
2011 MINI GRANTS TERMS OF SUBMISSION

1. The research project must be **original** and **innovative**, in basic science or clinical research and in the field of inflammatory bowel disease.
2. The project must not be published (or submitted for publishing) and must not be presented prior to the application at any scientific congress.
3. The applicant cannot be an employee of pharmaceutical company nor have any financial interests in such a company. The applicant is required to sign and return the Financial disclosure form.
4. If the research project requires extra funding from other parties, the applicant will inform the IBD Research Foundation about that while submitting the application. The applicant will also keep the IBD Research Foundation informed about the progress of finding this extra funding, including which parties and which amounts of money are involved. Other parties funding the project must not have a conflict of interest with the IBD Research foundation.
5. **The application** must contain:
 - a. **Personal data** of the applicant (including name, full address and contact details)
 - b. Clear and comprehensive **title** of the project
 - c. Short **summary** (not exceeding one A4 page) which is understandable for people who are not scientists.
 - d. **Scientific references** to the project
 - e. An overview which explains whether the project requires extra funding, the amount of extra funding required and which parties are already involved in possible extra funding.
 - f. **Description** of the project (maximum of 10 A4 pages). Provide a clear and understandable description including:
 - Aim
 - The main questions to be answered
 - Background
 - Methods
 - Feasibility
 - Duration; planned start and end dates.
 - A budget plan which explains in which ways the funding will be spent.
 - A summary why you think your project is innovative
 - Motivation why IBD patients should support your work.

6. Other **documents required** for the application:
 - a. **Curriculum vitae** (with personal information including current employer and function, experience in field of research, publications)
 - b. A **letter of support** from the hospital/laboratory where the project should be realized (director of the laboratory, head of department etc.)
 - c. Completed and signed **financial disclosure form**. You can find this form at the download section of the foundation website: www.ibdresearch.org
7. The lay out requirements of the documents are:
 - Top, Bottom, Left, Right margins: 2,5 cm
 - Font: Arial 10
 - Line interval 1,5
 - Page number and total number of pages of the document in the right bottom of each page
8. All documents must be in English.
9. Each applicant may not submit more than one application for the 2011 mini grant initiative. Each research project must be represented by one applicant.
10. To the 2011 Mini Grant Program, the Procedures of 1 June 2011 apply, which can be found in document "IBD Research Foundation - Procedures v1.1.pdf" at the download section of the foundation website: www.ibdresearch.org
11. Each applicant must comply to the Code of Conduct / Conflict of interest policy of 1 June 2011, which can be found in document "IBD Research Foundation - Code of conduct, Conflict of interest policy v1.1.pdf" at the download section of the foundation website: www.ibdresearch.org
12. The application should be received by the IBD Research foundation Secretary at **15 September 2011** at the very latest.
13. All application documents must be submitted in PDF format at the following e-mail address: info@ibdresearch.org
14. The applicant will be informed about the decision whether or not to allocate a grant to his or her research project at **30 November 2011** at the latest. However, as the Foundation cannot be aware in advance how many applications it will receive, nor how complex the assessment of the applications will be, it reserves the right to postpone the date on which it will inform the applications about the grant allocation decision, by two months at the latest.
15. The decision of the patient representatives committee is final, the applicant cannot object against this decision.
16. The IBD Research foundation has the right to provide less than the maximum of available number of grants, in case it considers that not enough applications meet the needs of the foundation to justify providing a grant.
17. For the research projects which are allocated a grant, a contract will be composed which has to be signed by the applicant, the institution which hosts the research project and the IBD Research foundation. Signing the contract implies acceptance of the grant. A template of the contract is available upon request at the Foundation Secretary.
18. Payment of the grant will take place according to the applicable rules in the contract. Normally **Foundation grants are paid quarterly in arrears**, although a different arrangement may be agreed if the grant includes payment for an item of equipment
19. The project should start within three months after signing the contract. The duration of the project should not be longer than two years.

20. The institution which hosts the project must be located within Europe.

21. Acceptance of the grant implies that:

- a. The application for the research project can be used for public relations purposes by the IBD Research Foundation.
- b. The applicant will provide progress reports of the project according to the rules in the contract.
- c. The applicant will provide a final report at the end of the project.
- d. Each report can also be used for public relations purposes by the IBD Research Foundation.
- e. Each publication about the research project, either printed or electronic, will show that the IBD Research Foundation funded the project or partially funded the project.