Research Council

Grant Application Guidelines

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

Projects submitted can be single or part of a larger project (substudy). The project can be a pilot study as an introduction to a more extensive 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 **one 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.
- 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	It is mandatory that the cover letter to the application should include the following text and contains each individual's signature: "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."

3.2	Conflict of Interest form (CoI) 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. 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.

4. Contesting review decisions

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

5. Rules for re-submission

Re-submission of an application is permitted once.

6. Reporting of grants

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