

EFSD and Japan Diabetes Society (JDS) Reciprocal Travel Research Fellowship Programme

RESEARCH PLAN GUIDELINES

General considerations

- A clear relationship to diabetes (and to any specific focus of a particular call for applications) must be obvious.
- Ensure that the sections in the proposal are balanced in length: a long introduction leaving too little space for preliminary data and a detailed work plan will decrease the chances of success.
- The review panel will consider the information provided as an example of the principal investigator's approach to a research objective and as an indication of ability in this area of research.
- Provide clear justification for each budget item. This will allow the reviewers to determine whether the budget is appropriate for the proposed work. It might be helpful to explain local funding policies underlying certain requests.
- Be completely open about support from other sources, including support from pharmaceutical industry. If the project is already supported from other sources, please explain this in detail and justify the additional/complementary resources requested.
- **Note the new page limit of 3 pages total for parts a-f of the Research Plan, including preliminary data** (Figures and Tables), but excluding collaborative arrangements, references and abstracts of other grants. No additional material (such as manuscript reprints, appendices etc.) will be accepted. Any application exceeding this page limit will be returned without review. The text must be written **in type no smaller than 11-point Source Sans Pro with single line spacing**.

a. Introduction

- 1) Objective
 - 2) Background and current status of research in the proposed field of study that has led to this proposal.
- Be careful and honest in describing the background literature (work from others).
 - It is important that the reader gets a feel for novelty. Which gap in knowledge is being filled by the proposal?
 - Hypothesis: A carefully crafted introduction/background will make the formulation of the hypothesis obvious. This should be formulated as precisely and distinctly as possible. Is it novel? Is it important? If the study is hypothesis-free or descriptive, this must be justified.

b. Specific aims for the period of requested support

- Must succinctly describe the approach to test the hypothesis.

- Too many aims may give the impression of fragmentation.

c. Preliminary data

- This is an important part of the application that will provide evidence to reviewers of the rationale and feasibility of the proposed experiments.
- Refer briefly to any of your own previously published work that is directly relevant to the proposed experiments.
- Describe relevant new experiments and provide unpublished preliminary data in the form of figures or tables.

d. Detailed plan of investigation with clearly set out project plan, methods, time plans with milestones and deliverables

- Please state if a power analysis has been performed and provide details of same. If this is not the case, please explain why a power analysis is not applicable to the project.
- Does the work plan correspond to the aims in a direct fashion?
- Potential pitfalls: It is useful to openly discuss challenges or vulnerabilities to a certain approach and to elaborate on potential alternatives to give the feeling that the best way forward has been chosen.
- If the study is a clinical trial, all aspects of design must be carefully considered. It is helpful to ensure that appropriate expertise is represented in the proposal.

e. Novelty and importance of this work – relevance to the specific aims of this EFSD Research Programme if applicable

f. Facilities available

g. Collaborative arrangements

A signed letter of confirmation from each collaborator is required. In addition to information which the collaborator feels is relevant to the application, this letter should contain the following sentence:

“I herewith confirm that I have read and agreed with the scientific protocol of this application. The application is feasible and includes novel aspects that will advance scientific knowledge in this field and that the protocol of this project is in accordance with the requirements outlined in the Announcement for this Programme”.

h. References (no page limit)

i. Abstract pages from all other sources of support (pending or current)

Letter/s of Support (to be upload to the application)

1. For all applications, please attach a letter of support from your current supervisor/mentor.
2. If you are intending to move to another institution to carry out this project, a second letter of support must be attached from your future supervisor/mentor at that host institution.

IMPORTANT! Letters must be dated, printed and signed on institutional letterhead.