

Research Council

Grant Application Guidelines

Please read the guidelines thoroughly before submitting your grant application. If you encounter any issues or need clarification, please get in touch with the EUROSPINE Education Team at education@eurospine.org.

Projects submitted can be single or part of a larger project (substudy). The project can serve as a pilot study to introduce a more comprehensive or complete study. Indicate the type of project in your proposal. If additional funding sources exist, please indicate those clearly in the relevant sections below.

1. Submission and application deadline

- Applications must be submitted through the online application form on the EUROSPINE website.
- The Application must be submitted in **a single PDF**.
- Applicants must meet the requirements set out in the grant call on the EUROSPINE website and those stated in the guidelines below.
- Paper applications are not accepted and will be returned to sender.
- Applications received after the application deadline will not be considered and returned to the sender.

IMPORTANT: The reviewers will not consider any application that does not respect the above and the format set out below.

2. Format and instructions

The application format is outlined in the table below, including the **maximum** number of words and pages for respective sections and further instructions. Details of the research project (section 2) should not exceed 6 A4 pages and use the following font types/sizes:

- Font type: Times New Roman
- Font size: 12

Section	Title	Instructions
1	GENERAL APPLICATION DETAILS	
1.1	Principal Investigator and main investigator/s	Provide the name, affiliation, and role in the project. Each group member must also provide a CV (see details in section 3.3).
1.2	Contact information (main contact)	Provide the full contact details of the person that will handle the grant application.
1.3	Institution/Authority responsible for administration of grant	
2	DETAILS OF RESEARCH PROJECT	
2.1	Short title of research project	Maximum of 50 characters
2.2	Abstract proposed research including, background, aim, methods, statistics, conclusion	Maximum of 300 words
2.3	Ethical or Internal Review Board: accepted, pending or not sought	Please highlight whether the research project is: accepted, pending or not sought and attach a letter or explanation of the status.
2.4	Description of research environment and resources	Maximum of 250 words
2.5	Background of the study	Maximum of 300 words
2.6	Hypothesis and model	Maximum of 150 words
2.7	Study design including power analysis and limitations	Maximum of 2000 words
2.8	Prior relevant studies in the field by investigator/s, if any	Maximum of 500 words
2.9	Project timeline	
2.10	Budget and justification for budget, including other sources of funding (and amounts)	
2.11	References	
3	Supporting documentation (appendices)	
3.1	Cover Letter for grant application	<p>It is mandatory that the cover letter to the application should include the following text and contains each individual's signature:</p> <p>"All the applicants/investigators have read and approved the final version of the application and signed below their agreement for the application to be made."</p>

3.2	Conflict of Interest form (Col) by applicant/s	All applicants must submit the EUROSPINE conflict of interest disclosure form individually.
3.3	CV of applicant/s	All applicants must provide a CV (each no longer than two A4 pages long)

3. General notes for applicants

The most important criterion for an award is that the research should advance knowledge about the spine (its characteristics, injuries, disorders, and diseases). Any clinical or non-clinical application for research will be considered if it is related to the spine, with the following caveats:

- In clinical studies, **case series** will not be accepted.
 - In non-clinical studies, **product development** will not be accepted.
1. The applicant or at least one member of the research team must be a member of EUROSPINE, the Spine Society of Europe.
 2. The application must be submitted in English.
 3. The grant will not be given without evidence that relevant ethical approval regarding the protection of human or animal subjects has been given. As part of the contract, research investigators will be required to certify that the study will be conducted in accordance with the Helsinki Convention (1975 Tokyo Amendment).
 4. The grant is intended for a stand-alone project. This can either be a study entirely financed by the EUROSPINE grant, or a study that is part of a larger, co-financed project. In the latter case, however, it is required that funding is requested for a part of the project that can result in a separate publication with EUROSPINE as exclusive sponsor.
 5. Travel expenses can account for maximum 25% of the requested grant. Electronics (e.g. computer, laptop, software, etc.) will not be funded, chemicals and consumables (e.g. staining) will only be funded for the part of the exclusively funded project up to a maximum of 30% of the requested grant.

4. Research Council evaluation of applications

The Council uses a formal review process where two independent reviewers evaluate and score the proposal following the [scoring instructions](#) and using a standard [evaluation form](#). The reviewer form is modelled after the National Institute of Health (NIH) and other European National Institutes for funding.

When the Council meets, each proposal is openly discussed by its two reviewers and then considered by the other Council members before a final score is agreed upon. The Council recommends funding based on the final scores and the availability of funds. The EUROSPINE Executive Committee must approve these recommendations. Applicants are encouraged to read the evaluation form mentioned above.

5. Contesting review decisions

The EUROSPINE Research Council's decision to fund a research proposal is final and cannot be contested.

6. Rules for re-submission

Re-submission of an application is permitted once.

7. Reporting of grants

Giving the Research Council a midterm update after one year and a final follow-up after two years is obligatory.