

# NATIONAL TRANSLATIONAL TANDEM PROGRAM FOR GENE AND CELL-BASED THERAPIES

## – APPLICATION GUIDELINE –

*This Document is the English translation of the document “Hinweise zur Antragstellung”. In case of any discrepancies, the wording of the German original document applies.*

This document supplements the Funding Guideline for the “National Translational Tandem Program for Gene and Cell-Based Therapies (nTTP-GCT)” personal funding program published on October 1, 2024. It contains important information for preparing the application and is intended for applicants applying for program participation.

## 1. General Information

Academic and non-academic research institutions as well as industrial companies based in Germany that name their candidate(s) for the Junior Clinician Scientist (JCS) and/or Translational Scientist (TS) position are eligible to apply for the nTTP-GCT funding line. Tandem partners can also submit the application documents themselves, as their employers (= applying institutions) must confirm their knowledge and consent using the forms to be submitted.

### Please note:

- Incomplete or incorrect application documents will be excluded from the further review process
- When assessing your application, only achievements that have been **completed by the submission deadline** will be considered – for example, your doctorate must be completed by this date.
- Required documents can only be submitted with delay **in justified exceptional cases**. Be sure to inform the program coordinator about this **before** submitting your application.
- The application must be submitted in German. Exception: the “Projektskizze/Project Outline” can be written in German or English.
- If you have any questions or encounter any problems, please contact the program coordinator (see Chapter 5) or take advantage of the offered “Sprechstunden” (see Chapter 1.3).

### 1.1. Data Protection Information

You can find the data protection information for the BIH application and reporting procedure on the portal (see Chapter 2) and on the [call for proposals webpage](#).

## 1.2. Deadline for Submission

**Complete documents must be submitted by Thursday, November 7, 2024, 2 p.m. via the [BIH Application and Reporting Portal](#).**

After submitting your application, you will receive an automatically generated confirmation E-Mail.

## 1.3. Offered „Sprechstunden“ for Questions

The BIH Biomedical Innovation Academy offers two office hours online via Microsoft Teams to clarify administrative and content-related questions regarding the call for proposals. The dates and participation links for these events will be announced on the [call for proposals page](#).

# 2. Information on the Application and Reporting Portal

**Per Tandem, a joint application is to be submitted.** The application documents are to be prepared jointly by both tandem partners and submitted via the [BIH Application and Reporting Portal](#).

### Please note:

Due to extensive maintenance work, the **BIH Application and Reporting Portal is expected to be available from October 7, 2024**. Until then, you are welcome to use the document “nTTP-GCT-Portalmaske\_zur\_Ansicht.pdf”, which is available on the [call for proposals page](#), to get an overview of all the information required for the application.

## 2.1. Registration and Creation of the Application

For technical reasons, we ask you to appoint **one responsible person** within the tandem who will register on the [BIH Application and Reporting Portal](#), create an application, enter the required information and be responsible for uploading the documents and submitting the application. During the processing phase of the application, a current draft version can be generated as a PDF via the portal at any time and be shared with each other or with third parties. The “Download current version as pdf” button under the “Submit” tab is to be used for this purpose.

The responsible tandem candidate registers on the portal by using a password, selects “Start new application” and the call “nationales Translationales Tandem-Programm für gen- und zellbasierte Therapien (nTTP-GCT)”. This opens the application form. After the responsible tandem candidate has saved the draft for the first time (save button at the top left), a draft is created in the portal for further processing and the responsible tandem candidate receives an automatically generated E-Mail from the portal with a direct link to this draft application.

## 2.2. Technical Information on using the Portal

We recommend the following when creating an application:

- Use **Google Chrome** when using the BIH Application and Reporting Portal.
- While you are working on your application, **save regularly** (the Save button is located at the top left).
- Do not edit your application with more than one person or on multiple computers at the same time.
- **Plan sufficient time for saving and submitting the application**, especially after you have uploaded several documents. Saving and submitting can take up to five minutes. Please leave your browser open during this time and do not browse away from the page.

## 2.3. Support

For technical support with the application and reporting portal, please contact [portal@bih-charite.de](mailto:portal@bih-charite.de).

## 3. Notes on the Application Documents

In addition to the information that you enter directly into the input masks in the BIH Application and Reporting Portal, certain documents must be attached to your joint application. You upload these to the appropriate place. **All documents must be dated and signed**; electronic signatures are accepted.

**Please wait until an upload has been completed** and the upload window has closed. A green bar will then appear with the text “Document uploaded successfully”.

### 3.1. Format Requirements for Uploads

Please note the following aspects, as failure to comply with these instructions may cause, that the PDF preview and the automatic summary of your application will not work:

- All documents must be uploaded as PDFs (max. 1 MB/document,  
**Exception:** “Projektskizze/Project Outline” up to 10 MB)
- Create your PDFs with Adobe and/or Microsoft Office software
- Make sure that the PDF documents are not password protected
- Do not use PDF portfolios

- If your document contains a digital signature or links, please print it as a PDF file and then upload it

### 3.2. Naming Convention

Please adhere to the following naming convention for your uploads:

nTTP-GCT\_YourFamilyName\_DocumentName

Examples:

nTTP-GCT\_Meier\_Empfehlungsschreiben1.pdf

nTTP-GCT\_Mueller\_Institutionsbestätigung.pdf

nTTP-GCT\_Meier\_Mueller\_Projektskizze.pdf

### 3.3. Documents to be Submitted

The following documents must be enclosed with your application:

a) Form “Projektskizze/Project Outline”: jointly prepared by the JCS and TS candidates (see chapter 4.2)

b) Documents to be submitted separately by the JCS and TS candidates:

- Letter of motivation (see chapter 3.4)
- Letters of support from the mentors (see chapter 3.5)
- Form “Institutionsbestätigung/Confirmation of institution” (see chapter 4.3)
- CV (see chapter 3.6)
- Proof of university/college degree (including grade)
- Doctoral certificate (including grade, see chapter 3.7)
- Approbation certificate (mandatory for JCS candidates)

### 3.4. Information on the Letter of Motivation

Please upload a letter (**max. one page**) to the BIH Application and Reporting Portal in which you explain why you are applying for this funding and what progress you expect to make personally as a result of the funding.

### 3.5. Information on the Letters of Support

To apply for the nTTP-GCT, you must **name at least two mentors per tandem candidate** who will support their candidate in terms of content in the project and/or career.

For JCS candidates, a clinical mentor and a scientific mentor are required. These roles can be taken on, for example, by professors from academia or the director of a clinic or institute.

Possible persons who could take on the role of mentor for TS candidates could be, for example, suitable project partners from industry or academic institutions, but also experienced colleagues from their own institution or a line manager.

Please provide a letter (**max. one page**) from each of your mentors via the Application and Reporting Portal, stating the reasons and how they plan to support you during the program.

**The following aspects should be described:**

- Role of the mentor in the research project
- Justification of why the tandem candidate is particularly suited to carry out the tasks assigned to him/her in the research project
- For scientific mentors: considerations on how the sustainability of the project could be ensured after the end of the funding by the nTTP-GCT
- Planned measures for the personal and professional support of the candidate during the funding phase
- Assessment of the candidate's potential for development

### 3.6. Information on the CV

The application must be accompanied by the tabular CVs (**without photo**) of both tandem partners as PDF documents. Please make sure that the following information is included (if applicable):

- Information on the doctorate: university, topic, date and grade (see notes in chapter 3.7)
- Activities as a postdoc
- Research stays, further training and qualifications acquired that are relevant to the GCT area
- Previous active participation in clinical or experimental research projects
- Scientific network activities and committee work
- Teaching and lecturing activities
- Relevant own publications (max. five)

(In the case of work that has not yet published but has already been accepted for publication, please enclose the manuscript and/or the publisher's acceptance confirmation. Submitted manuscripts that have not yet been accepted cannot be considered.)

- Own third-party funding (within the last 5 years)
- Patents and software developments
- Interruptions during specialist medical training (e.g. parental leave)

### 3.7. Information on Doctoral Certificate

The application must be accompanied by the doctoral certificates of both tandem candidates. If a doctoral certificate is not (yet) available, please upload a certificate from the doctoral office confirming that the doctoral procedure has been completed. The (estimated) grade must be included on the document.

Applicants with foreign degrees require an equivalent to the German graded doctorate or, if applicable, a PhD. A medical degree, such as is common in Austria, Hungary or Italy, is not recognized as an equivalent to a PhD.

## 4. Forms

Two mandatory forms linked on the [call for proposals page](#) must be used for your application. The forms “Projektskizze/Project Outline” and “Institutionsbestätigung/Confirmation of Institution” must be submitted by the deadline (Chapter 1.2) with the other application documents.

The following requirements for the forms must be observed.

### 4.1. Format Requirements

Please use the settings of the respective form and do not change them (e.g. margins, line spacing, font size and type).

The forms can be completed in Word format and then converted into a PDF.

Please make sure that signature fields are not interrupted by a page break but are always located entirely on one page.

### 4.2. Formblatt Projektskizze/Project Outline Form

One project outline is to be submitted per application, which is to be prepared jointly by the tandem partners.

When writing your project outline, be sure to follow the form's guidelines and observe the specified **page limits for the individual chapters**.

The outline and chapter headings must be retained. Any text contained in the individual chapters is intended to help you create your project outline and should be deleted before finalizing the document.

#### 4.3. Formblatt Institutionsbestätigung/Confirmation of Institution Form

The institutions of the JCS and TS candidates must confirm in writing that the requirements for participation in the nTTP-GCT funding line have been met. The documents must be signed in a legally binding manner.

A separate form must be submitted for each candidate. This also applies if both tandem candidates come from the same institution.

## 5. Contact Details and Links

The nTTP-GCT funding program is managed by the Biomedical Innovation Academy of the Berlin Institute of Health (BIH) on behalf of the BMBF.

### Program Coordinator

Gabriela Böhme (nttp-gct@bih-charite.de, Phone: 030-450 543 351)

### Program Management

Dr. Nathalie Huber and Dr. Iwan Meij

### Call for Proposals Page including all Application Documents

<https://projekttraeger.dlr.de/de/foerderung/foerderangebote-und-programme/tandem-programm-gen-zelltherapie>

### BIH Application and Reporting Portal

[https://portal.bihealth.de/portal/SitePages/Home\\_NationaleGenundZelltherapieInitiative.aspx](https://portal.bihealth.de/portal/SitePages/Home_NationaleGenundZelltherapieInitiative.aspx)