**Instructions for the 2024 Application Forms for the Scientific Research Grant**

When completing the application form, the following points are crucial:

• Please use the current application form and not a version from previous years. For research starting in 2025, use the 2024 application form provided below.

• Modifying or removing texts (questions, explanatory text for the question, etc.) included in the application form is not allowed.

• Please do not exceed the specified maximum number of words in certain sections. Tables and figures (including legends) do not count towards the word limit.

• Subsidies can be requested for both clinical and fundamental/basic research.

We can only process your application if the following conditions are met:

• The application form must be filled out in accordance with the format and be complete.

• The application form must have the required signatures.

• Any necessary attachments must be included.

• Your application must reach us by **March 31, 2024** (23:59).

• Email address for submitting the application: shah@epilepsie.nl.

• Please use WeTransfer when sending large files to prevent email delivery issues.

Note: For applicants who have previously applied, the Excel 'calculator tool' has not been used since 2020.

You will receive an email confirmation of receipt within five working days. If you have not received an email from us within five working days, please contact the secretariat of the Scientific Advisory Board to verify whether there was an issue with the dispatch or receipt of your application.

**Contact Information:**

Secretary of the Scientific Advisory Board EpilepsieNL

Shah Kishun

P.O. Box 270

3990 GB HOUTEN

Tel.: 030 - 63 440 63

Email: shah@epilepsie.nl

**Application Form for Scientific Research Grant starting in 2025**

(submit application before 31-3-2024)

This application is subject to the general conditions for grant allocation by EpilepsieNL (Royal Dutch Epilepsy Fund) for scientific research commencing in 2025, available on our website: [www.epilepsie.nl](http://www.epilepsie.nl).

1. **General Information about the Applicant:**

Applicant's Name\* including title(s) and initials:

Organization Name:

Department:

Applicant's Email Address:

Mailing Address:

Phone Number:

\*Name of responsible project leader and primary contact person.

1. **Title of Research Project in Dutch:**

**Title of Research Project in English:**

1. **Estimated Duration of the Research:**
2. **Total Amount of the Grant Application (research project: max. € 350,000 – max. 5 years: €**
3. **Contribution from Own Institution if applicable: €**
4. **Place of Execution:**

Organization Name:

Location:

**7. Signatures**

|  |  |
| --- | --- |
| Name and signature of director faculty: | date: |
| Name and signature of applicant: | date: |
| Name and signature of director personnel: | date: |

**8. Informatie ten behoeve van het panel van ervaringsdeskundigen in de Nederlandse taal**

**Samenvatting in het Nederlands voor niet-gespecialiseerde lezers**

*De informatie in vraag 8 is bedoeld voor het panel van ervaringsdeskundigen dat betrokken wordt bij de selectie van de te honoreren aanvragen. Ook wordt deze informatie gebruikt voor communicatie van EpilepsieNL in (social) media en op de site. We verzoeken u om de informatie in vraag 8 te formuleren* ***in taal die is afgestemd op de geïnteresseerde leek****. We willen u vragen de tekst zo mogelijk voor akkoord voor te leggen aan de communicatieafdeling van uw organisatie.*

**a. Hoofdlijnen van het onderzoek (max. 500 woorden, taalgebruik geschikt voor de geïnteresseerde leek)**

- Wat is de aanleiding voor het onderzoek?

- Wat zijn de doelstellingen van het onderzoek?

- Hoe is de werkwijze?

**b. Beschrijving van belasting, risico’s en bijwerkingen voor patiënten tijdens de onderzoeksperiode (max. 400 woorden, taalgebruik geschikt voor de geïnteresseerde leek)**

- Is sprake van (dag)opname en wat is de wijze en duur van toediening van de middelen?

- Is extra onderzoek noodzakelijk en zo ja, waaruit bestaat dit?

- Wat moet de patiënt thuis doen, met welke frequentie/duur?(dagboek, metingen etc.)

- Welke korte of lange termijn bijwerkingen treden per middel tijdens de studie op, is er follow–up van lange termijn bijwerkingen, zo ja: hoe lang?

**c. Betrokkenheid patiënten (max. 400 woorden, taalgebruik geschikt voor de geïnteresseerde leek)**

- Op welke manier zijn (eind)gebruikers betrokken bij de opzet/uitvoer/evaluatie van het onderzoek? Indien dit niet het geval is, graag de reden toelichten.

**d. Resultaat voor patiënten (max. 400 woorden)**

- Wat levert dit onderzoek concreet voor patiënten op?

**e. ‘Leken’samenvatting van het onderzoek in enkele zinnen (max. 75 woorden, taalgebruik geschikt voor de geïnteresseerde leek)**

**9. Description of the Research Proposal in English**

**a. Research Proposal (max. 1200 words):**

The following points should be addressed:

* Research area and problem statement.
* Research question; the justification for the intended research.
* Significance for patient care
* Previous research in this field and/or preliminary research specifically related to this project.
* Knowledge utilization and if applicable (cost) efficiency studies

**b. Literature**

* Brief literature list (excluding own publications).
* Own publications in this field (maximum of five articles).

**10. Description of the Research Execution in English**

**a. Work Plan (max. 1200 words)**

The following points should be covered:

* A concise description of the research design, including phase objectives and milestones if it's a multi-year study.
* Data processing/statistical analysis, including justification for sample size and a description of the population.

**11. Budget**

*Note: maximal projectbudget is € 350,000.00.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project costs** | **Description** | | | **Project Year 1** | **Project Year 2** | **Project Year 3** | **Project Year 4** | **Project Year 5** | **Total** |
| *Staff* |  | *FTE* | *Total Months* |  |  |  |  |  |  |
| WP\* | *..* | .. | .. | .. | .. | .. |  |  |  |
| NWP\*\* | .. | .. | .. | .. | .. | .. |  |  |  |
| ***Total Staff*** |  | ***..*** | ***..*** | ***..*** | ***..*** | ***..*** |  |  |  |
| *Equipment* | .. | | | .. | .. | .. |  |  |  |
| *Investments* | .. | | | .. | .. | .. |  |  |  |
| *Consumables* | .. | | | .. | .. | .. |  |  |  |
| *Travel* | .. | | | .. | .. | .. |  |  |  |
| *Other* | .. | | | .. | .. | .. |  |  |  |
| ***Total Materials*** |  | | | ***..*** | ***..*** | ***..*** |  |  |  |
| **Total Project Budget** | | | | .. | .. | .. |  |  |  |
| **Requested funding\*\*\*** | | | | .. | .. | .. |  |  |  |

*Please note:*

*- Use one row each for type of equipment, type of investment or type of material (e.g., data management costs). Additional rows (as many as you need) should be added underneath the bold print headings, listing all persons and items separately. You should not add headings.*

*- Years are Project Years. For example: if your intended starting date is 1 July 2023, then Year 1 ranges from 1 July 2023 to 31 December 2023.*

*\* WP = Scientific staff - applicant;*

*\*\* NWP = Non-scientific staff if applicable; please also list the nature of the post (for example PhD student or postdoc researcher).*

1. **Justification of total budget**

The following points should be addressed:

* Justification regarding requested personnel and materials:
* Necessary equipment available in the institute:
* Specification of consumables:
* Other sources of funding (including whether subsidies have been requested elsewhere):

**12. Additional information**

1. Clinical Research:

Status of approval from the Medical Ethics Review Committee (METC). Check one:

☐ Already obtained (please include the relevant document as an attachment)

☐ Applied for

☐ To be applied for

☐ Not necessary

1. Animal Research

Check one:

☐ Not applicable

☐ Applicable

* Specify the type(s) of laboratory animals.
* Provide the necessary permit number and the name of the permit holder, if applicable.
* Indicate whether the research complies with the regulations of the Animal Experimental Committee.

**13. Research Line of the Institution (max. 400 words):**

For a thorough evaluation, it is crucial for the Scientific Advisory Council of EpilepsieNL to understand how the proposed research aligns with other ongoing research within the institution.

**14. Relationship of Research Proposal to EpilepsieNL and the Dutch Epilepsy Research agenda of 2023:**

a. Clearly articulate why you are seeking funding for this project specifically from EpilepsieNL and not from another health fund (max. 100 words).

**15. Listing of External Referees:**

EpilepsieNL may submit your request to external referees. You are required to provide names of two or three individuals in the Netherlands and two or three individuals abroad, including the name of the institution to which they are affiliated and their email addresses. There should be no conflict of interest, meaning no collaboration and/or joint publications in the past five years.

**Dutch Referees:**

Name:

Institution:

Email Address:

Name:

Institution:

Email Address:

Name:

Institution:

Email Address:

**Foreign Referees:**

Name:

Institution:

Email Address:

Name:

Institution:

Email Address:

Name:

Institution:

Email Address: