

## Priority Program 'Operative Surgical Research'

Applicants' Guidelines for a [Full Proposal](#)

### A. Introduction

The goal of this program is to use the great research potential of the surgical disciplines to promote the development of more effective cancer therapies. The call is directed to scientists from the surgical disciplines. In addition to basic science or translationally oriented projects, applications with surgical 'first-in-man' approaches are welcome. Possible topics include navigation, robotics, new surgical techniques, functional preservation, and molecular methods for surgical treatment planning.

Purely observational studies of existing technological solutions are not eligible for funding.

The maximal budget for all funded projects is in total 4 million Euros.

### B. General Comments/Procedure

We wish to point out that applications are not accepted from members of profit-oriented organizations, from persons living and working outside of Germany or from persons not permitted to publish results in a generally accessible form.

Full **printed** applications **must be received** at our offices no later than **November 30, 2022**.

Please submit **one printed copy** of the application. The copy must contain everything that was added to the original. If your cover letter contains relevant information for the reviewers, please make sure it is written in English and included in the bound copy.

All required printed documents must be sent by **post/courier** to the offices of the German Cancer Aid:

Stiftung Deutsche Krebshilfe  
Abteilung Förderung  
Buschstraße 32  
53113 Bonn

**Please note: only the date and time of receipt at the office of the German Cancer Aid (receipt stamp) is valid (not the postmark).**

It is also required to send **one PDF version** of the complete full application, including cover letter if applicable, **by email** ([foerderung@krebshilfe.de](mailto:foerderung@krebshilfe.de)). **The electronic documents must match the paper version of the application.** Please also attach a **WORD document** containing the following information, **both in English and in German**:

- Project title (1.1)
- Project summary (1.4.1)
- Summary for the public (1.4.2, only in German)
- Financial summary (5.6).

**The total size of the files must not exceed 15 MB. ZIP files cannot be accepted.**

Within two weeks after receipt of the full applications by **the office of the German Cancer Aid**, the coordinator will receive a written confirmation of receipt, together with a reference number. If you do not receive confirmation of receipt, please send an email to the funding department of the **German Cancer Aid** ([foerderung@krebshilfe.de](mailto:foerderung@krebshilfe.de)), giving the full project title and your telephone number.

**Please note:**

Contacting members of the reviewer committee in the context of the review process may be considered an attempt to influence their decisions and will lead to termination of the review process.

If you have any questions, please contact:

- Dr. Christine Paprotka, 0228 / 72990-218, e-mail: [paprotka@krebshilfe.de](mailto:paprotka@krebshilfe.de)
- Marina Stockem, 0228 / 72990-215, e-mail: [stockem@krebshilfe.de](mailto:stockem@krebshilfe.de)

## C. Guidelines

**Please read the following information carefully and adhere to all points.**

**The application (excluding appendices) should not exceed 20 pages.**

**To simplify the reviewers' evaluation process, you should:**

- address all points mentioned in the guidelines and repeat all titles and section numbers,
- use 'Verdana', font size 10 and 1.2 line spacing.

**Literature references:**

If you use literature references in your text, please place the reference number superscripted after the citation. However, please do not use citations in the project summary (1.4).

**Terms to be used in the application:**

For consistency in the review process, **only** use the following terms **for participating persons:**

**Lead Applicant**

**Co-Applicant\***

**Patient representatives**

**Cooperation Partner\*\*** (no CV and no signature needed). Cooperation partners **do not** receive any direct funding.

\*The lead applicant and co-applicants **must not** be employed in a foreign country, as **no funding from the German Cancer Aid may be used outside of Germany**. Companies are not allowed as co-applicants. If companies offer material, we need a MTA (Material Transfer Agreement).

Please see **Appendix I** - Co-operation with Industry/Companies of these guidelines.

\*\*Persons from foreign countries can only participate as cooperation partners.

**All applications must be in English.** An international committee of experts will evaluate the submitted applications. Therefore, please make sure that all information in your application is in English, including CVs, third party funding and all correspondence (letters of support, quotes). Your cover letter will only be forwarded to the reviewers if it is in English. However, please note that **project title (1.1), project summary (1.4), and financial summary (5.6 - Appendix II of these guidelines) must also be submitted separately in German for internal purposes.**

**Please check your application completely before submitting.** The German Cancer Aid reserves the right to reject and send back incomplete applications or applications that have not been prepared according to the guidelines. Therefore, we urge you to address all points in the guidelines. Points that do not apply to your project, should be marked as 'Not applicable'.

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## 1. General Information

**1.1 Project title** (not more than 160 characters each, including spaces and commas)

**1.2 Requested funding period of proposed project (in months)**

**1.3 Applicant(s)**

For each applicant:

- First name, surname, degree
- Full name of the institution at which the applicant works
- Postal address
- Telephone and e-mail address

**1.4 Summary**

**1.4.1 Short summary / description of the planned project** (not more than one page for each language)

Please provide a description of the overall concept and focus of the project. Describe the principal aspects, e.g., goals, the hypothesis and rationale of the project, design, expected outcome of your project. Are there expected translational aspects of the project?

*(Do not include charts, figures, graphs, or footnotes. The summary will be included in the various documents of the review process and must be able to stand on its own).*

**1.4.2 Summary comprehensible for the public** (not more than one page, only in German)

Also, a generally comprehensible project description must be provided. This should enable patient representatives to participate in the application and review process.

*In the case of funding, this project description can also be published as a press release.*

**1.5 Key words**

## 2. Table of contents

## 3. Project description

**3.1 Status of research**

The current status of research should be briefly and precisely described, as it is directly related to the project and justifies the project's potential funding. The most important relevant articles by other scientists should be cited.

**3.2 The applicants' previous work**

Previous work must be described specifically and completely, referring to work from the applicants and other scientists. Publications which have not yet appeared should be listed as 'in press in ...', 'accepted by ...'. Please do not mention manuscripts which are 'under preparation' or 'submitted'.

In case of more than one applicant: Have the participating research groups already collaborated (e.g., documented by joint publications)? Please explicitly explain how the planned collaboration is expected to work.

### **3.3 Hypothesis / Objectives of the planned project**

Please describe the hypothesis and the scientific objectives of the proposed project. The project objectives may also be presented in the form of a list.

### **3.4 Innovation**

Please explain how the conceptual idea behind the approach is truly innovative. Please also explain the expected benefit for the patient. What results can be expected from the project? When / how soon can the results be expected to be translated into clinical practice?

### **3.5 Work program**

Detailed description of the planned project during the application period. All methods used in the project must be specified and - if they are not standard methods - briefly described, if necessary, with reference to publications. Which methods are already available? Which ones must be developed? Is support required from outside the own research group?

### **3.6 Patient participation**

It is recommended to involve patient representatives, e.g., in the conceptual project design, the of patient-relevant endpoints and the preparation of patient information. Please describe how patient participation is planned to be implemented in the project, which roles and tasks will be fulfilled by the patient representatives.

## **4. Timeline**

Outline of the timeline of the work program.

## **5. Information on the requested funding**

All amounts under 5.1- 5.5 must match the amounts listed in the summary under 5.6.

Please note that all contracts/agreements with third parties (for sequencing, analyses, etc.) fall under the rubric 'Other' and not 'Consumables'. Cost estimates for these items and for investments from the third parties must also be submitted.

Please also note the following:

### **Travel costs:**

Only apply for travel costs for travel that is absolutely essential for the successful realization of the project (e.g., meetings of the work group or with cooperation partners).

Funds for congress or convention trips cannot be requested. Do not list them in the application. However, if your project is approved by the German Cancer Aid, there is a possibility to reallocate funds from 'Consumables'. Up to € 1,000 (cost-neutral) per year for project-related congress trips with active participation can be allocated. However, the reallocated amount may not exceed 10% of the total approved funding for consumables for the entire project.

**Publication costs:**

Funds for publication costs also cannot be requested. Do not list them in the application. Again, there is the possibility to reallocate funds from 'Consumables', if funding is approved. Up to €750 (cost-neutral) per year can be reallocated from the approved consumables. The financing of abstracts or reprints is excluded. The reallocated sum, however, cannot exceed 10% of the total approved funding for consumables for the project.

For reasons of principle, the German Cancer Aid does not fund overhead costs.

**5.1 Requested funding for personnel**

The following information is required:

- Title of the position in the application (e.g., technician, scientific assistant, PhD student, physician).
- The required duration of employment (e.g., for 3 years).
- The salary group in accordance with the collective agreement for federal state public employees (TV-L).
- A precise description of the duties of each employment position in the application (a reference to the work program is not sufficient).
- If the persons for whom the personnel funds are requested are already known, please give their names.

**5.2 Investments**

These particularly include scientific equipment. The following information is required:

- The identity of the equipment.
- A detailed justification why each equipment in the application is needed for carrying out the project, with reference to equipment that is already available.

Please be aware that the German Cancer Aid does not finance basic laboratory equipment.

**5.3 Consumables**

Please identify the consumables (e.g., chemicals or antibodies) or assign the consumables to specific experimental or methodological aspects. Give the annual amount and total amount for the funding period in Euros for each position in the application. Please note that all contracts/agreements with third parties (for sequencing, analyses etc.) fall under the rubric 'Other' and not 'Consumables'.

**5.4 Purchasing and keeping laboratory animals**

Please give the funds in the application for purchasing and keeping laboratory animals according to the following table:

Research Group	Species	Number	Ø Period kept in weeks	Purchasing costs		Costs for keeping animals		Site of animal keeping
				per animal	total	per animal/week	total	
				total:	€		€	

#### Costs for keeping animals:

Please give the costs for keeping animals under separate headings, such as feed, animal care, electricity, water, etc. Only costs which are not part of the basic infrastructure of an animal facility (e.g., building, water, electricity) can be included in the application. Other supplies for animal experiments (e.g., drugs, anaesthetics, operation instruments, etc.) or other materials for animal experiments will be classified under requested funds for consumables, investment funds or other funds.

Funds for genotyping of animals are part of the basic infrastructure and cannot be financed by the German Cancer Aid.

Please note that the individual elements in the funds for purchasing and keeping laboratory animals must be clear to the reviewers.

#### **5.5 Other requested funds**

These include commissions to third parties. Please include cost quotation(s). Please specify in this section if you plan contracts with third parties for example for DNA/RNA/protein sequencing or generation of mice, etc.

For travel and publication costs, please see the above-mentioned remarks.

#### **5.6 Summary of requested funding**

This has to be an overview of all requested funding in tabular form. Please use the table in Appendix II of these guidelines in landscape format.

### **6. Conditions for conducting the project**

#### **6.1 Members of the research group**

Please list all additional members (participating scientists and support staff) required for the work group. Give name, academic degree, and professional position. Also give a brief description of the duties of each employee participating in the project.

#### **6.2 Cooperation with research groups outside the project**

Please only specify those scientists or physicians with whom specific collaboration exists or will exist. Please include (as an appendix to the proposal) a written agreement of cooperation for each partner, which must state the content of the project-specific cooperation.

#### **6.3 Cooperation with patient representatives / patient organizations**

Please indicate only those patient representatives with whom actual collaboration exists or will exist. Please include (as an appendix to the proposal) a written agreement of cooperation, which must state the specific role and tasks of the patient representatives in the project.

#### **6.4 Cooperation with companies**

Please state whether and to what extent you cooperate with an industrial partner in the context of the project applied for. Attach the corresponding confirmation from the industrial partner (e.g., 'Material Transfer Agreement' form). Please refer to **Appendix I** of these guidelines.

#### **6.5 Instrumental equipment already available**

Please provide information on the equipment you have available on site for the project.

**6.6 Contribution of the participating institution(s) to the infrastructure**

For example, provision of human resources, funds for consumable materials or for equipment for the subproject in the application.

**6.7 Contribution of applicants to the project (in percent of working time)**

**6.8 Information on administrative processing**

Please indicate the responsible third-party funding administration in case your project is funded. If you are working at several institutions, please indicate exactly where the project is to be carried out.

**7. Reference list**

Citation lists are to be put at the end of this section.

**8. Appendices**

Please include all appendices if applicable. Also remember to include the appendices in the copy of the application.

**8.1 CV/Publication lists/Third party-funding for all applicants**

For each applicant:

- Current tabular CV in English
- Third-party funding\* (all titles in English)
- Publication list of the 10 most important publications. Do not add more than 10. All authors must be given for the citations in the publication list. The abbreviation "et al." is not sufficient.

**\*Third-party funding:** List all current and applied for external funding for each applicant at the time of the application – giving the project title, the source of funds, the duration of funding (in months), the amount of funding and the start and end of the project (month/year) for each project. Please use the project title in full length and in English. Please give the reference number, if the project is funded by German Cancer Aid).

Please also clearly distinguish thematically similar projects from the project you are currently applying for.

**8.2 Letters of Approval**

Letters of Approval from the head of all participating institutions/organizations (not applicable if the head itself is participating).

**8.3 Ethics committee vote**

A statement from the responsible ethics committee is required for the planned project, if studies are performed on humans or if human material (e.g., blood or tumour tissue/samples) is used - if personal data are used, e.g. in connection to human genetic questions, tumour banks, etc. The statement from the ethics committee must make it clear that they have no objections to the implementation of this project and its funding by the German Cancer Aid. The vote has to refer to the grant application (the title of the application has to be mentioned). If this is not the case, the applicant has to include a signed statement that all experiments performed on humans or human material are included in the vote. Attach the statement from the ethics committee as an appendix, or, if applicable, point out that the ethics vote will be submitted later. A favourable statement from the ethics committee is required no later than the funding start date or by the first disbursement of funds. You must inform the German Cancer Aid if you work with anonymous sample material, even though this does not require a statement from the ethics committee.

#### **8.4 Genetic engineering**

If work with genetically modified organisms or work on genetic engineering is planned, attach the completed and signed **Appendix III** 'Genetic Engineering Studies at Safety levels 1 and 2' of these guidelines to your application.

#### **8.5 Animal experiments**

If animal experiments are planned, please attach the completed and signed **Appendix IV** 'Animal Experiments' of these guidelines to your application.

#### **8.6 Handling of your Personal Data**

Please read and sign **Appendix V** "Hinweise zur Verarbeitung Ihrer personenbezogenen Daten" of these guidelines which informs you which personal data we will collect and to what purpose we will use it during the reviewing process. Appendix V must be signed by the lead applicant as well as all co-applicants.

#### **8.7 Other appendices** (e.g., reprints, manuscripts, cooperation agreements, quotes from third parties, 'Material Transfer Agreement')

#### **8.8 Confirmation** that the application has not been submitted to any other funding organisation together with all applicant signatures.

##### Confirmation using the following declaration:

No equivalent or thematically similar application has been submitted to any other funding organisation or has already been processed and advocated by any other funding organisation. During the processing of this application by the German Cancer Aid, I will not submit any equivalent or thematically similar application to any other funding organisation.

Place, date, and signatures of all applicants. You may use electronic signatures. Do not submit the signatures on separate pages.

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#### **Additional Comments**

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- No legal claim for funding can be derived from the submission of an application. The applicant has no claim that a submitted application should be returned.
- German Cancer Aid retains the right to check for duplicate funding by providing other external funding sources with the applicant's information (name, theme and objective of the project).
- The acceptance of a research grant obligates the funding recipient to comply with the rules of Good Scientific Practice. The rules of Good Scientific Practice are described in detail in the user guidelines for research funds from the German Research Foundation (DFG preprints 2.01 and 2.02). In the event of scientific misbehavior, sanctions can be concluded. In particular, scientific misbehavior is present when false information is provided deliberately or with gross negligence in a context of considerable scientific importance, or the intellectual property of others is violated or their research work is impaired. The circumstances of the individual case are always decisive.



## **APPENDIX I: Cooperation with Industry/Companies**

Conditions, which must be fulfilled, when the execution of the research project is essentially dependent on a substance or service produced and provided by a company:

1. Studies, which are the focus and interest of the industry (e.g pharmaceutical industry, manufacturers of medical products), are excluded from funding.
2. It must be clearly shown that the project could not be executed without the support of the German Cancer Aid (sole financing by company not possible).
3. During the entire study period, the study management must be prepared to reveal the complete project financing to the German Cancer Aid at any time (transparency).
4. Industrial partners are not allowed to influence the design or execution (no contract research) of the project. Nor are they to influence the evaluation and publication of the study results (publication rights).
5. Written agreements with industrial partners must be attached to application.
6. The project management must have data sovereignty.

## APPENDIX II: Summary of requested funding (Section number 5.6)

Institution(s) (If more than one institute/clinic is involved)	Personnel* (Position, full- or part-time in %, salary grade and number of months to be employed)	Consumables (Total amounts)	Animal Costs (Total amounts)	Investments (Total amounts)	Travel** (Only meetings with cooperation partners)	Other*** (Total amounts)	Total
	e.g., 1 Technician 100%, TV-L E9, 36 months						
<b>Total</b>							

\* For personnel costs, please give the title of the position(s) (e.g., Technician, Scientific Assistant, PhD Student, physician) and the salary grade in accordance with the collective agreement for federal state public employees (TV-L X).

\*\* No travel costs for congress/convention trips.

\*\*\* For all contracts/agreements to third parties or within the institution. Please enclose corresponding estimates of costs. **No publication costs.**





## **APPENDIX V: Hinweise zur Verarbeitung Ihrer personenbezogenen Daten**

Die Stiftung Deutsche Krebshilfe nimmt den Schutz Ihrer personenbezogenen Daten sehr ernst. Deshalb möchten wir Sie darüber informieren, welche personenbezogenen Daten wir nach der jeweiligen Zweckbestimmung erheben und verarbeiten werden.

Was versteht man unter personenbezogene Daten?

"Personenbezogene Daten sind alle Informationen, die sich auf eine identifizierte oder identifizierbare natürliche Person beziehen. Als identifizierbar wird eine natürliche Person angesehen, die direkt oder indirekt, insbesondere mittels Zuordnung zu einer Kennung wie einem Namen, zu einer Kennnummer, zu Standortdaten, zu einer Online-Kennung oder zu einem oder mehreren besonderen Merkmalen, die Ausdruck der physischen, physiologischen, genetischen, psychischen, wirtschaftlichen, kulturellen oder sozialen Identität dieser natürlichen Person sind, identifiziert werden kann." (DSGVO Artikel 4 – Begriffsbestimmungen 1.

Im Rahmen der Antragsbearbeitung verarbeiten wir Ihre Daten nach Artikel 5 und Artikel 6 Abs. 1 (a, f); Abs. 4 DSGVO. Dabei handelt es sich zum Beispiel um:

- Vorname, Name akademischer Grad, Geburtsdatum
- Vollständige Bezeichnung der Institution
- Postanschrift
- Telefon- und Faxnummer, E-Mail-Adresse usw.

Wir möchten Sie ausdrücklich darauf hinweisen, dass Ihre personenbezogenen Daten für wissenschaftliche und historische Forschungszwecke oder für statistische Zwecke gespeichert werden. Außerdem werden Ihre Unterlagen an externe Gutachterinnen und Gutachter zur Prüfung weitergeleitet. Um eine mögliche Doppelförderung auszuschließen, behält sich die Stiftung Deutsche Krebshilfe das Recht vor, Anfragen an andere Fördereinrichtungen unter Angabe der Namen der Antragstellenden und des Projekttitels zu stellen. Weiterhin möchten wir Sie darüber informieren, dass wir über bewilligte Förderprojekte sowohl in unserem Jahresbericht als auch auf unserer Homepage Auskunft geben werden. Hierfür ist es wichtig, dass Sie uns am Ende dieses Merkblattes mit Ihrer Unterschrift auch Ihre Einwilligung bekunden. (DSGVO Art. 6 Abs. 1 und Abs. 4; BDSG § 49).

Wir möchten Sie ebenfalls auf Ihr Widerspruchsrecht hinweisen gemäß DSGVO Art. 21 Abs. 4 und Abs. 6.

Verantwortliche Stelle im Sinne des Datenschutzrechts ist die Stiftung Deutsche Krebshilfe, Buschstr. 32, 53113 Bonn. Dort erreichen Sie auch unseren Datenschutzbeauftragten. Weitere Informationen u. a. zu Ihren Rechten auf Auskunft, Berichtigungen und Beschwerden erhalten Sie unter [www.krebshilfe.de/datenschutz](http://www.krebshilfe.de/datenschutz).

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Ort, Datum

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Unterschriften aller Antragstellenden