ERA4Health

Call for Joint Transnational Research Proposals

**Increasing health equity through promoting healthy diets and physical activity (HealthEquity)**

Guideline for applicants

Proposal application form

SUBMISSION DEADLINE

March 14, 2023 (15:00, CET)

Link to electronic proposal submission

<https://ptoutline.eu/app/healthequity>

For further information, please visit <https://era4health.eu/>

or contact the **Joint Call Secretariat (JCS)**:

DLR Project Management Agency

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Email: era4health@dlr.de

# Checklist for the Coordinator

***In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all sections below. Please consult the call text for further details.***

*Eligible partner: project partner (research group, enterprise or operational stakeholder) requesting funding from one of the participating funding organisations (see call text, table 1)*

*Collaborator: self-funded partner not requesting funds from one of the participating funding organisations, e.g. partners from non-funding countries or not fundable according to national/regional regulations of the participating funding organisations*

**General condition:**

The project proposal addresses the aims of the call

**Composition of the consortium:**

At least 3 eligible partners from at least 3 different countries from which funding agencies are participating in the call.

Maximum number of 5 eligible partners.   
Exception: The maximum number of eligible partners can be increased to up to 6 or 7, if the consortium includes 1 or 2 eligible partners, respectively, from the following participating, potentially underrepresented countries: Latvia; Lithuania; Slovakia; Türkiye.

Each eligible partner is represented by a single principle investigator.

Maximum amount of 2 eligible partners from the same country. Please note that for some countries, only 1 eligible partner from this country is allowed (see annex I of the call text).

Maximum amount of 2 collaborators; letter of intent included in the proposal PDF for each collaborator.

The coordinator and the majority of partners in the consortium are eligible partners (not collaborators).

**Eligibility of project partners:**

Each project partner involved in the proposal has checked its eligibility to receive funding from its funding organisation (see annex I of the call text).

Each project partner involved has read carefully and followed the instructions and rules given by the national/regional funding organisation in annex I of the call text, e.g. to submit additional documents to the respective funding organisation if required (e.g. necessary for F.R.S.-FNRS, FWO, IFD, HRB, It-MoH, MUR, FCT, CSCJA, or TUBITAK.)

All partners have to sign the proposal application form and declare they did not receive other public funding to perform the described tasks.

**Full Proposal application form**

**PLEASE NOTE:**

All fields and sections in the application form must be completed using "Arial font, size 11" characters. Paper format: A4 with all margins minimum 1.27 cm.

Please remove instructions in the final application.

One joint full proposal document shall be prepared (in English) by the partners of a joint transnational project. All information requested in this document must be compiled into one single pdf-document and uploaded to the [electronic submission system](https://ptoutline.eu/app/healthequity).

**Please note that incomplete proposals, proposals using a different format or exceeding length limitations of any section will be rejected without further review.**

Proposals that do not meet the national eligibility criteria may be declined without further review.

In case of inconsistency between the information entered in the electronic submission system and the information included in the PDF of this application form, the **information in the electronic submission system shall prevail.**

**A. General Information**

**Project title**

|  |
| --- |
|  |

**Acronym (max. 15 characters)**

|  |
| --- |
|  |

**Project duration (months, max. 36)**

|  |
| --- |
|  |

**Total project costs (€)\***

|  |
| --- |
|  |

**Total requested budget (€)\***

|  |
| --- |
|  |

\* *this budget must be identical to the one given in the electronic submission system*

**Keywords**

*Identify 5 - 7 keywords that represent the scientific content.*

**Abstract** *(max. 2000 characters*)

*Please give a comprehensive and readable summary of the primary aims and methods of the project (why the research is being suggested, what you aim to achieve, how this may impact on the rest of the research community and society). Please note that if your proposal is selected for funding this abstract could be used for communication purposes by ERA4Health or national funding agencies. Please use short, clear sentences broken up into paragraphs for readability, and avoid complex grammatical structures. You should use layman’s terms, wherever possible.*

**B. The consortium**

1. **Consortium Coordinator**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Name of Institution** *(in English)* |  |
| **Department** *(in English)* |  |
| **Position** |  |
| **Postal Address** |  |
| **Country** |  |
| **Type of Entity** | University, Hospital, Research Institute, SME, Large Industry, associations and other types of stakeholder entities |
| **Funding organisation** | Precise the name of the national/ regional funding organization the funding is requested from |

1. **Project Partners applying for funding**

(*max. 5 in total, incl. coordinator, up to 7 if potentially underrepresented countries are included*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **City, Country** | **Name and Surname of the Principal Investigator** | **Institution, Department, full affiliations** | **Type of entity:**  **e.g.** **University, Hospital, Research Institute, SME, Large Industry, associations, other** | **Funding organisation**  national/ regional funding organisation the funding is requested from |
| 1 | Partner n°1 is the coordinator of the consortium | | | | |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| *6* | *Only possible if there is a partner from Latvia; Lithuania; Slovakia; Türkiye in the consortium* |  |  |  |  |
| *7* | *Same condition as for partner no.6* |  |  |  |  |

*In this table, please list the eligible project partners, only, the collaborators’ details are given in the next chapter.*

1. **Project Collaborators - not applying for funding.** (*max 2 collaborators in total).*

*Please remember that each collaborator has to precisely describe the resources that he/she will dedicate to the project (personnel, material, in kind/in cash , …) and the origin of these resources* ***in a letter of intent****. The letter of intent has to be signed by the director of the institution (NOT by the researcher him/herself). The letter has to be included in the compiled PDF of the proposal.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **City, Country** | **Name and Surname of the Principal Investigator** | **Institution, Department, full affiliations and email** | **Type of entity: e.g.** **University, Hospital, Research Institute, SME, Large Industry, associations, other** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**C. Detailed Project Description**

1. **Background, current state-of-the-art in the research field and preliminary results obtained by the consortium members** *(max. 2 pages)*
2. **Description of the objectives** *(max. 1 page)*

|  |  |  |
| --- | --- | --- |
| **Objective No.** | **Description** | **Partner(s) responsible for the objective** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

*Please adapt as necessary.*

1. **Relevance to the aims of the call** *(max. 1 page)*

Describe how the research question(s) of your proposal address(es) the aims and topic(s) of the call (see call text for details).

1. **Workplan** *(max. 10 pages)*

* Description of the work program including
  + the objectives, the rationale and the methodology, highlighting the novelty, originality and feasibility of the project;
  + a clear definition and justification of the target group(s);
  + a clear and innovative strategy to reach the target group(s);
  + planned involvement of stakeholders in the project;
  + description of the existing cohorts used in the study, if applicable;
  + details on how age, gender and/or ethnic differences or other relevant aspects will be taken into account, if applicable.
* Please ensure that there is a clear rationale for each work package and for how this contributes towards delivering the overall aims of the proposal

Please use the following table for detailing the distribution of work in person months (PM) in the work packages (WP) including the ones of collaborators.

This table should include all persons working in the project (PI, researchers, technicians, PhD, post-docs)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Research Partner** (principal investigator) | **WP1 (PM)** | **WP2 (PM)** | **WP3 (PM)** | **WP4 (PM)** | **WP5 (PM)** | **WPxx (PM)** | **SUM** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |
|  | SUM |  |  |  |  |  |  |  |

*Please adapt as necessary. In addition, in case intervention studies are included in the project it is mandatory to complete the respective* [*form below*](#Description)*.*

1. **Work plan and timeline as diagram** (max. 1 page)

A page of diagrams, figures, etc. to support the work plan description, timeline and interconnections of work packages, contribution of the partners to each work package and their interactions (Gantt chart, PERT - program evaluation and review technique- or similar)

1. **Expected added value of collaboration on scientific and transnational level – sharing of**

**resources, data, know-how etc.** (max. 1 page)

1. **Responsible Research and Innovation (RRI) and other cross cutting issues**
   1. **General RRI aspects** *(max 0.5 page)*

**Responsible research and innovation (RRI)** is an approach that anticipates and assesses potential implications and societal expectations with regard to research and innovation, with the aim to foster the design of inclusive and sustainable research and innovation to ensure a true societal impact.

RRI implies that societal actors (researchers, health care systems, citizens, policy makers, industry, third sector organisations, etc.) work together during the whole research and innovation process in order to better align both the process and its outcomes with the values, needs and expectations of society.

As the involvement of societal groups is essential in RRI it is often connected to co-creation, co-design and co-production – methodologies in which R&I projects are structured to include stakeholders from the outset (e.g. users or interest groups) – and is related to the general Open Science agenda. RRI can also involve interdisciplinarity, with the inclusion of expertise from the social sciences and humanities (SSH). Being inclusive also implies taking diversity seriously.

**Implementation of RRI in ERA4Health:**

Taking an RRI approach implies to take actions that may include to

**a)** Anticipate the future known and unknown risks associated with a science or technology;

**b)** Include a broad range of stakeholders in the development of science and technologies;

**c)** Reflect on the underlying assumptions and values driving a scientific research project; and

**d)** Respond to these processes by incorporating their outcomes into the design of research projects and funding programmes.

RRI is closely related to other cross-cutting issues, and actions can be taken that address both RRI and other important values, such as public/user engagement, open science or ethical assessments

**Guidelines for RRI**:

<https://rri-tools.eu/> - provides numerous resources for practical RRI.

<https://thinkingtool.eu/> - The Societal Readiness Thinking Tool guides you through the steps of including RRI in a project.

Explain how the project will demonstrate a commitment to investigating and addressing the social, ethical, political, environmental or cultural dimensions of the proposed research.

* 1. **Stakeholder Involvement** *(max 1 page)*
     + Describe the role and contribution of operational stakeholders (e.g. citizens and/or citizen representatives, local communities, schools, municipalities, local/national NGOs, consumer organisations)
     + Describe the level of involvement for each stage of the research
     + Explain reasoning behind involving/not involving certain stakeholders

1. **Open Science, data management and data sharing** (max. 1 page)

Develop a data management strategy. Take into account the FAIR data management principles. Include a description of how the data gathered through the project will be available to the wider research community and the sustainability of the research results within the wider research community.

1. **Ethical Aspects** (max. 1 page)

* Describe how your project will fulfil applicable requirements in institutional, national and European Union legislation (including the ethical standards and guidelines of Horizon Europe).
* Ethical aspects of research on humans, including informed consent, ethical approval, data protection (in accordance with national/regional regulations)
* If interventional studies are performed, please complete the respective form below.

1. **Exploitation and dissemination of expected results** (max. 1 page)
   * + Impact of expected results for public health and/or other socio-economic health applications
     + Measures of the consortium to exploit, disseminate and communicate the expected project results
     + Describe pathways of transfer into practice, e.g. translation of the results into policy recommendations or actions.
     + Arrangements between participating partners regarding IPR, if applicable.
2. **Cohorts and data used in the projects**

* The consortium has the authorisation to use the cohorts mentioned in the description of the proposal

Yes  No  Not applicable

If no, please explain

* The consortium has the authorisation to use the data mentioned in the description of the proposal

Yes  No  Not applicable

If no, please explain

1. **References** (max. 1 page)

Smaller font size is allowed for this section (Arial, size 9)

**D. Budget**

Each partner who requests funding as well as each collaborator has to fill in the following budgetary table. Please justify each of the budget items with a short description in the right column. You can use the examples and instructions that are given in purple.

In addition, **specification of co-funding from other sources necessary for the project** as well as secured funding of additional collaborators of the consortium should be explained here, if applicable*.*

All categories of the costs may not be eligible for all countries (it will be handled according to national regulations (see call text Annex). Please ensure you adhere to any specific national rules.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Partner 1/ Coordinator** | | |
| **Position** | **Requested Amount (€)** | **Own contribution – in cash / in kind (€) (if applicable)** | **Mandatory: Details and justification** |
| Personnel |  |  | *Person Months, position of employment, and role/tasks* |
| Consumables |  |  | *e.g., questionnaires, material* |
| Equipment |  |  | *e.g., laboratory devices, IT infrastructure* |
| Travel |  |  | *Please provide information on expected travel expenses, e.g. travel budget for participation to the early career network of ERA4Health* |
| Other direct costs |  |  | *e.g., subcontracting, licensing fees* |
| **Total direct costs** |  |  |  |
| Indirect costs (Overhead)2 |  |  | *Brief information on the calculation of overheads* |
| **Total requested budget (€)3** |  |  |  |
| **Total costs (€)4** |  | |  |

2*: Overhead costs: funded according to national regulations*

*3  This is the funding you will request from your national funding organisation*

*4 This is the funding requested, plus the in cash/in kind funding*

**Please add a table for each project partner (eligible partners and collaborators).**

**E. Annexes**

**1. CV for each principal investigator** (once converted into PDF document: max. 1 page DIN-A4, Arial 11, single-spaced, margins of 1.27 cm per principal investigator and per collaborator). Each partner should be represented by a **single** Principal Investigator (co-PIs are not accepted). Additional CVs will be deleted before evaluation.

Please follow this format:

|  |  |
| --- | --- |
| **Personal information** | *First name, last name, academic title*  *Institution and department (complete name)* |
| **Expertise** | Max: 200 words |
| **Role within the consortium** | Please indicate the WP you will be working in. |
| **Publications** | *Please list your five most relevant publications of the last ten years* |
| **Additional information** | *Honors, awards, memberships or references; up to 5 relevant third-party funded projects conducted in the area in the past 5 years* |

***Please add a table for each project partner.***

***In case the consortium does not contain interventional studies, please move on to “***[***F. Date and signature of all partners and collaborators***](#F)***”.***

***Each partner (eligible partner and collaborator) has to sign. Electronic or scanned signature is possible***.

**Description of Interventional Studies**

To be completed for studies that will test or evaluate an intervention, max. 3 pages.

|  |  |  |
| --- | --- | --- |
| **Study type** | Indicate the type of study (feasibility, pilot study) | (Arial font, size 10" for the table) |
|  | Indicate the study design  (e.g. randomised or non-randomised, cluster, factorial) |  |
| **Recruitment & monitoring** | Detail target recruitment (include controls) |  |
|  | Detail number of centres involved |  |
|  | Indicate duration of intervention period |  |
|  | Indicate duration of follow up |  |
|  | List Primary and secondary outcome measures |  |
|  | Detail measurement method for outcome measures |  |
|  | Are you using Core Outcome Sets? |  |
| **Data Collection & Management** | Is interim analysis planned? If so when and how frequent |  |
| **Research Governance** | What appropriate governance arrangements are planned, given the complexity and level of risk of the study? |  |
|  | List Study Sponsor, where relevant |  |
|  | Indicate if insurance or indemnity is required |  |
|  | Provide details on independent governance committee for study |  |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Checklist for intervention studies**

Please note: this list is only meant to double-check if you have included all relevant information on your study in the work plan (chapter C.4.) and the form for the intervention study.

**Please delete this checklist before finalising your proposal. Any information provided in this section will be deleted before evaluation.**

*The need for the study*

*What is the problem to be addressed?*

*What is/are the principal research question(s) to be addressed?*

*Is there a robust evidence-based rationale/coherent hypothesis for the study*

*What outcome are you aiming for and how might this bring about change?*

*Describe any risks to the safety of participants involved in the intervention*

***The Proposed Study***

*Describe the planned intervention. Fully describe the intervention in PICO terms (Population/Patient group, Intervention, Comparison group/Control, Outcomes)*

*Has any pilot or feasibility work been conducted to be confident that the intervention can be implemented as intended?*

*What are the proposed practical arrangements for allocating participants to study groups?*

*What are the proposed methods for protecting against sources of bias? e.g. Blinding or masking.*

*What are the planned inclusion/exclusion criteria?*

*What is the proposed sample size and what is the justification for the assumptions underlying the power calculations? Include for both control and intervention groups, a brief description of the power calculations detailing the outcome measures on which these have been based, and give event rates, means and medians etc. as appropriate.*

*What is the planned recruitment rate (overall and per site if relevant)? What evidence is there that the planned recruitment rate is achievable over a given timeframe*

*What are the planned Stopping criteria?*

*Are you planning to include health economics and/or quality of life measures? If yes, provide full details regarding the type of analysis to be undertaken, the rationale of the design proposed, the personnel who will conduct analysis, power calculations and inclusion/exclusion criteria.*

*Have you considered compliance issues, acceptability testing, user involvement, any local or other contextual issues?*

***Data Collection and Management***

*Describe arrangements for day-to-day management and monitoring of the trial e.g. randomisation, data handling, and coordination.*

*Will the design chosen really enable you to draw conclusions about effectiveness?*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**F. Date and signature of all partners and collaborators**

***General Data Protection Regulation***

By submitting and signing this application, the applicants consent to the use, processing and retention of their personal data[[1]](#footnote-2), in accordance with article 6.1 (e) and (c) of the General Data Protection Regulation (GDPR) (2016/679) and for the purposes of:

* processing and evaluating the application where processing shall be lawful only if and to the extent that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
* administering any subsequent funding award;
* managing the Funding Organisations relationship with them;
* analysing and evaluating the call;
* providing aggregate data to national and European surveys and analyses on the funded projects;
* and complying with audits that may be initiated by the Funding Organisations and the European Commission (or its agencies).

The members of the Call Steering Committee (CSC), i.e. representatives of the funding organisations that fund this JTC, may share applicant’s data with third parties (some of which may be based outside the European Economic Area) in relation to the above activities including evaluators, auditors and the European Commission (or its agencies).

The members of the CSC may link the data that funding recipients provide in the application with national, bibliographic or external research funding data which are available through public subscription-based databases (e.g. Scopus, Web of Science, etc.) or other national / open datasets.

In addition, the applicants declare their willingness to participate in the research consortium and that they did not receive other public funds to accomplish any tasks described in the project proposal.

---------------------------------------------------------------------

Full name of partner 1, place, date, signature

I declare my willingness to participate in the research consortium

I declare not to receive other public funds to perform the described tasks in this application

---------------------------------------------------------------------

Full name of partner 2, place, date, signature

I declare my willingness to participate in the research consortium

I declare not to receive other public funds to perform the described tasks in this application

---------------------------------------------------------------------

Full name of partner 3, place, date, signature

I declare my willingness to participate in the research consortium

I declare not to receive other public funds to perform the described tasks in this application

---------------------------------------------------------------------

Full name of partner 4, place, date, signature

I declare my willingness to participate in the research consortium

I declare not to receive other public funds to perform the described tasks in this application

---------------------------------------------------------------------

Full name of collaborator 1, place, date, signature

I declare my willingness to participate in the research consortium as collaborator

***Please adapt according to the composition of your consortium. Each partner (eligible partner and collaborator) has to sign.*** ***Electronic or scanned signature is possible***.

1. Last name, first name of the researchers, date of birth, professional contact information, degree(s), position (current and previous), fields of activity, place of work, organisation, address(es), curriculum vitae, ORCID number, name and reference of projects, project proposals (scientific document, administrative and financial appendix). [↑](#footnote-ref-2)