



Moving Researchers for Pediatrics



GUIDELINES FOT THE PROJECT

1 | General information and documents required

The project must be submitted to the **Pediatric Research Institute Città della Speranza** (hereinafter the Institute) **by 21 February 2020**.

The Institute will then forward the Project to the Foundation by 28 February 2020, using the specific procedure for Online Requests and enclosing a **letter** from its Scientific Directorate confirming its willingness to approve and execute the project c/o the Institute due to its relevance to the pediatric field and to the requirements concerning instruments, spaces and services required.

The project must be drawn up by filling in the **two forms** available on the Foundation's website (<https://www.fondazionecariparo.it/iniziative/moving-researchers-for-pediatrics>):

- *Research Project* form;
- *Curriculum, Track Record, Team* form.

Furthermore, if the project includes partnerships with or co-financing from other institutions in addition to that of origin of the IP, it would be advisable to also send the Institute a **letter of participation** from these institutions.

All documents must be sent to the Institute in **PDF format**.

Projects submitted not in compliance with the Call for Proposals, received beyond the deadline or regarding other topics than those listed in the Rules governing the Call for proposals, shall not be taken into account.

Finally, please note that the **maximum grant** that can be requested from the Foundation is **500,000 Euro**.

With regard to this sum, the PI may include in the project **budget** a sum of money relating to his own **remuneration for the entire period of execution of the project** c/o the Institute, up to a **maximum** amount of **150,000 Euro**.

The list of selected projects and grants assigned will be published on the Foundation's website, on the page specified above, **by 10 April 2020**.

The Foundation reserves the right to change the deadlines should the need arise, providing adequate notice via its website. Participants, therefore, are invited to check for any notices on the Foundation's website and in particular on the page dedicated to the Call for proposals in question.





2 | Instructions for filling in the *Research Project* form

In particular, the **Project** must be written in **English**, in Times New Roman, font size 12, and with single-line spacing.

The document may have a total length of 20 pages, of which:

- at most 2 pages dedicated to general information and to the abstract of the project;
- 2 pages dedicated to the Ethics Issues Table;
- at most **15 pages dedicated to the project**;
- 1 page dedicated to the project budget.

Graphs and figures are included in to the page count.

The **information requested in the *Research Project* form** includes:

Section A - Information on the Principal Investigator and on the Project

Research Project

Section A – Information of the Principal Investigator and project abstract

Principal Investigator

Proposal title

Acronym (if applicable)

Research Institute

Duration in months

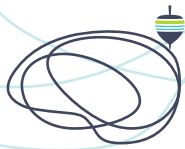
Other organisations involved (if applicable)

In this section, enter the current institution of origin of the Principal Investigator. In the case of a University, specify the Department as well.

If the project includes partnerships with other institutions, even if it is not co-financed by same, these should be specified in this section.

The project duration must be between 24 and 36 months.





Scientific abstract – Max 2.000 characters

This section shall contain a scientific abstract of the project, **written in English**, which should provide an expert reader with a clear understanding of the objectives of the research proposals and the methods that will be used to achieve them. The text entered in this section may be used by the Foundation to contact the experts who will assess the project. Therefore, it should not contain confidential information, formulas or special characters.

The 2,000 character limit includes spaces and line breaks.

The abstract should cover the following points:

1. Background and objectives of the project
2. Brief description of the project
3. Expected results and development prospects

Sezione B – Ethics Issues Table

In this section you will find a list of **questions** to which you can give an affirmative or negative answer. **The entire table must** be filled in or **you may be excluded** from the Call for proposals.

Section B – Ethics Issues Table

Please answer to the following questions:

1. Human embryos/foetuses		
Does your research involve Human Embryonic Stem Cells (hESCs)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your research involve the use of human embryos?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your research involve the use of human foetal tissues/cells?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Answer the question by ticking Yes or No. Just click once on the corresponding box.

In the event of giving an **affirmative answer** to one or more questions in this section, if the project is granted, **before** the assignment can be confirmed any **legal requirements** relating to the specific cases reported must first be met, and **the corresponding documentation** sent to the Foundation (by emailing ricerca@fondazionecariparo.it).

The Foundation will be **will not** make to make any grants available until said requirements have been fully met.





Sezione C – Research Project

In questa sezione dovrà essere descritto in modo completo e coerente il **Progetto** per il quale viene richiesto un finanziamento, articolando la descrizione secondo le seguenti sezioni:

In this section, please describe:

- the background and/or reasons behind the proposed research, also in relation to the state of the art in the field concerned, identifying the specific gaps that the project intends to fill; for projects that have already started or are currently in progress, please indicate the preliminary results obtained;
- project objectives and elements that the research intends to determine and investigate, with particular reference to the expected scientific, technical, economic and/or social results. The proposed objectives must be achievable and innovative, and be aimed at obtaining a significant scientific advancement compared to the state of the art described.

This section should describe the steps planned, detailing the methodologies you intend to use for each step and including a work program. If a project involves multiple lines, specify the breakdown of activities.

In this section, please describe any expected partnerships and their involvement. In particular, list any other institutions involved, even if they will not co-finance the project, describing the general subdivision of activities and highlighting the strengths and synergies deriving from the collaboration. Also specify the contribution that each partner will make to the project and how the research teams will be coordinated.

Section C – Research Project (max. 15 pages)

Please check the document “Linee guida per la compilazione del Progetto Definitivo”

Background, state of the art and objectives

Research plan: steps, milestones, methodology

Partnerships (if applicable)

Human resources, roles, percentage of working time

Expected results and development prospects

Explain the results expected from a scientific, technical, economic and/or social point of view.

Identify the main effects of the project in terms of opening potential new lines of research and/or possible job opportunities (e.g. creation of start-ups, researcher specialisation, etc.), as well as any strategies for monitoring and verifying the results obtained compared to those expected.

Indicate the staff that will be involved in the Project, specifying for each person the expected role, the scientific background and the percentage of time that will be devoted to the Project compared to the total activities carried out (full time on the project = 100%). Also, indicate any other professional figures that will be part of the work team, specifying their role. If a researcher is involved in more than one project, it is important to make sure that the his/her total research time does not exceed 100%.





There is also a section for **Additional relevant information**, where you can insert additional information that does not fall within the areas specified above but is still considered useful for the assessment of the project.

At the end of the section, please submit the **overall expenditure forecast** for the project or the **budget**. Please enter all amounts in **whole numbers**, rounding up to a hundred.

The budget indicated must refer solely to the grant amount requested from the Foundation, and in particular to the following items:

Consumables (at most 40% of the total)

Equipment and components (at most 20% of the total)

PCs and computer equipment, excluding software programs which may be included in "other expenses" (at most € 5,000)

Personnel expenses (remuneration of unemployed staff recruited especially for the project); in this section, the PI may include a sum of money relating to his own remuneration for the entire period of execution of the project c/o the Institute, up to a maximum amount of 150,000 Euro.

External services (at most 15% of the total unless authorised otherwise by the Scientific Committee in special and justifiable cases)

Travel expenses directly related to the research activity (this may include expenses for meetings, board and lodging, travel, conference registration fees, submission of abstracts and posters, etc., as long as they are consistent with the project)

Budget*	
Consumables	
Equipment	
Computer material	
Personnel	
External services	
Travel expenses	
Patents	
Conferences and seminars	
Other	
Overhead	
REQUEST	€ -
Other grants/funding (total, please detail below)	€ -
TOTAL	

Expenses for Italian and international patents

Expenses for conferences and seminars organised by the research team to promote the project's results

Other expenses (publication, reprints, magazine subscriptions, books and software required to carry out the research project)

Overheads (up to 10% of the total)

Additional notes:

The additional notes section **must** also contain details of any **co-financing** obtained for the project.

This section **may** also include other information deemed useful in relation to the budget.

In particular, in this section it is advisable to **break down** the **highest budget amounts**, so that the assessor can compare these items of expenditure against the project described.

The **budget** must be as **precise** as possible, and the cost items must be **strictly related** to the execution of the research project.





Moving Researchers for Pediatrics



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If a grant is awarded by the Foundation, during the course of the project these items may be re-formulated up to **at most 25%**, and the change must be communicated to the Foundation. For a more significant change, instead, a **letter** must be sent, detailing the reasons for the change. The Foundation will then assess the request and provide a prompt reply.

Costs deriving from the following **are not considered eligible**:

- Remuneration of employed personnel belonging to the research centres where the project takes place;
- Fees for registration in scientific companies;
- Expenses for the organisation of seminars and workshops, if entrusted to third parties;
- Expenses that exceed the indicated limits.



2 | Instructions for filling in the Curriculum, Track Record, Team form
Sezione B – On going, submitted and previous grants and funding of the PI

Section B – On-going, submitted and previous grants and funding of the P.I. (max. 2 pages)

On-going grants					
<i>Project title</i>	<i>Funding source</i>	<i>Amount (€)</i>	<i>Period</i>	<i>Role of the PI</i>	<i>Relation to current proposal</i>

Grant applications					
<i>Project title</i>	<i>Funding source</i>	<i>Amount (€)</i>	<i>Period</i>	<i>Role of the PI</i>	<i>Relation to current proposal</i>

Previous grants					
<i>Project title</i>	<i>Funding source</i>	<i>Amount (€)</i>	<i>Period</i>	<i>Role of the PI</i>	<i>Relation to current proposal</i>

This section should contain any grants for research projects in which the PI is currently involved, specifying from left to right:

- Project title
- Funding source
- Grant amount
- Period during which the project will take place
- Role of the PI in the project
- Relation to the project now proposed to the Foundation (if any, otherwise the section may be left blank)

This section should contain any pending grant applications submitted by the PI, specifying the elements mentioned above.

In this section it is possible to specify previous grants obtained by the PI for research projects, specifying the same elements as for the other two sections.

