



**European Society for Paediatric Endocrinology  
Research Unit**

Sponsor:



**2012 Collaborative Project Grant Support**

**PRELIMINARY REQUEST FOR COLLABORATIVE PROJECT GRANT SUPPORT AND  
COLLABORATIVE PROJECT GRANT APPLICATION**

**General Information**

1. Participation in research studies and other related activities of the Research Unit will be open to any ordinary member of the European Society of Paediatric Endocrinology actively involved in paediatric endocrinology. Non-ESPE members may participate as co-investigators. Grant applications must have a designated principal investigator and at least two additional applicants from other European and Mediterranean countries. Additional applicants from countries outside an ESPE member country can be included if the participation of patients under the care of such an investigator is essential to the research proposal.
2. The information given on the preliminary request form will enable the Scientific Board of the ESPE Research Unit to assess the eligibility of the applicants and to determine whether the proposed research merits a full application.
3. If the Research Unit's criteria for eligibility and research area are met, a full application will be requested from the principal investigator. The completed form of the Collaborative Project Grant Application will be subject to peer-review.
4. Preliminary application forms are available on the website at [www.eurospe.org/research/index.html](http://www.eurospe.org/research/index.html) and must be **submitted electronically by e-mail** to:

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ESPE RU Co-ordinator  
Explorations Fonctionnelles Endocriniennes  
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phone: +33 1 44 73 66 49 (administrative assistant)  
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E-mail: [irene.netchine@trs.aphp.fr](mailto:irene.netchine@trs.aphp.fr) (Re: ESPE Research Unit)

**THE FOLLOWING CONDITIONS APPLY TO ESPE-RESEARCH UNIT COLLABORATIVE PROJECT GRANTS:**

1. The Scientific Board of the Research Unit will request applications for an ESPE-Research Unit Project Grant after a selection is made from the preliminary applications.
2. ESPE Research Unit awards can only be made to ordinary members and are intended to support collaborative research among members of different European and Mediterranean states. It is acceptable that non-ESPE members may participate as co-investigators. We consider that the bulk of the research should be performed at the investigators laboratory / hospital sites.
3. Normally two Collaborative Project Grant and one additional small grant can be funded annually.
4. Research Unit Project Grants are awarded for a period of one year except for the main Collaborative Project grant when 2 years of funding will be awarded. The second year will be awarded after the Research Unit Scientific Board reviews the first year report.
5. All grants are subject to external peer review.
6. The main grant covers materials and consumables, small items of equipment, collaborative visits and overheads that should be less than 10% of the total value; the grant does not extend to pay salaries. One grant is awarded up to a maximum of Euro 40'000 per year and one or three small grants are awarded up to a maximum of either Euro 5'000 or 20'000 each for one year only.
7. It is expected that the project be activated within three months of the award of the grant. Should there be difficulties in this, early discussion with the Research Unit Coordinator should be arranged to designate a new "start date". This is necessary to allow accurate financial planning.
8. At the end of each year of funding, grant holders are required to submit an Interim Report electronically by e-mail.
9. Within three months of the end of the Collaborative Project Grant, grant holders are required to submit by e-mail an electronic copy of their Final Report. Further, the "ESPE Research Unit Lecture" has to be delivered by the principal investigator of the Collaborative Project at the Annual Meeting of ESPE.
10. Please note that the ESPE Research Unit must be acknowledged in any publications arising from the research. Two copies of any papers published in connection with this research and any manuscripts in press should be submitted with the Final Report.
11. The same team of collaborators may hold only one Research Unit Project Grant at any one time.

## COLLABORATIVE PROJECT GRANT APPLICATION

### How to Apply

It is essential that application forms are fully completed including the necessary signatures and must be **submitted electronically by e-mail**. Applications should consist of:

1. A fully completed application form.
2. A research programme, which should be detailed but concise and kept to a maximum of 7 sides of A4 paper and a min of 12 font size with 2.5cm margins and single line space (not more than two additional pages should be used for references) to include:
  - Background of the project and work that has led up to the project.
  - Aims of the project.
  - Experimental design and methods to be used in the proposed investigation, making clear the scientific contribution to be made by each of the collaborating investigators
  - Expected value of results.
  - List of references (please include citations in full).
3. The curriculum vitae of the investigators involved in the project should be attached to the grant application. These should be condensed to 1 x A4 sheet of paper per CV to include personal details, present post and recent relevant publications. A covering letter of support from the Head of Department if thought relevant.
4. If any additional collaborators not named as co-investigators are named in the application, a letter(s) indicating their willingness to participate in the research project must be included.
5. Electronic copies of the fully completed application form and all supporting documentation should be received by the Co-ordinator of the Research Unit by the appropriate cut-off date. These must be sent in one consignment by e-mail using the e-mail address below.
6. Please note that unless regulations are fully complied with, grant applications will not be considered by the Research Unit - incomplete application forms will be rejected.
7. Applications will be rated in order of merit and those with the highest ranking will be funded if monies are available.
8. The receipt of the grant application will be acknowledged but unless further information is required by the Research Unit Scientific Board no further correspondence will be entered, until the result of the application is advised. No alterations in the terms of the award, including substitution of the nominated investigators, may be made without prior approval from the Scientific Board of the ESPE Research Unit.



**For further information, please contact:**

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