

## BJA-ESA Grant

### Eligibility criteria

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#### 1. Who can apply?

##### 1.1. Membership

All applicants for a grant in the framework of the Grant Programme must be a qualified member of an institution in one of the countries that is represented in the ESA Council as defined in the By-laws of ESA

##### 1.2 Exclusion

Existing projects or studies that have already received a grant either from a private, non-for profit, industry or institutional source

#### 1. Use of the Grant

##### 1.1. Institution

Grants are awarded to an academic institution or hospital, not to individuals or to departments. The Grant must be used only for purpose of the specific Grant.

The Head of Department has to confirm in writing that the relevant resources of the department are made available to the applicant (see "letter of recommendation"). This is optional if the Head of Department is the Principal Applicant.

In justified cases the Grant might be transferred to another institution, if the Principal Applicant changes his/her position to another institution. Transfer of the Grant requires approval by the Steering Committee.

##### 1.2. Work performance location

The work has to be performed in one of the European countries that is represented in the ESA Council or from which the National Society is a Society Member of the ESA may apply. Collaborative studies among different European countries may be supported. In this case, it is necessary to receive recommendation letters from all the institutions participating in the study.

#### 2. Short Abstract Application - How to apply?

##### 2.1. How to fill in the application form

Applicant must use the Online Short Abstract application form. All application must be written in English. Please write as simply as possible and avoid language mistakes. If English is not your first language we recommend that you have your application reviewed by a native speaker before submission.

Abstract text should not exceed 2500 characters :

Title : limited to 200 Characters

Objective(s) : limited to 300 Characters

Intervention(s) : limited to 500 Characters

Key inclusion and exclusion criterias or

Methods : limited to 500 Characters

Outcome : limited to 500 Characters

Statistical Analysis: limited to 500 Characters

##### 2.2. Application deadline

Short Abstract forms must be submitted **no later than Oct 31, 23:59 CET** for ESA Grants.

Late applications are not accepted.

#### 3. Full Application - How to apply?

##### 3.1. How to fill in the application form

Applicant must use the BJA-ESA Grants **Application Form** and follow the guidelines and format recommendations precisely. See Appendix 1 for more details on how to fill in ESA Grants Application Form.

##### 3.2. Application deadline

Application forms must be received **no later than Jan 31, 23:59 CET** for BJA-ESA Grants.

Late applications are not accepted.

##### 3.3. Application form format

Use the Application Form and fill it in using:

- Font Arial, size 11
- 1.5 line spacing minimum
- Max. 3 A4 pages for applicant expertise
- 12 pages maximum for the research plan including the graphs & figures, and excluding references.
- Max .3 Pages for the applicant's CV



When sending the complete Application Form:

- do not include colour pictures
- include all requested information in 2 document if possible
- avoid sending an application exceeding 1 Mb.

Applications which do not adhere to the format recommendations in the detailed guidance are not considered.

### 3.4. Ethics

The application should include a statement of approval of this proposal by the institutional committee reviewing human or animal investigations or a statement that approval has been requested.

The written statement of institutional committee approval is required before receiving the Grant funding.

### 3.5. Submission

Only electronic submissions received at [research@esahq.org](mailto:research@esahq.org) are accepted.

## 4. Review process

Each complete and eligible Grant application is evaluated and prioritised by the BJA-ESA steering Committee (RC).

### i- Triage

Short Abstract Form undergo a first triage by 3 members of the steering Committee, a maximum of 40 applications will be selected (any kind of Grant) reaching a threshold score of 3/5, for in-depth evaluation.

### ii- In-depth evaluation

The shortlisted applications will be requested to submit full application which are evaluated and ranked using a scoring system by two members of the steering Committee. The best applications in each category are selected for a second round of evaluation.

For each Grant evaluation, a final decision is reached after discussion between RC members. The names of the successful applicants are approved by the ESA Board at the end of the same year and then posted on the ESA website and communicated in the ESA and BJA Newsletter.

Successful and unsuccessful applicants and winners are notified by e-mail. Decision of Steering Committee is full and final

## 5. What should you do following the support you received?

### 5.1. Bank details

Grant winners will be given precise details on how to claim their award at the time of result notification

### 5.2. Picture

The Grant winner should send by e-mail a good quality (300dpi) passport **picture** to be used in the ESA and BJA Newsletter and promotions

### 5.3. Euroanaesthesia Congress

The Grantee will be informed in writing by the Steering Committee and invited to the Euroanaesthesia congress and award ceremony which is being held by ESA on an annual basis. In the year, the Grant is awarded the winner receives free registration to the Euroanaesthesia Congress. This registration cannot be transferred to another person to accept the Grant during the Inaugural Ceremony.

Both BJA and ESA representatives will award the Grant at the ceremony.

For the presentation at Euroanaesthesia, Winners should provide 8 to 12 weeks before Congress: A very short summary (2-3 sentences) and a characteristic graph or picture depicting your research project at a glance for the Chairperson to present to the audience.

### 5.4. Report form

The Grant winner must submit a **feedback report at the end of every year until the end of the study** (using the [Feedback Report Form](#)). Failure to send the requested reports will prevent you from applying successfully for ESA Grants in the future.

### 5.5. Publications

**All abstracts, presentations and publications resulting from Grants must acknowledge the support of the Grant Programme of the European Society of Anaesthesiology.** Grant winners should also inform ESA and provide references for each publication related to this project

### 5.6. Presentation

Successful applicants are asked to present a brief summary of their research in the ESA and BJA Newsletter, once it has been formally published.