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**HOW TO FILL IN THE ESA GRANTS AND PRIZES APPLICATION FORMS?**

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**I. Industry Grant Application Form**

**1. Applicant details**

**1.A. Year of Grant awarded**

Indicate the year the Grant is awarded. If e.g. application in 2015, Grant awarded in 2016.

**1.B. Title of Research Project/Analysis**

Title must be a max of three lines.

**1.C. Area of Research/Analysis (indicate which one):**

- a) Clinical research
- b) Experimental research  
( for ESA members only)
- c) Patient safety
- d) Other, please specify the area

**1.D. Information about the Principal Applicant**

Title, First name, Last name of the Principal Applicant, Academic Degrees, Name of Institution, Department, Professional address, City, Country, Citizenship, phone number, e-mail address, Date of birth , ESA membership number and list the co-applicants.

Anybody can apply for an ESA Grant. However, in the case of an Experimental research, the applicant must be full ESA member (either active, affiliate, non-physician health professionals or retired) or if there are co-investigators, at least one of these investigators should be a full ESA member at the moment of application.

Please visit [ESA website](#) to apply online to become a member.

**1.E. Academic Institution or Hospital**

Name and address of the Academic Institution or Hospital and name, phone number and e-mail of the Head of the Department.

**1.F. Responsible financial officer**

Name, address, phone number and e-mail address of a person who is different from the applicant and who works in the finance department of the institution.

**1.G. Start and end date of project**

Use the following format "from DD/MM/YYYY to DD/MM/YYYY".

**1.H. Other important information**

Specify if you have been awarded any kind of ESA Grant or Prize in previous years and when.

**2. Research summary**

Give one-paragraph description of the project (max 10 lines).

**3. Research Plan**

*(max. 12 pages, including pictures and excluding references)*

**3.1. Objectives**

Describe the objectives of the study including primary and secondary aims.

**3.2. Medical Problem/Background**

**3.2.1 Introduction**

Set your proposal into perspective.

**3.2.2 Research question(s)**

**3.3. Specific aims**

State exact hypothesis to be tested

**3.4. Methods and measurements**

**3.4.1 Inclusion/Exclusion criteria**

**3.4.2 Outcome measures**

Justify the outcomes chosen:

Are there sufficient studies that have used them? Are there any guidelines proposing them? Are they relevant for patients? Discuss the clinical relevance of the outcomes for the target population.

**3.4.3 Methods against Bias**

**3.4.4 Search strategy**

- a) Describe data collection techniques.
- b) Describe types of data to be obtained and statistical or power analysis if indicated.
- c) Point out potential problems and limitations.

d) If appropriate, 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. Such statement of institutional committee approval is required before final approval of Grant.

**3.5. Statistical Analysis (*if applicable*)**

Describe the proposed strategy of statistical analysis in detail, including power analysis. Describe how to investigate heterogeneity/homogeneity. Are there any planned subgroup or sensitivity analyses?

**4. Budget**

Include all proposed expenditure. Indicate under each category the amount requested or provided from other sources.

**4.1. Personnel**

**4.2. Equipment, supplies and travel**

**4.3. Other costs**

**4.4 Total Costs of the project**

Sum of the 3 previous items. If it exceeds the maximum amount of the grant, the other sources of funding must be clearly specified.

**4.5. Total funds requested (no indirect costs).**

Cannot exceed the maximum amount of the Grant.

**4.6. Budget Justification - CLEARLY and completely justify each item, including the role of each person involved in the project. If computer equipment is requested, explain why such resources are not already available from the sponsoring institution. NOTE: Failure to adequately justify any item may lead to reduction of an approved budget request even if the application is funded.**

**4.7. List of facilities, equipment, supplies, and services essential for this project and indicate their availability.**

**4.8. Current support for the proposed project-** list all current or pending research support available to principal and/or senior investigator for the proposed project.

**5. CV**

Copy and paste under this section your Abbreviated and updated CV of the Principal Applicant (maximum of three A4 pages).

**6. Annexes**

**6.1. Publications List.**

Please attach a separate file with listed publications in English only (preferably downloaded from PubMed).

**6.2. Letter of recommendation (one page) from the Head of the Department (for all types of grants). This is optional if the Head of Department is the Principal Applicant.**

**7. Conflict of interest**

Indicate in this section if you have a conflict of interest with one of the reviewers of the Research Committee. List of Research Committee members can be found on the [ESA website](#).

Please confirm in this section that none of the co-authors of this article is an employee of the company supporting this Grant.

**8. Signature and date**

Ink pen/ scanned signature is required

Submit the Application Form by e-mail to the ESA Research Department (research@esahq.org).

Applications which do not respect these guidelines or the format are not considered.

## II. Industry Prize Application Form

### 1. Applicant details

#### 1.A. Year of Prize awarded

Indicate the year the Grant is awarded. If e.g. application in 2015, Grant awarded in 2016.

#### 1.B. Title and reference of the article submitted for the Prize.

Title must be a max of three lines.

#### 1.C. Area of Research/Analysis (indicate which one):

- a) Clinical research
- b) Experimental research  
(for ESA members only)
- c) Patient safety
- d) Other, please specify the area

#### 1.D. Information about the Principal Applicant Title, First name, Last name of the Principal Applicant, Academic Degrees, Name of Institution, Department, Professional address, City, Country, Citizenship, phone number, e-mail address, Date of birth, ESA membership number and list the co-applicants.

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#### 1.E. Academic Institution or Hospital Name and address of the Academic Institution or Hospital and name, phone number and e-mail of the Head of the Department.

#### 1.F. Responsible financial officer Name, address, phone number and e-mail address of a person who is different from the

applicant and who works in the finance department of the institution.

#### 1.G. Start and end date of project Use the following format "from DD/MM/YYYY to DD/MM/YYYY".

#### 1.H. Other important information Specify if you have been awarded any kind of ESA Grant or Prize in previous years and when.

### 2. Support

Specify if this research was supported by any funding agency. If yes, please specify the name of the organisation(s) and summarise the amount and duration of support, with dates.

### 3. Annexes

#### 3.1. Copy of the article. Please attach a copy of the article in a separate file (preferably in PDF format).

#### 3.2. Cover Letter (one page). Please detail why the authors think they should be considered for the Prize.

### 4. Conflict of interest

Indicate if you have a conflict of interest with one of the reviewers of the Research Committee. List of Research Committee members can be found on the [ESA website](http://www.esahq.org).

Please confirm in this section that none of the co-authors of this article is an employee of the company supporting this Prize.

### 5. Signature and date

Ink pen/ scanned signature is required.

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