

Guidelines for Application

Priority Programme Primary Prevention of Cancer, 2nd Call for Applications

Introduction

Almost four fifths of the burden of disease in modern industrialised countries fall into the category of non-communicable chronic diseases. These disorders are determined by a multitude of unspecific environmental, socioeconomic, socio-cultural and lifestyle factors. Whether a person develops a certain cardiovascular disease, metabolic disorder or cancer is known to depend on his or her specific susceptibility and social status. However, the causal pathways of susceptibility to specific diseases are not well understood. It can be assumed that they are determined by the cumulative effects of complex interactions between genetic, behavioural and environmental constellations. Complex collective lifestyles patterns causing overweight and type 2 diabetes have been shown to be associated with elevated cancer risk. They may potentiate the carcinogenic potential of tobacco and alcohol consumption and exposure to environmental hazards such as chemical pollution and radiation.

A sustained cutback on population-wide cancer incidence requires complex strategies in primary prevention and health promotion, matching the complexity of the carcinogenic pathways embedded in modern societies. German Cancer Aid has therefore set up a priority programme 'Primary Prevention of Cancer'. A first call in 2007 focussed on population-wide strategies and measures to reduce tobacco and alcohol consumption. The forthcoming second call will now address intervention strategies and evaluative research to lower population cancer risk by preventing or reducing overweight and promoting physical activity. Regarding the increased skin cancer risk through high-level sun exposure, German Cancer Aid considers the comprehensive insights of ongoing research activity as very advanced. Contrary to earlier announcements, this research area is therefore not included in this programme.

Overall, the programme 'Primary Prevention of Cancer' is expected to contribute to lower cancer risk through improving healthier lifestyles in the entire population and particularly in vulnerable groups.

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General Procedure

The procedure for application and evaluation consists of three steps. Prospective applicants must submit a letter of intent to German Cancer Aid by **15 Oct 2010**, 13:00. Project outlines in English must be submitted not later than **15 Nov 2010**, 13:00. If the preliminary evaluation is favourable, full applications must be submitted by **29 Apr 2011**, 13:00 to German Cancer Aid.

The project outlines and applications submitted will be evaluated by an international committee of experts. For this reason, all project outlines and applications must be in English. The requirements for project outlines and applications are described in detail within the following chapters.

Please submit all required documents in writing by post to the office of German Cancer Aid:

Deutsche Krebshilfe e. V.
Abteilung Förderung
Buschstraße 32
53113 Bonn

Letter of intents, outlines and applications may not be sent by e-mail or fax.

If you have any questions, please contact:

Eva Maroscheck, 0228 / 72990-228, e-mail: maroscheck@krebshilfe.de

Laura Planko, 0228 / 72990-224, e-mail: planko@krebshilfe.de

Guideline for Letter of Intent

You are requested to notify German Cancer Aid of your intent to submit an application. This notification has to be provided by letter no later than **15 Oct 2010**, 13:00 (e-mail and faxes are NOT accepted). German Cancer Aid office acknowledges receipt of every Letter of Intent by letter within two weeks.

The Letter of Intent must include

the full name, address, phone, fax and e-mail contact information of the principal applicant and the project title in English and German.

Please note that this Letter of Intent is a **prerequisite for submission of an application**, i. e. project outlines will only be accepted from applicants who submitted a Letter of Intent earlier.

Guideline for Project Outline

Please arrange the project outline as follows, using the given reference numbers:

1. General information in accordance with chapter 1 of the Guideline for Applications (see page 5)
2. Evaluable presentation of the project (maximum 3 pages). This should provide information about the following points:
 - a) background
 - b) objectives and hypotheses
 - c) work schedule (design of intervention and evaluation, methods)
 - d) milestones, expected results
3. List with the applicants' 10 most important publications
4. List of all cooperation partners (within and outside universities)
5. 'Letter of Intent' (agreement to cooperate) from the cooperation partners
6. Signatures of all applicants

Please submit **8 copies** of the project outline (one unbound version with original signatures and seven bound copies) as well as a **CD-ROM** with a pdf-Version of the complete project outline not later than **15 Nov 2010**, 13:00 to the office of German Cancer Aid (e-mails and faxes are NOT accepted). Bound copies are intended to be sent to the experts of the evaluation team. Please note that bound copies are NOT checked for completeness by Cancer Aid Office.

Guideline for Application

Application documents must contain the information and attachments as outlined below. Please use **all** reference numbers and corresponding titles as indicated in this guideline. If a chapter or point is not applicable, please designate it with 'not applicable', adding a brief explanation if necessary.

Please note that incomplete applications cannot be submitted to evaluation.

Applications will be evaluated by an international evaluation team of experts. **Please submit your application in English.** However, we ask you to submit the 'Project Title', the 'Summary' and the 'Summary of requested funding' **also** in German.

Please submit **8 copies** of the application (one unbound version with original signatures and seven bound copies) not later than **29 Apr 2011**, 13:00 to the office of German Cancer Aid (e-mails and faxes are NOT accepted). Bound copies are intended to be sent to the experts of the evaluation team. Please note that bound copies are NOT checked for completeness by Cancer Aid Office.

Please also include a CD-ROM with the following files:

the complete application as a pdf-file, including signatures and attachments (maximum 8 MB)
information on chapters 1 and 3 ('General Information' and 'Summary') as a Word- or RTF-document

1. General Information

1.1 Applicant(s)

We wish to point out that applications are not accepted from members of profit-making organisations or from persons not permitted to publish results in a generally accessible form.

All applicants are expected to provide the following information:

First name, surname, academic degree, date of birth

Full name of the institution/organisation

Postal address

Telephone and fax numbers, e-mail address

Reference numbers of all previous applications to German Cancer Aid for project funding

If your application is submitted by several applicants or by an interdisciplinary consortium, please indicate the person assigned for corresponding with German Cancer Aid as the coordinator on behalf of all applicants or the consortium.

Please inform us at once if you change your address.

Within two weeks of receipt of the application by the Cancer Aid Office, the applicant/ coordinator will receive a written confirmation of receipt, together with a reference number. If you fail to receive confirmation of receipt, please send an e-mail to the Funding Department of German Cancer Aid (foerderung@krebshilfe.de), giving the full project title and your telephone number.

1.2 Project title (in English)

(maximum 160 characters)

1.3 Project title (in German)

(maximum 160 characters)

1.4 Scheduled total duration of the project

1.5 Application period

(the period for which funding is requested)

2. Table of contents with page numbers

Please indicate each chapter with the reference numbers.

3. Summary

3.1 Summary of the project (in English)

Please give a short description of the whole project, including the aims and objectives. The summary must not be longer than one DIN A4 page. It will be included in the submissions for the expert committee.

3.2 Summary of the project (in German)

(see 3.1)

4. Information on the proposed project

4.1 State of the art

The current state of the art should be presented briefly and precisely, together with the direct relevance to the specific project, as a justification for the project which is to be funded. Please also refer to the most relevant publications of other scientists. However, the text should be comprehensible without reading the cited articles.

4.2 Own preliminary work

Preliminary work of the applicants should be specified completely, including a description of expertise and capacities in managing interventional and collaborative studies.

You might also like to refer to the most important publications of the applicant(s) which are specifically related to the subject or methods of the proposed project. However, a complete list of the current publications of the applicant(s) should be added as an attachment to your proposal (see chapter 10.2 of these guidelines).

4.3 Objectives and hypotheses

Please present a brief description of the objectives and hypotheses of the planned project, possibly as a list (maximum 1 page).

4.4 Work schedule

Please provide a detailed description of the planned project to be conducted during the application period. The quality of the work schedule is of critical importance in deciding whether the project deserves funding.

The study design, target group(s), all collaborations and methods used in the project must be clearly described. If they are not standard they should be outlined, preferably by referring to relevant publications: Which methods are already available, which are to be developed, and to what extent is help from outside the applicant's own research group needed?

Please show indicators to be used to measure change, or how you intend to construct new indicators if needed within a first three-year funding period. It is of great importance that the results of your study are suitable for later follow-up at a larger scale.

For more required details on the work schedule, please also refer to the document 'Additional information on the application (work schedule and methods)'.

4.5 Time schedule and milestones

Please present a time-table of the work schedule including decisive milestones (maximum 1 page).

5. Requested Funding

5.1 Personnel

The following information is needed:

Designation of the requested position (e.g. 'Scientific Assistant', 'Technician', 'Doctoral Student', 'Physician')

The requested duration of employment (e.g. 'for 3 years')

The salary grade according to the Wage Agreements for Public Employees (TVöD, TV-L, TV-Ä; please do **not** give payments in Euros for staff members, Cancer Aid Office will calculate the necessary personnel funds)

An exact description of the duties of each position requested (a reference to the work schedule is not sufficient)

If the persons requested are already known to you, please indicate their names

5.2 Funds for equipment/non-recurring investments

In particular, this includes scientific instrumentation.

The following information is required:

The name of the equipment or instrument

Purchasing price in € including VAT, deducting discounts, together with a current tender or cost estimate from a possible supplier (copies of company catalogues or an Internet page are not accepted)

A detailed explanation of why you need the requested instruments to perform the project, with reference to currently available equipment

Please bear in mind that German Cancer Aid does not in principle fund instruments which are part of the basic equipment of an institute or hospital.

5.3 Funds for consumables

Please describe the consumables (e.g. questionnaires), with the annual costs in € of each item requested.

5.4 Travel expenses

Funds can be requested for travel which is absolutely essential for the successful completion of the project (e.g. travel to cooperation partners). If you are applying for travel expenses, please state the amount on each position and justify the necessity.

5.5 Other costs

These include, for example, commissions to third parties.

5.6 Summary of requested funding (in English)

Application period: x years

Personnel:

1 Scientific Assistant, TV-L 13, for x years (for Dr. ...)
 1 Technician, TV-L 8, for x years (N.N.)

Equipment (non-recurring):

1	Instrument	€	
1	Instrument	€	
		€	TOTAL

Consumables:

- For	p. a.	€	
- For	p. a.	€	
	p. a.	€	TOTAL

Travel expenses:

- For travels to cooperation partners	p. a.	€	
	p. a.	€	TOTAL

Other costs:

- For	p. a.	€	
- For	p. a.	€	
	p. a.	€	TOTAL

5.7 Summary of requested funding (in German)

Beantragte Förderungsdauer: x Jahre

Personalmittel

1 Wiss. Mitarbeiter/in, TV-L 13, für x Jahre (für Dr. ...)
 1 Techn. Assist., TV-L 8, für x Jahre (N.N.)

Investitionsmittel (einmalig)

1	Gerät	€	
1	Gerät	€	
		€	TOTAL

Mittel für Verbrauchsmaterialien

- Für	p. a.	€	
- Für	p. a.	€	
	p. a.	€	TOTAL

Reisemittel

- Für Reisen zu Kooperationspartnern	p. a.	€	
	p. a.	€	TOTAL

Mittel für Sonstiges

- Für	p. a.	€	
- Für	p. a.	€	
	p. a.	€	TOTAL

6. Prerequisites for carrying out the project

6.1 Your team

Please indicate name, academic degree and professional position of all participants (scientists, assistants, employees) who may work on the planned project. Please give a short and well-defined description of the duties of each project participant.

6.2 Cooperations

Please only name those scientists, physicians or other cooperation partners with whom you have or have agreed on specific collaboration in the project for which funding is requested. Please attach a written statement of intent for each cooperation partner.

6.3 Cooperation with companies

Please state whether you are cooperating with an industrial partner as part of the planned project and, if so, to what extent. Include the confirmation of the industrial partner.

6.4 Equipment available

Please provide information about the scientific instrumentation and equipment on site which is available to you for the project.

6.5 Your institution's contribution to basic equipment

Please indicate the contribution of the participating institution(s) to the basic equipment (e.g. provision of personnel, of funds for consumables or of equipment for the planned project).

6.6 Your contribution as applicant

Please indicate the contribution of the applicant(s) to the project as percentage of your working hours.

7. Further particulars

7.1 Statement of the ethics committee (if necessary)

A statement on the planned research project from the ethics committee of your institution is necessary, if investigations are to be performed in individual persons (e.g. qualitative interviews, if individual personal data are involved), or if human material (e.g. blood or tissue sample) is used. The statement of the ethics committee must make it clear that there are no reservations about conducting the project applied for funding by German Cancer Aid. Include the statement of the ethics committee as an attachment or, if applicable, write that the ethics committee statement will be submitted subsequently. A favourable statement from the ethics committee must be available not later than the start of funding or payment of the funds.

If several sites are involved in the research project for which funding is requested, corresponding statements from the responsible ethics committees may have to be presented.

7.2 Third party funding

A list of all third party funding which the applicants receive at the time of the application (i.e. **current** third party funding) - containing each project title, the source of funding, the duration, start and end date of funding. Please also list all planned projects for which you have applied for funding, each with the project title and the funding organisation to which you have applied.

7.3 No legal claim to funding

A submission of application to German Cancer Aid does not constitute a legal claim to funding. Furthermore, the applicant has no right to claim the return of the application.

8. Declaration

German Cancer Aid must be informed if you have submitted the application or parts hereof to another funding organisation before.

In all cases, the following declaration must be made:

'A request for funding this or a similar project has not been submitted to any other addressee. The same or a similar request for funding will not be submitted to other institutions during the review process. German Cancer Aid reserves the right to inquire at other funding organisations about the submission of this or a similar application and to request further information hereof.'

9. Signature(s)

Place, date and signatures of all applicants.

10. Attachments

The following attachments are to be included with the application. Please remember to include the attachments with each copy of the application as well as with the pdf-version.

10.1 Curriculum vitae

Curricula vitae of all applicants, emphasising their scientific careers (table format).

10.2 Current list of publications

Please give a list of all articles published by the applicants within the last five years. Publications which have not yet appeared should be designated as 'in print in..', 'accepted by..' or 'submitted to...'. Manuscripts may be included as an attachment. Please do not include any publications which are still in preparation.

10.3 Approval of the application by the head of the institution

Please attach a signed approval from the director or head of the institution/organisation at which the project in the application is to be performed. This should make it clear that the director or head of the unit has been informed of the application and agrees that the project can be conducted with participation of the applicant. This approval must not be submitted if the director or head of the unit is himself the applicant. If the project is to be performed at several institutions/organisations, equivalent approvals may have to be submitted by the heads of all units involved.

10.4 Statement(s) of the ethics committee(s) (if necessary)

These can be submitted later, see chapter 7.1.

10.5 Further attachments

e.g. reprints and manuscripts

11. Obligations

We wish to point out that the acceptance of funding obligates the recipient(s) to comply with the rules of good scientific practice. The rules of good scientific practice are described in detail in the German Research Foundation's Guidelines for the Use of Funding (DFG forms 2.01 or 2.02, www.dfg.de/formulare).

In the event of scientific misbehaviour, sanctions may be taken. In particular, scientific misbehaviour is present when false information is supplied in a scientific context, either deliberately or as the result of gross negligence, the intellectual property of others is violated or their research work is impaired. The circumstances of the individual case are decisive.