
12 Months Report	12 months after the notification of activity starting letter	13 months after the notification of activity starting letter	Within 7 (seven) working days from the on-line submission deadline (as shown by the postmark or the date given on the delivery slip of the mailing company), Ente di Ricerca shall deliver to FoRST one copy with Principal Investigator's signature and with attached the accounting statement of the expenses incurred with the relative official justifications
Final Report	24 months after the notification of activity starting letter	25 months after the notification of activity starting letter	Within 7 (seven) working days from the on-line submission deadline (as shown by the postmark or the date given on the delivery slip of the mailing

			envelope), Ente di Ricerca shall deliver to FoRST one copy with Principal Investigator's signature and with attached the analytical accounting statement of the expenses incurred and the relative official justifications
Publications	No submission on-line	No submission on-line	Reprints can be sent to <i>FoRST</i> any time, not later than 24 months after the Final Report date (as shown by the postmark or the date given on the delivery slip of the mailing envelope)

Projects must be written in English and submitted BOTH online (electronic format) and by regular mail (paper format).

Online submission: project forms must be filled online at <https://grants.fondazioneforst.it>

**At the end, forms must be printed and one copy with the Proponent's signatures must be sent within 10 (ten) working days to the following address:
Fondazione per la Ricerca Scientifica Termale, via Po 22 – 00198 ROMA .**

To complete the forms, please follow the instructions in the section “Guide to project preparation”, Attachment A

D. Evaluation and Admission Procedures

FoRST Scientific Committee (the Coordinator and two European members nominated by the Executive Committee) will manage the external evaluation procedure, after an initial formal evaluation of the submissions. Each project will be anonymously judged by external reviewers that will evaluate:

- The scientific soundness of the project and its relevance for *FoRST* scientific purposes in the field of rehabilitation;
- The scientific background of the Principal Investigator in the field;
- The quality of the methodological approach described;
- The feasibility of the project from the technical, instrumental and manpower standpoints;
- The appropriateness of budget request.

Reviewers will give a brief itemized justification of their opinion, that will be summarized in a score expressed in hundreds. On the basis of the reviewers' evaluations, the Scientific Committee will rank all the projects and propose the list to the *FoRST* Executive Committee that after formal evaluation of the economic soundness of the budget of each project, will submit the rank to the Board of Directors (CdA) that will take the final decision.

Proponents must be aware that their projects will be carefully monitored after their conclusion (*ex post*) by *FoRST*, and that the results of the intermediate phases of evaluation might influence the subsequent phases of financing, while the final output of the project in terms of scientific productivity might influence the success of the future applications to *FoRST* from the same scientists.

FoRST has the right to publish in its web site the title and abstracts of the financed projects as well as their scientifically relevant published results.

E. Financing Procedures

The recognized budget (that cannot exceed the 60% of the entire project's cost) will be paid to the Proponent's Institution upon signature of the specific Agreement between *FoRST* and the Institution (please, refer to Ethical Committee box above), as specified below:

- (i) 70% of the overall contribution recognized by *FoRST* to the Institution, will be paid as follows:
 - a. 20% of the contribution once *FoRST* receives the signed copy of the Agreement and the communication of the starting of the activity;
 - b. up to a maximum of 30% of the contribution after 12 months from the date indicated in paragraph a. above and upon prior exhibition of detailed scientific report on the progress of the project as well as of the accounting statement and justifications of the expenses incurred in the first year of activity;
 - c. Up to a maximum of 20% of the contribution, upon presentation of the final results of the research ("Final Report") and of the analytical accounting statement and justifications of the expenses incurred, according to criteria referred in the attached Accounting Criteria.
- (ii) 30% of the overall funding shall be exclusively paid upon publication of the results of the research on scientific journals quoted on ISI/PubMed.

It is worth remembering here that to allow the transfer of the entire recognized co-funding at the end of the process, the accounting of the expenses must cover the entire costs of the project. Otherwise, FoRST will pay only the recognized percentage of the expenses demonstrated.

(As a mere example:

total cost of the project = 100

recognized FoRST co-funding = 60 (60%)

Case 1: demonstrated expenses at the end of the project = 100. Money transferred = 60

Case 2: demonstrated expenses at the end of the project = 80. Money transferred = 48 (which is the 60% of 80). This calculation is applied also to the intermediate (first year) financial report to calculate the subsequent money transfers.)

FoRST therefore invites Proponents to pay attention from the very beginning of the activities to a full and accurate accounting report of the costs.

Any modification of the project timing should be requested to and approved by *FoRST*.

Rome, 16 aprile 2012

THE CHAIRMAN
(Dott. Filippo Maria Fernè)