Pediatric Research

GUIDELINES FOR PREPARING THE PROJECT

1 – GENERAL INFORMATION AND REQUIRED DOCUMENTS

To participate in the Pediatric Research Call for Proposals 2027-2029, the project must be submitted to Istituto di Ricerca Pediatrica Città della Speranza (hereinafter the "Institute") by **29 January 2027** at grantoffice@irpcds.org.
After carrying out the checks referred to in Article 4 of the Rules for Participation, the Institute shall forward the Project to the Foundation by 5 February 2027 through the Online Applications procedure, together with a letter from its Scientific Directorate confirming its willingness to host and carry out the project at the Institute on the basis of the planned use of equipment, premises and services, and confirming that the project falls within the pediatric field.

The project must be prepared by completing the two forms available on the Foundation's website (https://www.fondazionecariparo.it/iniziative/bando-ricerca-pediatrica-2027):

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

Furthermore, if the project involves partnerships or co-financing with institutions other than the PI's institution of affiliation, a letter of participation from those institutions should also be submitted to the Institute.

All documents must be submitted to the Institute in PDF format.

Projects will not be assessed if they are submitted through different procedures, received after the deadline, concern topics other than those listed in the Rules for Participation, or are not accompanied by the letter from the Institute's Scientific Directorate confirming that the project falls within the pediatric field and declaring its willingness to host and carry out the project.

Please note that the maximum grant that may be requested from the Foundation is **€400,000**.

The list of selected projects and the amount of the grants awarded will be published on the Foundation's website, on the page indicated above, **by July 2027**.

The Foundation reserves the right to change the timetable where necessary, giving adequate notice on its website. Applicants are therefore required to check the Foundation's website, particularly the page dedicated to the call, for any notices.

2 – INSTRUCTIONS FOR COMPLETING THE RESEARCH PROJECT FORM

The Project must be written in English, using Times New Roman, 12-point font and single line spacing.

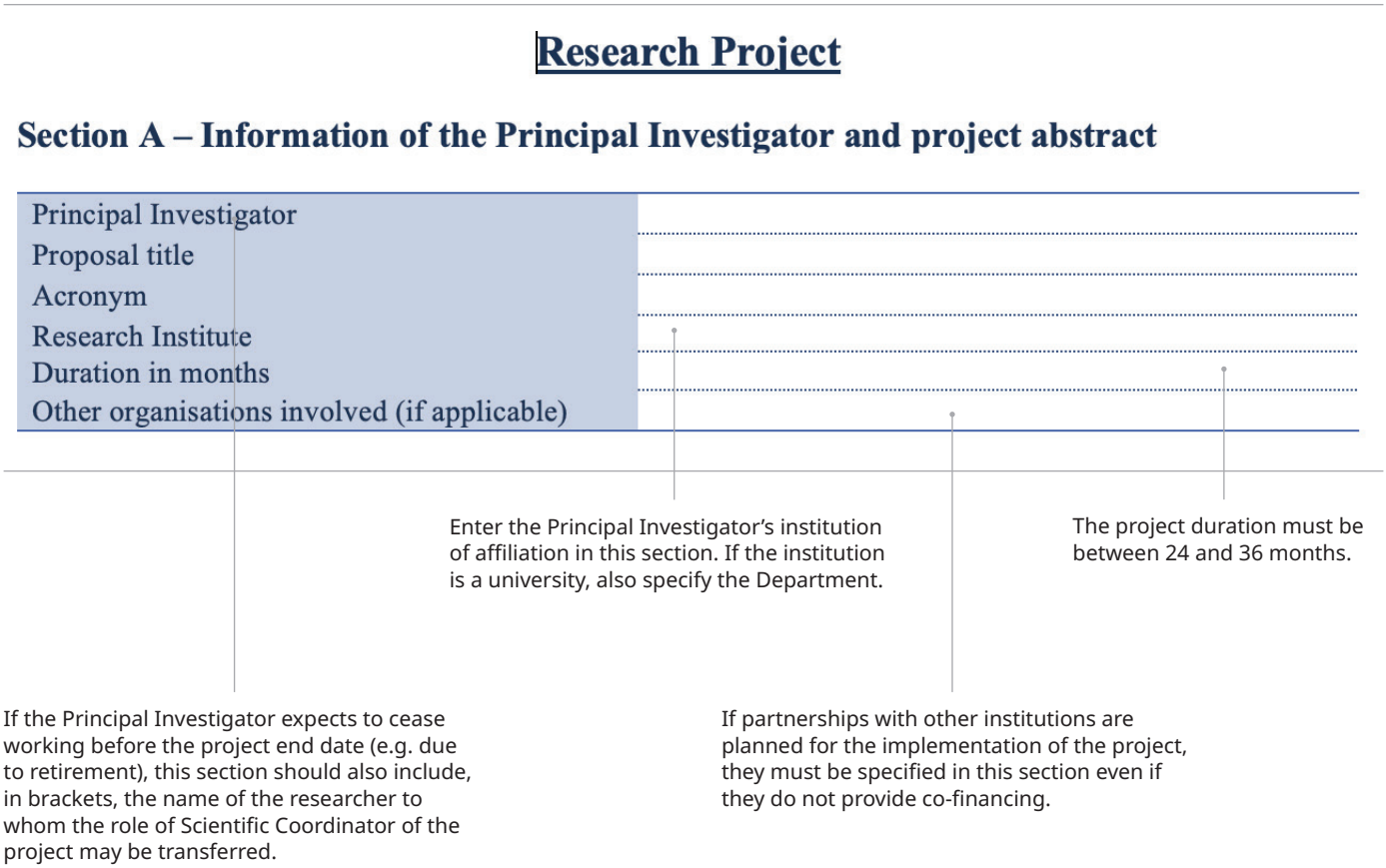
The document may have a maximum total length of 20 pages, comprising:

- a maximum of 2 pages for general introductory information and the project abstract;
- 2 pages for the Ethics Issues Table;
- a maximum of 15 pages for the project;
- 1 page for the project budget.

Charts and figures are included in the page count.

The information required in the Research Project form includes:

SECTION A – INFORMATION ON THE PRINCIPAL INVESTIGATOR AND THE PROJECT



Research Project

Section A – Information of the Principal Investigator and project abstract

Principal Investigator	
Proposal title	
Acronym	
Research Institute	
Duration in months	
Other organisations involved (if applicable)	

Enter the Principal Investigator's institution of affiliation in this section. If the institution is a university, also specify the Department.

The project duration must be between 24 and 36 months.

If the Principal Investigator expects to cease working before the project end date (e.g. due to retirement), this section should also include, in brackets, the name of the researcher to whom the role of Scientific Coordinator of the project may be transferred.

If partnerships with other institutions are planned for the implementation of the project, they must be specified in this section even if they do not provide co-financing.

Scientific abstract – Max 2.000 characters
This abstract must provide the expert reader with a clear understanding of the objectives of the research proposal and how they will be achieved. This text will be used as a short description of your research proposal in the evaluation process and to contact the referees. It must therefore be short and precise and should not contain confidential information, formulae or any other special character. It must be written in English. The limit of 2.000 characters includes spaces and line breaks

This section must contain a scientific abstract of the project, written in English, providing an expert reader with a clear summary of the objectives of the proposed research and the methods that will be used to achieve them. The Foundation may use this text to contact the reviewers who will assess the project; it must therefore not contain confidential information, formulas or special characters.
The 2,000-character limit includes spaces and line breaks.

The abstract must cover the following points:
1. Background and project objectives
2. Brief project description
3. Expected results and development prospects

SECTION B – ETHICS ISSUES TABLE

This section contains a list of questions requiring a Yes or No answer. The entire table must be completed; otherwise, the project may be excluded from the call.

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 ☐	No ☐
Does your research involve the use of human embryos?	Yes ☐	No ☐
Does your research involve the use of human foetal tissues/cells?	Yes ☐	No ☐

Answer each question by selecting Yes or No. Click the relevant box once.

If one or more questions in this section are answered Yes and the project is awarded a grant, all legal requirements applicable to the specific circumstances reported must be fulfilled before the grant is formally awarded, and the corresponding documentation must be sent to the Foundation at ricerca@fondazionecariparo.it.
The Foundation will not make the grant available until all such requirements have been fully met.

SECTION C – RESEARCH PROJECT

In this section, the Project for which funding is requested must be described fully and coherently under the following headings:

In this section, please describe:
a. 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;
b. 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.

Describe the planned steps, detailing the methods to be used for each step and including a timetable of activities. If the project involves more than one centre, specify how the activities will be distributed.

Describe any planned partnerships and how they will be organised. List the other institutions involved, even if they do not provide co-financing, describe the overall division of activities, and highlight the strengths and synergies arising from the collaboration. Also specify each partner's contribution 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"

Background, state of the art and objectives

Research plan: steps, milestones, methodology

Partnerships (if applicable)

Human resources, roles, percentage of working time

List the staff involved in the Project, specifying each person's role, scientific background and the percentage of research time devoted to the Project (full time on the project = 100% of research time). Also indicate any other professional profiles joining the team and specify their role.
If a researcher is involved in more than one project, the total commitment must not exceed 100% of that researcher's research time.

Expected results and development prospects

Additional relevant information

Describe the expected results from a scientific, technical, economic and/or social perspective.

The Additional relevant information section may be used to provide further information that does not fall within the categories above but is nevertheless considered useful for assessing the project.
At the end of the section, applicants must provide the project's overall expenditure forecast, or budget. All amounts must be entered as whole numbers, rounded to the nearest hundred.

The budget must be completed using the following categories:

Consumables (max. 40% of the grant requested)

Equipment or components (max. 20% of the grant requested)

PCs and IT equipment (max. €10,000)

External services (max. 15% of the grant requested, unless otherwise authorised in specific justified cases)

Personel

Patents/Italian and international patent costs end Travel

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	
Additional notes:	

Conferences and seminars (up to 5% of the grant requested)

Other expenses

Overheads (up to 10% of the grant requested)

The Additional notes section must specify any co-financing obtained for the project.
Other information considered relevant to the budget may also be included in this section.
In particular, the highest budget amounts should be itemised so that the evaluator can compare them with the activities described in the project.

The budget must be as accurate as possible, and all cost items must be strictly related to the implementation of the research project.

The following cost categories are eligible for funding:

- ***Consumables*** *(up to 40% of the grant requested);*
- ***Equipment or components*** *(up to 20% of the grant requested);*
- ***PCs and IT equipment*** *(up to €10,000). Software is excluded and may be included under "Other expenses";*
- ***Personnel****: remuneration of staff specifically recruited for the project. The role and expected remuneration must be specified in the Additional notes;*
- ***External services*** *(up to 15% of the grant requested, unless otherwise authorised by the Evaluation Committee in specific and duly justified cases): consultancy, specialist analyses or activities entrusted to third parties;*
- ***Travel****: travel expenses directly related to the research activities, including, by way of example, meetings, board and lodging, travel, conference registration fees, and the submission of abstracts and posters, provided they are consistent with the project and comply with the rules of the institution of affiliation governing business travel. This category does not include expenses incurred for speakers invited to scientific events organised by the research group; such expenses may be included under Conferences and seminars;*
- ***Patents****: costs relating to Italian and international patents;*
- ***Conferences and seminars*** *(up to 5% of the grant requested): events organised under the responsibility of the research group for the dissemination and discussion of the project results, including venue hire, technical and audiovisual services, streaming, information materials, and travel and accommodation expenses for invited scientific speakers. Individual organisational or logistical services may be purchased from third parties. Coffee breaks and working lunches strictly necessary to ensure continuity of the scientific programme are eligible, while hospitality and representation expenses are excluded;*
- ***Other expenses****: direct costs necessary for the project that cannot be assigned to the other budget categories, including, by way of example, software, licences and digital services, access to databases, datasets and specialist resources, publications, Open Access, books and scientific subscriptions, storage, preservation and sharing of research data and results, translation, proofreading, editing and layout of scientific outputs, and websites and digital materials for project communication and dissemination. General or indirect costs are not eligible under this category and may instead be included under Overheads;*
- ***Overheads*** *(up to 10% of the grant requested).*

Please note that the grant requested from the Foundation may not be used to cover expenses incurred by partner institutions at locations outside the provinces of Padua and Rovigo.
The following costs are not eligible:

- remuneration of employed staff belonging to the research centres where the project is carried out;
- remuneration of the PI where, at the time of application, the PI is employed under a fixed-term contract that is expected to expire before the project is completed;
- the assigned value of assets owned by the Institute or other institutions involved in the project, and, more generally, the assigned value of in-kind contributions;
- membership fees for scientific societies;
- expenses exceeding the stated limits.

3 – INSTRUCTIONS FOR COMPLETING THE CURRICULUM, TRACK RECORD, TEAM FORM

SECTION A – CURRICULUM VITAE OF THE PRINCIPAL INVESTIGATOR

Information of the Principal Investigator and the Research Team

Section A - Curriculum Vitae of the Principal Investigator (max. 3 pages)

Personal information	
Family name / First name	
Date of birth	
Email	
Tel.	
Percentage of time devoted to the project	

The PI must devote at least 20% of his or her total research time to the project, calculated in person-months over the entire project duration. This percentage refers to the PI's research time, not to total working time.

SECTION 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					
Project title	*Funding source*	*Amount (€)*	*Period*	*Role of the PI*	*Relation to current proposal*

This section must list grants for research projects in which the PI is involved, specifying from left to right:

- Project title
- Funding source
- Grant amount
- Project period
- Role of the PI in the project
- Relation to the project now proposed to the Foundation, if any; otherwise this field may be left blank.

Grant applications					
Project title	*Funding source*	*Amount (€)*	*Period*	*Role of the PI*	*Relation to current proposal*

This section must list grant applications submitted by the PI that have not yet received a decision, specifying the information above.

Previous grants					
Project title	*Funding source*	*Amount (€)*	*Period*	*Role of the PI*	*Relation to current proposal*

This section may list grants previously obtained by the PI for research projects, using the same information as in the other two sections.