



## RESEARCH GRANT PROGRAM APPLICATION GUIDELINE AND REQUIREMENTS 2019

### Introduction

- Subsidy applications should reveal more about the biochemistry of (innate) metabolic diseases, about improving and accelerating the diagnosis of metabolic diseases, about the development and improvement of treatment methods and care projects.
- Subsidy applications should be relevant within the United for Metabolic Diseases (UMD) partnership, see: <http://unitedformetabolicdiseases.nl/>.

Only projects that meet the following UMD preconditions are eligible for subsidy:

- the project fits within the objectives of the UMD,
- the project is a joint project in which two or more academic centers participate,
- the project fits within one of more of the UMD Work Packages.

For more information see:

<http://unitedformetabolicdiseases.nl/resources/UMDWerkplan2019.pdf>

- Researchers can submit an application for financial support of both short-term pilots and multi-year research projects. Metakids provide both “seed grant funding” as well as regular funding of research projects in the field of basic science or clinical research.
- The costs of the project for which a subsidy is requested amount to a minimum of € 25.000 and a maximum of € 250.000.
- Grants are awarded on the basis of the quality of the research project and available subsidy budgets.
- All applications are assessed by the independent scientific advisory board of Metakids, the ‘Wetenschappelijke Adviesraad (WAR)’. The Board of Metakids grants subsidies based on the advice of the WAR.

### Explanation Metakids Grant Application Form

#### Page limitations by section:

<i>Section</i>	<i>Page limit</i>
1. Information Form (use supplied form)	3 pages
2. Project Summary/Abstract	1 page
3. Specific Aims	1 page
4. Relevance to the research field of metabolic diseases	0.5 page
5. Research Strategy and Plan	6 pages

6. Plans for longer-term funding	0.5 page
7. References	3 pages
8. Biographical Sketch	2 pages
9. External Reviewers to include/exclude	0.5 page
10. Statement of human subject or vertebrate animal use	0.5 page
11. Resources and Environment	0.5 page
12. Project Personnel	0.5 page
13. Budget Form/Table (use supplied form and add short explanation)	2 pages

## Sections

**1. Information Form:** must be completed and signed/scanned by the persons concerned.

**2. Summary/abstract for lay persons:** summarizes the project, including a statement of what issue(s) the project addresses, a description of why the work is important to either the furthering of knowledge about (specific) metabolic diseases or the treatment of individuals with the disorder(s), and a description of how the project will be accomplished. Also: what are the benefits for metabolic research in general and how the researchers could improve the awareness of metabolic diseases and of Metakids in The Netherlands (Note: this abstract may be used for Metakids publicity purposes).

**3. Specific Aims:** state concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the (specific) metabolic disease(s). List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology).

**4. Relevance to the metabolic research field:** explain how this project will advance the natural history, biochemical basis, or a potential therapeutic treatment of this (specific or group of) metabolic disease(s) and the relevance for the development of metabolic research in general.

**5. Research Strategy and Plan:** contains a discussion of the background and significance of the work proposed, including a critical evaluation of previous research lines and existing knowledge, specifically identifying the gaps that the project is intended to fill, and explicitly stating the importance of the proposed research (hypotheses).

Also a thorough summary of the research design and methods, describing the experimental design and methods that will be used to accomplish the specific aims. Include how the data will be collected, analyzed and interpreted. Present any preliminary data and/or findings relevant for the project proposal.

Describe any new methodology and its advantage over existing techniques. Discuss any potential difficulties and limitations of the proposed procedures and what alternative approaches could be used to achieve the project's aims. Provide a timetable for the project.

**6. Plans for longer-term funding:** assuming a positive outcome for your project, discuss your plans for obtaining subsequent funding from NWO or other (national and/or international) funding organizations.

**7. References:** standard citations of publications referred to in the application.

**8. Biographical sketch:** of the principal investigator(s).

**9. Reviewers to exclude:** Applicants may provide the names of any potential reviewers (external or members of the Metakids WAR) whom you wish to be excluded from the evaluation process.

**10. Statement of human subject or vertebrate animal use:** statement indicating whether human subjects or vertebrate animals will be involved in the research. If the project will include either or both, then additional documentation will be required by Metakids, as stated below.

**11. Resources and Environment:** a description of the resources and research environment available for the project. This should include facilities, laboratory space and major equipment that are pertinent to the project. Also describe any procedures, materials or situations that may be hazardous to personnel and the planned precautions to be exercised.

**12. Project personnel:** a list of project personnel (name, title, institution and role in the project), including the percentage of effort that each person is expected to devote to the project.

**Note:** Principal investigators must be involved throughout the duration of the research project and must be employed by the UMC/university concerned.

**13. Budget form/table and explanation:** please use the supplied **Metakids Financial Application Form** (Excel) and provide a short explanation of the stated costs.

All budgets will be scrutinized for allowable costs (see “Disallowed budget items” below).

Applicants should only consider budget item requests that are necessary for the completion of the project.

Disallowed budget items in the Metakids Research Grant Program include a.o.: overhead expenses; travel expenses, publication fees, personal expenses; also capital expenditures for laboratory equipment are not allowed. For more information see our ‘Toekenningsvoorwaarden’ Article 8.

**Note:** please also indicate when this application (or parts of this application) has been submitted at and/or granted by other funding organizations.

#### **14. Regulatory aspects:**

In addition to the application described above, several specific documents may be required if applicable. These documents are not counted as part of the 6-page Research Strategy page limitation:

- Regulations require that all institutions maintain appropriate policies and procedures for the protection of human subjects. If applicable, please provide a copy of the informed consent form for any human subjects for the proposed project as well as proof of current or pending approval by an ‘Medisch Ethische Toetsings Commissie’ (METC), or a similar oversight group.
- Also, in keeping with Metakids policy, all proposals must conform to regulations for the safe and humane treatment of animals. If applicable, please provide proof of current or pending project approval by the ‘Centrale Commissie Dierproeven’ (CCD) or a similar oversight group.
- **Note:** Funding for the project, if the application is approved, will not be released by Metakids until the final approval has been secured and a copy, including the approved informed consent form, has been received by Metakids. For more information see ‘Toekenningsvoorwaarden Metakids’ Articles 7.11 and 7.12.

#### **15. Furthermore:**

- Only proposals written in English will be considered.
- Incomplete applications will not be accepted.
- Applications are considered confidential information by Metakids and by any external

reviewers.

- Resubmission of an application from a previous year will not be accepted, unless the new application is substantially changed in the opinion of the Metakids WAR.
- Paper Size and Margins: A4, standard margins normal (2,5 cm).
- Font size: Arial 10 or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- A digital version of the full application (in .doc format or in .pdf format) and any attachments must be sent to the WAR Secretary, Martine Huizenga, at [m.huizenga@metakids.nl](mailto:m.huizenga@metakids.nl) before October 15th, 2019.