

## 1 General

### 1.1 Aim /Policy

The CABMM Start-up Grant is a peer-reviewed funding program designed to support collaborative research projects between CABMM members and thus, to strengthen the CABMM network and to promote new collaborations between CABMM members.

It supports novel projects within the musculoskeletal and the cardiovascular research field, e.g. experiments providing proof of principle in preliminary or higher risk projects that would not yet be supported by other more competitive funding agencies. This first support should offer the opportunity to subsequently apply for other funding of more substantial scope (SNF, Innosuisse, etc.).

### 1.2 General requirements

- Only CABMM members or their team members can apply for a CABMM Start-up Grant. If the CABMM member is not applying by him/herself, the CABMM member still has to be named in the proposal and has to be aware of and support the submitted project.
- At least one applicant must be affiliated with the University of Zurich.
- Submission of more than one proposal per applicant is not permitted, and only one active proposal per main applicant allowed.
- Only collaborative projects between CABMM members are funded.
- Preference is given to proposals submitted by young academics.
- Only research projects in the musculoskeletal and cardiovascular field can be supported.
- Experimental animal studies *in vivo* are excluded. Animal material may be used, if a transfer of the results to human disease states is possible.
- The main applicant needs to be affiliated with a Swiss institution. Collaborations with partners in other countries are still permitted.
- As the intent of the CABMM start-up Grant is to provide “seed money” for testing new ideas, no projects involving industrial partners will be funded.

Furthermore, it is requested that

- The main applicant is available for discussions with the Scientific Advisory Board (SAB) in the course of the SAB Meetings.
- The main applicant is available for a presentation of the supported research project at the CABMM Symposium.

## 1.3 Duration and eligible costs

Applications for financial support up to CHF 40'000.- and duration of one year may be made for single research projects.

Preferred support will be given to requests for

- Material (e.g. test kits, synthesis of molecular probes).
- Smaller laboratory equipment (up to CHF 5'000.- per instrument).

Salaries cannot be funded.

No costs for any kind of overhead including infrastructure use can be funded.

In general, no follow-up grants are approved. In special cases providing a good justification, one continuation may be granted resulting in a maximum period and amount of support of 2 years and CHF 80'000.- per project, respectively.

## 1.4 Reporting

A short final report has to be submitted two months after the granting period using the form "Final Report CABMM Start-up Grant" that can be downloaded at <http://www.cabmm.uzh.ch/StartUpGrant.html>

This report should comprise a short summary from the main applicant including problems that may have arisen (max. ½ page) and a short description of new, significant results as well as an outlook describing practical next steps (max. 2 pages).

As long as a final report is not submitted and approved, the project is considered as active.

## 2 Application procedure

Submission deadlines are **March 1<sup>st</sup>** and **September 1<sup>st</sup>** of each year.

Proposals have to be written in English.

The CABMM Start-up Grant application form can be downloaded at <http://www.cabmm.uzh.ch/StartUpGrant.html>

The completely filled in application form comprising all requested documents has to be submitted to [silke.mark@cabmm.uzh.ch](mailto:silke.mark@cabmm.uzh.ch) or [marina.klawitter@cabmm.uzh.ch](mailto:marina.klawitter@cabmm.uzh.ch).

Only complete applications will be considered. Receipt of each application will be acknowledged by e-mail within 2-3 weeks after the submission deadline. Written notification of the decision will be sent out latest 4-5 months after the submission deadline.

## 2.1 Instructions for CABMM grant applications

### 2.1.1 Format

If not stated differently, the following format is requested:

Font type: Arial narrow

Font size: 10

Spacing: 1.5

### 2.1.2 Page limitation

The CABMM grant application is subdivided in the subsections described below. A page limitation is indicated for each section. The whole project proposal should not exceed 15 pages. This page limitation does not include the Appendix. In general, applicants are encouraged to describe their projects in a focused and precise manner.

### 2.1.3 CABMM grant application form

The grant application form is subdivided into the following sections:

#### Basic information

- Title:  
*The title should identify the topic of the planned research project clearly and concisely.*
- Name of the applicant(s):  
*The name of the person writing and being responsible for the project should be inserted. Eligible people are either CABMM members themselves or members of their research groups.*
- Name of the corresponding CABMM member(s):  
*In case of a team member applying, the name of the corresponding CABMM member needs to be added.*
- Other funding:  
*This information should indicate whether the proposal has already been submitted to other funding agencies. If the project is already partly funded by other sources, please attach a copy of the approval letter.*

#### 1. Name and Address of the applicant(s)

*In case of more than two applicants, additional tables for co-applicants can be added.*

#### 2. Description of the project

##### 2.1. Summary

Page limitation: 1 page

*The proposal summary should characterize the project and contain a concise description of the problem area in which the project is situated. The summary should be divided into the following subsections: background, aim, hypothesis, methods, significance.*

## 2.2. Research plan

### 2.2.1. State of research

Page limitation: 1 page

*In this section, background information of the planned project and current state of research in the area should be described.*

### 2.2.2. Own work in the field

Page limitation: 1 page

*In this section, own work of each applicant in the field should be described focusing on the main applicant. The section should include a maximum of 5 important references of own work, if existing.*

### 2.2.3. Detailed research plan

Page limitation: 4 pages

*The research plan should comprise a detailed and focused description of the following categories:*

- *Hypothesis*
- *Objectives*
- *Methods used*
- *Deliverables and expected outcome*
- *Available infrastructure and resources (enabling performance of the project and including a description of the time commitment of each applicant to the project)*
- *Collaborations (national, international, collaborations with other CABMM members)*

*The research plan should be written in a very focused manner, and care should be taken that it is designed for only one year. Research deliverables and the resulting advances for research should be clearly identified.*

### 2.2.4. Significance of the planned research project

Page limitation: 1 page

*The relevance of the project as well as future perspectives should be described subdivided into*

- *General scientific relevance*
- *Expected clinical application and field of use*
- *Expected intellectual property, if applicable*

### 2.2.5. References

Page limitation: 2 pages

*In this part, a line spacing of 1 may be used.*

### 2.2.6. Required authorization or notification

*If studies are planned using human patient material or GMO, please attach a copy of the necessary permits or applications.*

## 2.3. Finance

Page limitation: 2 pages

*The financial part should comprise a detailed description of the requested funding as well as a description of the general financing of the project including other funding available.*

## 2.3.1. Requested funding

*In the table, the total of the following cost units should be added:*

- *Scientific equipment and components*
- *Consumables and Maintenance*
- *Other costs*

*Additionally, the requested costs for all cost units have to be described in detail (e.g. in form of a tabular listing of all single items).*

## 2.3.2. Description of the overall project costs

## 3. Appendix

*In the appendix, the following documents have to be included:*

- *Personal CV of all applicants*  
*Each CV is limited to 2 pages and should include name and address of the applicant, higher education, work experience, grants and awards, memberships, original publications, and other activities/various if needed and must be written in English. The publication list has to be limited to the 10 most relevant publications.*
- *Commitment of all co-applicants in case of multiple groups working together*

*Additionally, it is possible to add further information, preliminary data and supplementary material such as tables, pictures, etc. Applicants are encouraged to use this option.*

# 3 Review of grant proposals

CABMM Start-up Grants will be reviewed twice a year (in May and November).

The **reviewing procedures** is divided in the following steps:

Pre-review 1: Completeness of the proposal; compliance with the general and structural requirements (deadlines, page limitations, eligibility, etc.)

Pre-review 2: Scientific pre-screening by the CABMM Steering Committee

*The CABMM Steering Board is entitled to pre-select submitted grants before sending them to the Scientific Advisory Board. In case that a Board Member is involved in an application, she/he is excluded from any discussion.*

Review: Expert evaluation by the Scientific Advisory Board

*The Scientific Advisory Board ranks the grants and makes recommendations with respect to funding the CABMM Steering Committee*

Final Approval: Final decision by the CABMM Steering Committee.

*The final decision of project funding is under responsibility of the CABMM Steering Committee.*

The fundamental principles for **expert evaluation** by the CABMM Scientific Advisory Board of each proposal are as follows:

Minimum eligibility criteria:

- Receipt of the proposal on or before the deadline
- Completeness of the proposal content (all requested administrative forms)

Evaluation criteria include:

- Relevance to the objectives of the CABMM and the Mäxi Foundation (e.g., collaborations, creation of additional value for the network, translational character of the proposal, potential use of results for the treatment of human diseases, “from bench to bedside” development, no involvement of animal experimentation)
- Originality of the problem addressed
- Scientific and technical excellence of the proposal and the team
- Ability to conduct the project successfully (assessed in terms of resources, competencies and organization)
- Justification of the budget
- Quality of the proposal for the use and dissemination of new knowledge
- Quality of the team in organization
- Quality of the network

The fundamental criteria for evaluating the results of the grants are:

- Quality of the results in view of the scientific state-of-the-art
- Dissemination and exploitation of results as publications/patents
- Quality of the research groups/consortium

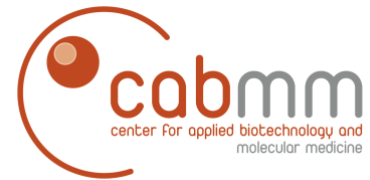
The ranking of the grants by the SAB will be as follows:

- A. Approved  
*No further action of the applicant required.*
- B. Minor revisions  
*Minor revisions of the proposal by the grant applicant are necessary. The applicant can directly re-submit the revised grant proposal, and the grant may be accepted by the Steering Committee without further direct involvement of the SAB. Information of the SAB by sending a copy of the revised proposal is sufficient.*
- C. Major revisions  
*No funding of the project, but future re-submission possible.*
- D. Unacceptable  
*No funding of the project, no future re-submission possible.*

The comments of the SAB regarding the project proposals will be sent out to the applicants after each submission round together with the final decision in order to help improving future applications.

Finally, it should be highlighted again that one of the main aims of the CABMM is to promote scientific exchange and collaborations as well as the development of joint projects, and thus, in

## GUIDELINES FOR CABMM START-UP GRANTS



the spirit of the CABMM, projects involving several CABMM collaborators will receive higher funding priorities!

If you have any questions, please contact:

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