

Submission of Research Grant Applications to the Foundation for Clinical-Experimental Tumor Research (SKET)

Information Sheet ("Merkblatt")

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The **Foundation for Clinical-Experimental Tumor Research (SKET)** supports research activities in the field of cancer, including the pathogenesis, diagnosis and treatment of tumors, and/or research projects related to immunodeficiencies. Successful applicants are preferentially carrying out their research activities in the Canton of Berne, and are usually **not older than 45 years** at the time of submitting their research proposal. The main purpose of the Foundation is to support talented young researchers in the field of tumor research by such a "start-up financing" to become scientifically independent research group leaders, who will be able to subsequently apply successfully to prominent national or international research foundations for further support.

Deadlines for submission of applications are June 30 and December 15 of each calendar year. Applications for financial support of a research project up to a maximum total amount of CHF 150'000 (usually for a duration of up to three years) must be submitted by email as **a single PDF file** in English to the following e-Mail address: kanzlei@bernernotariat.ch

1. Research proposal

- 1.1 Title, short characterization of the project (abstract with a maximum of 200 words; and a maximum of 5 keywords), requested total amount of the funding (in CHF) and duration of the project. For grant proposals submitted by several authors, one responsible Principal Investigator has to be defined (e.g. responsible for timely completion of financial and scientific reports).
- 1.2 Research Plan (total 10 to (maximum) 15 pages)
 - I. State of the art of the research in the field
 - II. Previous relevant work of the applicant in this area of research
 - III. Research plan (in case of collaborations with other research groups and/or in case of multiple co- authors: detailed information on the distribution of tasks and responsibilities among the applicants and/or collaboration partners is required)
 - IV. Feasibility and Contingency plan of the project
 - V. Significance of the expected results for diagnosis and treatment of tumors
 - VI. Cited literature.
- 1.3 Brief *curriculum vitae* of the applicant(s) (including contact details of the applicant(s) (1 page for each applicant).
- 1.4 List of own peer-reviewed publications and funded research grants.
- 1.5 Present professional position at the time of application submission (funding for own salary during project work is not provided).
- 1.6 Financial requirements (including requested salaries for personnel; fees for services, consumables) must be detailed (no global budget) and justified. If financial support for PhD or MD-PhD students is requested, the availability of funding for their entire dissertation period must be confirmed.

- 1.7 Overlap with other grant applications: Was this (or a similar) application already submitted to another research foundation? If so, with what success and how does the proposed project differ in its focus from these previously submitted application(s)? Please attach abstract(s) of previously submitted application(s) when applicable.
- 1.8 Resubmission of a research grant proposal to the SKET. If the present research grant application represents a resubmission a previously not-funded proposal by the SKET, changes in the proposal need to be highlighted in the proposal.
- 1.9 Completed and signed Check list

2. Evaluation procedure of the submitted research proposals

- 2.1 Applications that do not meet the formal requirements outlined above will be returned to the applicant by the secretariat for revision.
- 2.2 The formally correct applications will be pre-examined by at least two scientific experts (members of the Board of Trustees), if necessary, with additional assistance of external experts in the field and will then be discussed together with the other applications by the entire Scientific Board of the SKET to reach a decision.
- 2.3 Decisions on the outcome of the submitted applications are generally made twice a year, usually within four months after the deadline for the submission of the applications.
- 2.4 The decision will be communicated to the applicants in writing.
- 2.5 The available financial resources of the Foundation are limited; the Board of Trustees is not required to provide additional information for its decisions. There is no possibility of appeal in case of rejection of an application or reduction of the approved funding.
- 2.6 Resubmission of a previously rejected grant proposal is only possible when the changes/improvements are indicated in a cover letter and the required main criteria for funding are still met.

3. Reporting / Accounting

The recipients of a grant by the SKET are requested to submit an annual scientific intermediary (or final) report on the initiated, ongoing and completed research activities, and a financial statement, which must include information on the use of the funds obtained. Failure to provide timely an intermediary scientific, and financial report, which is accepted by the Board of Trustees may lead to the denial of further financial support. The final financial and scientific report must be submitted within 6 months after the end of the funding period.

4. Reimbursement of unused funding

Funds that are not completely used at the time of terminating the research project need to be returned to the Foundation within 12 months after the end of the funding period unless a detailed explanation on their exclusive use for research purposes is provided and approved by the Board of Trustees.

5. Approved funds that are not claimed

Approved funds that are not claimed in written within 12 months following approval by the Board of Trustees are void and cannot be claimed by the applicant anymore.