# Checklist formal requirements

The following checklist is designed to help you fulfil the minimal formal requirements for your application. Please delete the checklist from your document before submitting your proposal.

**Please note: any deviation from the minimal formal requirements listed below may lead to rejection of your proposal.**

|  |  |
| --- | --- |
| **Minimal formal requirements for the full application document:** | **Check: √** |
| **Template used? - DIN A4, font size at least 11 point Arial or Times New Roman and at least 1,5-spaced lines. In tables 10 point Arial or Times New Roman, single-spaced lines and in references 9 point Arial or Times New Roman, single-spaced are allowed.** | □ |
| **All (sub-)headings included** | □ |
| **Maximum of 15 pages for headings 1-8** | □ |
| **Reference information throughout the whole document contains full title of publication (similar to Vancouver style; at least 9 point Arial)** | □ |
| **Minimal formal requirements for the appendix:** | **Check: √** |
| **Maximum of 1 page for each CV of other major participants** | □ |
| **Declarations of cooperation, work plan and time table included in appendix** | □ |
| **No unauthorized/additional attachments included in the full application document or the appendix** | □ |

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| **BMG Funding Initiative**  **Research and Strengthening of patient care for post-acute sequelae of COVID-19  (Long-COVID)** |

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| **Template for project description** |

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| General project information | |
| Title: |  |
| Acronym: |  |
| Module: |  |
| Total requested budget: |  |
| Project duration (months): |  |

|  |  |  |
| --- | --- | --- |
|  | Partner 1 (Coordinator) | Partner 2  (and additional partners, if applicable) |
| **Name of Institution** |  |  |
| Street, No. |  |  |
| Postal code |  |  |
| City |  |  |
| **Contact person** |  |  |
| Institute / department |  |  |
| Street, No. |  |  |
| Postal code |  |  |
| City |  |  |
| Telephone |  |  |
| email |  |  |

1. Research question(s) of the project

*Please define the main research question(s) of the project here.*

1. Background / derivation of the research question(s)

*Please explain the background to the problem and the current state of knowledge. Explain the relevance of the issue to health policy and heath care in Germany.*

1. Conceptual design of the project
   1. Scientific objectives

*Explain the basic idea, content, structure, target groups and specific objectives of the planned project.*

*In addition, list the measurable objectives and sub-objectives of your project and name the indicators for each (sub-)objective that will be used to measure the degree to which the objective has been achieved. Please note that the achievement of the objectives must be presented after the end of the project.*

* 1. Design and methodology

*The methodology should correspond to the highest scientific level that is appropriate to the research question and can be expected to produce useful results in the light of the funding announcement. The choice of method(s) needs to be explained and appropriately justified. If applicable, information must be provided on the choice of sample, recruitment/feasibility and methodological approach.*

* 1. Gender aspects

*Gender aspects have to be considered in all BMG-funded projects. Discuss which gender-specific aspects are important for your project and how they are incorporated in your project planning and implementation.*

1. Preliminary work

*Please describe the relevant preliminary work of the project coordinator and the cooperating persons/institutions as well as the existing expertise in relation to the project.*

1. Ethical and legal considerations

*Please describe the ethical and legal aspects of the project (assessment of risks and benefits, protection of participants, data protection, consent process) and how you will adequately take these into account. Access to any secondary data used must be clarified in advance.*

1. Dissemination and exploitation of the results/ sustainability

*Please explain how the intended results of the project can be utilised and, if necessary, continued after completion in accordance with the funding announcement. Please comment on possible applications.*

1. Work program and timeframe

*Please provide a schematic overview of the timeline and content of the project. Please create an example of a work program and timeframe. Please mark the key milestones and explain them. The milestones may be included in the grant notification for the purpose of project controlling; therefore, please plan realistically. (See project timetable and work plan template and point 13 Appendix)*

1. Risk assessment

*What significant risks or obstacles and problems do you see in the realisation of your project? What steps do you plan to take to avoid or minimise these risks?*

1. Project management
   1. Responsible parties/participants

*Please name all partners involved in the realisation of the project. Please indicate the main task in each case. Please attach letters of co-operation and intent.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation / Institute** | **Telephone, email** | **Responsibility, task in the project** |
|  |  |  | *E.g. project manager, health policy categorisation* |
|  |  |  | *E.g. deputy project manager, conducting and analysing the interviews* |
|  |  |  |  |

* 1. Previous achievements of participating scientists (details of publications max. 5)

*Please limit yourself to a maximum of 5 publications by participating scientists that are relevant to the project outlined.*

* 1. Supporting organisations/partners

*These are organisations that may be involved, e.g. provide information, but do not wish to receive funding themselves.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Institute** | **Telephone, email** | **Responsibility, role in the project** |
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|  |  |  |  |

1. Other Funding

*Indicate other sources which will provide funds, free services or consumables. In case of co- financing by industry or other third parties, assure the independence of project investigators, in particular with regard to the analysis of results and their exploitation.*

*In case you have already submitted the same project request or parts of it to other institutions or the BMG, please declare this here. The project or parts of it cannot be funded by another public institution.*

*If this is not the case please declare: "A request for funding of this project has not been submitted to any other addressee. In case I submit such a request I will inform the DLR Project Management Agency immediately.”*

1. Financial plan

*The total expenditures (if applicable of the whole consortium) should be summarised in the table below. Only project-specific expenditures additionally caused by the project are eligible for funding. Expenditures that would also be spent without the project is not eligible. For example, funds for the basic equipment of the funding applicant(s) and expenses for "permanent staff" are not eligible for funding. The necessity of the requested funds must in any case result from the work programme.*

* 1. Personnel expenditures

|  |  |  |  |
| --- | --- | --- | --- |
| 11.1.1 | Staff positions |  |  |
|  |  |  | € |
|  |  |  | € |
| 11.1.2 | Auxiliary staff (e.g. Grad students) |  |  |
|  |  |  | € |
|  |  |  | € |
| 11.1.3 | Other personnel expenses |  |  |
|  |  |  | € |
|  |  |  | € |

**Explanatory notes on personnel expenditures:**

*For each position, please provide a brief, bullet-point description of the tasks and activities with reference to the work programme.*

* 1. Material and other expenditures

|  |  |  |  |
| --- | --- | --- | --- |
| 11.2.1 | Room rental |  | € |
| 11.2.2 | Equipment and furnishing |  | € |
| 11.2.3 | Print and office supplies |  | € |
| 11.2.4 | Travel expenses |  | € |
| 11.2.5 | Commissions |  | € |
| 11.2.6 | Postal and telecommunication charges |  | € |
| 11.2.7 | Other expenses |  | € |

**Explanatory notes on material and other expenditures:**

*For each item, please provide a short, concise justification for the necessity.*

* 1. Total expenditures

|  |  |  |  |
| --- | --- | --- | --- |
| 11.3.1 | Total personnel expenditures |  | € |
| 11.3.2 | Total material and other expenditures |  | € |
|  | total |  | € |

* 1. Financing of expenditures

|  |  |  |  |
| --- | --- | --- | --- |
| 11.4.1 | Own funds |  | € |
| 11.4.2 | Donations |  | € |
| 11.4.3 | Membership fees, participation fees, etc. |  | € |
| 11.4.4 | Funding from the federal government (other than in 10.4.8) |  | € |
| 11.4.5 | Funding from the federal states |  | € |
| 11.4.6 | Other public funding |  | € |
| 11.4.7 | Other revenues |  | € |
| **11.4.8** | **Total funding requested** |  | **€** |
| 11.4.9 | total |  | € |

**If applicable, explanations on the financing of expenditures:**

* 1. Annual financing plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditures** | 20xx  € | 20xx  € | 20xx  € | 20xx  € |
| ref. No. 11.1.1 |  |  |  |  |
| ref. No. 11.1.2 |  |  |  |  |
| … |  |  |  |  |
| ref. No. 11.2.7 |  |  |  |  |
| Total expenditures |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financing of expenditures** | 20xx  € | 20xx  € | 20xx  € | 20xx  € |
| ref. No. 11.4.1 |  |  |  |  |
| ref. No. 11.4.2 |  |  |  |  |
| … |  |  |  |  |
| ref. No. 11.4.8 |  |  |  |  |
| Total financing of  expenditures |  |  |  |  |

**If applicable, explanations on the annual financing plan:**

1. References

*Please specify the most relevant publications on a maximum of one DIN A4 page. Please refrain from attaching literature to the project description.*

1. Appendix

*Please include CVs of the project participants (maximum one page each), declarations of cooperation (if applicable) and a work plan and timetable (see point 7) as attachments.*

***Note:*** *Only two PDF documents (project description and attachment) can be uploaded. Uploading of further documents automatically overwrites all previous PDF documents.*