



Osteology Foundation

Advanced and Young Researcher Grant Application Guidelines

Contents

1	General Information	2
2	Before applying – good to know	2
3	Abstract application	4
4	Review Process	5
5	Main application	6
6	After acceptance	8

1 General Information

The Osteology Foundation aims to support scientific research and education projects in the field of oral tissue regeneration. To actively promote **translational and clinical** research, the Osteology Foundation awards grants to selected researchers twice a year.

The Osteology Foundation offers two types of translational and clinical Researcher Grants: **Advanced Researcher Grants** and **Young Researcher Grants**.

The Young Researcher Grants programme supports researchers within 3 years of their terminal degree (Master or PhD) in realizing their own research project and fuelling their research career. The Advanced Researcher Grants programme supports researchers who do not fall in the above category.

In both grant programmes, *clinically relevant questions* in the field of oral and maxillofacial tissue regeneration shall be addressed, and the results published open-access in international peer-reviewed journals. The research projects can also include basic or pre-clinical research studies with a clear link to clinical application.

2 Before applying – good to know

To improve the efficacy of handling applications and to facilitate objective project comparison, please note that **incomplete applications as well as those that deviate from the given guidelines** (e.g. exceed the permitted length and/or deviate from formatting guidelines) **will be rejected**.

2.1 Application process

The application process consists of two stages:

Stage 1: Abstract application

Applicants submit an abstract of their proposed project. The Science Committee of the Osteology Foundation reviews the Abstract applications and selects the projects which progress to the second stage. The successful applicants will be then invited to submit a Main application.

Stage 2: Main application

Applicants are invited to submit their full application. The members of the Science Committee will thoroughly review these detailed study proposals, discuss the evaluation results, decide about the final grant recipients, and confirm the amount of funds to be awarded.

All invited applicants (Osteology Advanced Researcher Grants and Osteology Young Researcher Grants) must file the documents to the Osteology Foundation within the started grant application cycle. **If abstract applications have been submitted by 15 June (first deadline), the corresponding main applications must be submitted by 15 October. If abstracts have been submitted by 1 December (second deadline), the corresponding main applications must be submitted by 15 April (of the following year).** A delayed main application submission is not

possible. The respective applicants will be informed about the **decision** of the Science Committee after their committee meeting and at the latest on **15 February** or **15 July** of the following year.

2.2 Funding Details

- It is understood that the Osteology Foundation may not provide the total amount of funding required to perform the planned study.
- A grant application submitted to the Osteology Foundation must not be submitted in parallel to another funding organisation or research grant provider (e.g. company) with identical scope and/or content. If so, the Osteology Science Committee may exclude the application from the granting process.
- Product-based research (developmental work) will be rejected at pre-proposal stage.

2.3 Guidelines for Preclinical Research

The approval of the relevant applicable animal care committee needs to be submitted to the Osteology Foundation and is a prerequisite for funding.

When performing animal research, the compliance with the principle of the **3Rs** (<https://www.nc3rs.org.uk/the-3rs>) to use:

1. Methods that avoid or replace the use of animals (**R**eplacement)
2. Methods which minimise the number of animals used per experiment (**R**eduction)
3. Methods which minimise animal suffering and improve welfare (**R**efinement)

is conditional to obtain any funding from the Osteology Foundation.

The Osteology Foundation also expects the applicants to respect the **ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines**, especially in preparation of the grant proposal to include all necessary and essential information. To ensure high-quality reporting of animal research, the Science Committee reserves the right to reject grant applications that are not in compliance with the ARRIVE guidelines (<https://www.nc3rs.org.uk/arrive-guidelines>). Please also consider the **PREPARE guidelines** and checklist (<https://norecopa.no/prepare/prepare-checklist>).

2.4 Guidelines for Clinical Research

For all clinical studies, the Osteology Foundation requests the submission of full approval of the institutional human subjects review board of the respective official (national) body.

Any clinical trial also needs to be registered through an international clinical trials registry prior to the trial start. The registry that is recommended by the Osteology Foundation is: <http://www.clinicaltrials.gov/>

The trial registry number (ClinicalTrials.gov Identifier or similar) as well as the approval of the institutional human subjects review board needs to be submitted to the Osteology Foundation before the start of the trial and is a prerequisite for the transfer of funding.

All clinical studies submitted to the Osteology Foundation must be in compliance with the current version of the **Declaration of Helsinki** (<https://www.wma.net/wp-content/uploads/2016/11/DoH-Oct2013-JAMA.pdf>) and the ICH Good Clinical Practice (GCP) Guideline or ISO EN 14155 standard (as far as applicable), as well as all national legal and regulatory requirements.

Moreover, the Osteology Foundation requests to follow the CONSORT statement and related checklists for setting up a study protocol for a randomized controlled clinical trial (<http://www.consort-statement.org>).

To strengthen the reporting of observational studies the Osteology Foundation requests to follow the Strobe Statement and related checklists (<http://www.strobe-statement.org>).

2.5 Supporting tools for your application

Checklists are made available online by the Osteology Foundation to facilitate the development of a project proposal.

A Research Wizard is also available on The BOX to guide and facilitate the submission of research projects: <https://box.osteology.org/User/MyResearch> > Research Wizard. The information collected through the Wizard can be later exported into a formal Young Researcher Grant or Advanced Researcher Grant application.

2.6 Submitting person

Please note that it is not accepted to apply in the name of a third person. Principal Investigators should use their own account to submit and electronically sign their Abstract and Main applications.

3 Abstract application

All Abstract application documents must be submitted electronically via the online application system (The BOX, <https://osteology.org/User/MyResearch>).

To ensure a comparable format for all applications, the space for entering the project information is limited. All information must be provided in English.

To avoid formatting errors when copying text from e.g. MS Word into the Osteology online application tool, please paste plain text only. Afterwards you can use the basic rich text formatting of the online application tool.

Further details on each step of the application can be found on the online application tool. Below, a summary of the Abstract application requirements is provided.

3.1 Summary of Abstract application requirements for submission

- A clear overview of the study background, research question, aims of the project, proposed methodology, clinical relevance and available expertise and facilities
- Respect the page limits and formatting guidelines:
 - (only for YRG) Motivation letter – max. 1 page
 - (only for YRG) Recommendation letter – max. 1 page
 - Font: Times New Roman, font size 12, line spacing 1.2
 - Page margins: 2.5 cm (left, right, top), 2 cm (bottom)
- Upload PDF files only

4 Review Process

The Osteology Foundation ensures strict confidentiality of all applications and applying research teams, as well as of the results of the review process. The application information will be shared only among the reviewers and the necessary Foundation members, and only for the purpose of evaluating the said application.

The Abstract applications as well as Main applications will be reviewed based on defined awarding criteria:

- Clinical relevance
- Originality of hypothesis
- Methodology
- Facilities and qualifications

Additional awarding criteria for Young Researcher Grants are the motivation letter and recommendation letter.

The Main applications are also thoroughly evaluated in terms of financial feasibility and credibility. Proposals that ignore the budget guidelines highlighted below, especially regarding material sponsorship agreements (support letters), may be desk rejected.

The Abstract applications and the Main applications will be reviewed by a Scientific Review Board consisting of members of the Science Committee and members of the Osteology Expert Council. The names of the members of the Osteology Science Committee and Expert Council, who are part of the Scientific Review Board, are published on the Osteology Foundation website.

As a matter of policy, the Osteology Foundation does only give comments on positive or negative decisions after the Main evaluation cycle, upon request of the applicant.

5 Main application

Applicants that are selected to progress to the second stage are invited to submit a Main application.

All Main application documents must be submitted electronically via the online application system (The BOX). For this, the applicant must use the same account created when submitting the corresponding Abstract application. Hand-written signatures are not necessary.

Further details on each step of the application can be found on the online application tool. Below, a summary of the Main application requirements is provided.

5.1 Summary of Main application requirements for submission

- Provide detailed information on study design (e.g. study hypothesis, control and test groups, primary outcome), applicants, and funding. Please see below for further details.
- Provide the following documents:
 - Detailed study proposal – max. 12 pages
 - Overhead policy – max. 2 pages
 - CVs (template provided) – max. 2 pages
 - Proof of submission to/approval by ethics committee when available
 - Budget overview (template provided)
 - Corporate support letter(s)/sponsorship agreement(s), if materials are needed and not budgeted for
 - Graphical abstract – max. 1 page
- Respect the page limits and formatting guidelines and ensure that all information is included before submitting your application.
 - Font: Times New Roman, font size 12, line spacing 1.2
 - Page margins: 2.5 cm (left, right, top), 2 cm (bottom)
- Use the available templates on The BOX
- Upload PDF files only

5.2 Budget Plan – further tips

The reviewers of the Osteology Foundation and the Science Committee must be able to understand the budget. Hence, a detailed justification needs to be provided for each budget category, both within your detailed study protocol and in the Budget Overview sheet.

- On the **Budget Overview sheet**, provide details of the factors used to determine the costs of each budgeted item and budgeted salaries for personnel
- Include all items that are necessary to conduct the project

- Make sure to list which items are to be funded by the Osteology Foundation, and which are to be funded by other sources

Within your **detailed study protocol**, provide a narrative justification of the listed budget items, as well as a detailed description why a budget item is important for the project and how the budgeted amounts will be used (e.g. what are the duties of the technical staff or what kind of supplies or material is needed for histomorphometry, animal care costs, patient related costs within clinical studies, ...). This will allow reviewers to estimate the realistic costs of the research project.

- Note that all amounts are in Swiss Francs (CHF)
- Please consider the following restrictions when developing your Budget Plan:
 - **Personnel:** Salaries stated in the grant application are limited to the support of research staff. The principal investigator together with the co-investigators can ask for a **maximum of 25% of the total requested funding amount**. This excludes e.g. technical staff or staff to perform statistical analysis. The amount of effort spent on the specific Osteology Foundation grant must be clearly described as it relates to the research project. All personnel included in the project must be listed in the budget plan with base salary and their role within the project.
 - **Equipment:** New equipment or extensions to existing equipment which are necessary for the conduct of the project can be budgeted. Basic laboratory equipment (e.g. microscope, cell culture incubator) is assumed to be available at the lab and is therefore excluded from funding
 - **Supplies:** This area includes all materials needed to conduct the proposed research. **Every single item must be budgeted.** For example, the quantity, type and cost of biomaterials or dental implants must be included into the budget plan. Itemize supplies in separate categories (e.g. cell culture material, antibodies, general laboratory supplies, histology material, augmentation materials, implants, radioisotopes ...). Categories in amounts less than CHF 500 do not need to be listed. If **other sources of support** cover these items, e.g. through material sponsorship agreements, it is also obligatory to list these costs and the respective financial support for it. In such cases, please **provide support letters (e.g. from the respective company)**. If a letter of support is not available, all materials MUST be budgeted. Example:
 - items (e.g. 20x Bio-Gide) and costs must be listed if the materials will be purchased
 - items (e.g. 20x Bio-Gide) and costs (original and reduced) must be listed if the materials will be sponsored.
 - **Travel expenses:** Only expenses directly related to the project are covered (e.g. investigator meeting, travelling to external research sites)
 - **Clinical studies:** Consider recruitment costs, patient care costs, medication, fees for ethic committee or notified bodies, etc.
 - **Preclinical studies:** Consider preclinical models, care costs, etc.
 - **Institutional overhead costs:** Overhead contributions are only made up to a **maximum of 10%** of the total project costs. As a prerequisite for funding of overhead costs, the investigator must submit an excerpt of the official overhead regulations (maximum of 2 pages, not a full copy) with the main application.
 - **Publication costs:** Publication costs for open-access publication (mandatory, **max. 5%**)

- **Other expenses:** Any project-related costs which do not fall into any of the above categories.

6 After acceptance

6.1 Osteology Foundations grant database

When submitting a main application to the Osteology Foundation, the principal investigator and all co-applicants agree that the following information will be published with a delay of 6 months after a positive funding decision within the grant database of the Foundation's website (<https://www.osteology.org/grants/project-database/>):

Year of funding, Funding programme, Investigators, Project title, Academic affiliation, Country, Region, Amount of funding, Project status and Link to publications, Graphical abstract, Layman summary

6.2 Funding Policy

Upon the acceptance of the Main application, a funding request form must be filled online on The BOX, in order to unlock the funding. As a **first instalment, 50%** of the total funding can be requested. To receive the **second instalment (45%)** of the total funding amount, a progress report must be submitted to the Osteology Foundation. The **final instalment (5%)** will be released upon reception of a proof of submission of a manuscript to an **open-access, peer-reviewed journal** OR the reception of a final report by the Osteology Foundation (only in case of repeated rejection or work deemed unsuitable for publication). With that, the project is successfully completed.

6.3 Exclusion from further research funding by the Osteology Foundation

Principal investigators who received funding from the Osteology Foundation will be excluded from funding for the next three application cycles, i.e. for the following two years after their funding notification.

6.4 Open-access publication

Manuscripts originating from the funded project must be published in peer-reviewed scientific journals with **open access**. **Fees** for open access publication must be included in the budget plan but **must not exceed 5% of the total funding amount**.

6.5 Acknowledgements

Financial support provided by the Osteology Foundation should be acknowledged in the publication(s) resulting from this support in the following way:

“The project was supported by a grant (Osteology project number) from the Osteology Foundation, Switzerland.”

6.6 Monitoring of funded projects

All funded projects will be monitored for progress at least once a year. The applicant must fill a **annual progress report** (monitoring form) online on The BOX. The progress report shall give an update on the milestones reached and the timeline for the remaining term of the project according to the accepted Main application.

6.7 Project extensions

Projects can be extended twice at no costs for the Osteology Foundation for a maximum of 1 year at a time. To request a no-cost extension, please contact the Osteology Office (grants@osteology.org).

6.8 Termination of projects

Projects that exceed the maximum project duration including the duration of the no-cost extensions will be terminated by the Osteology Foundation. The remaining funds will no longer be available. Moreover, the Osteology Foundation reserves the right to terminate projects that do not regularly, at least on an annual basis, report on the status/progress of the funded study. The annual progress report is a prerequisite to release remaining funds. If such progress reports are not submitted in due time to the Osteology Foundation, funds will be frozen, and the corresponding financial account will eventually be liquidated. The Osteology Foundation reserves the right to decide on an individual project basis.