1. **PROJECT INFORMATION**
2. Project leader, Title of the project, Scientific abstract, Lay summary
3. Project description
4. Budget
5. Support from the medical director

**1. Project leader, Title of the project, Scientific abstract & Lay summary**

**Project leader**

Name, title, institution

**Title of the project**

The title of the project should be succinct (no more than two lines) and should accurately reflect the content of the project.

**Scientific abstract (one A4 page maximum)**

This should be a maximum of one A4 page and should provide a succinct summary of the project proposal.

**Lay summary**

In order to promote a better understanding of the research we are funding, we need you to supply a lay summary. This should be a maximum of half an A4 page. Do not use your scientific abstract. The text must be popularized so as to be easily understandable for a non-medical audience. Please note that this is a mandatory section of the application form and must be completed.

**2. Project description**

Maximum of eight A4 pages

**Project description**

* Objectives (define primary and secondary aims)
* Methodology (incl. sample calculation and proposed statistical methods for analysis)
* Project plan & various steps
* Expected outcomes

**Scientific rationale & added value compared to existing knowledge**

**Does the project respond to an identified need in patients/caregivers/society?**

**How will you involve patients in the design of the research project and throughout the whole life cycle of the project?**

**Potential impact of the results on diagnosis, prognosis, treatment, quality of care or quality of life of patients**

**Expected implementation of results and follow-up**

**Communication strategy for the results of the research**

**Ethical questions**

Will your project need the approval of an ethics committee? If so, send us an e-mail (tseyen.a@kbs-frb.be) as soon as you have received a positive opinion from that committee).

**3. Budget**

Max. one A4 page

**The King Baudouin Foundation does not agree to the deduction of any overhead from grants up to**

**€ 30,000. For higher amounts, the overhead must not exceed 15%.**

**KBF will only fund not-for-profit organizations. For-profit organizations (e.g. pharmaceutical companies) can be part of a research team but are excluded from funding.**

**Do you receive any commercial or other sponsoring related to this research project, or to consumables, materials or drugs that will be used in this project? Please mention here the type and the amount of the sponsoring(s).**

**Please provide a detailed budget outline, divided into the following categories:**

1. **Human resources** Describe the function and qualifications of any personnel that will be supported by the project, identify personnel by name if the person(s) are already known, provide a clear justification for the recruitment of personnel for the project.
2. **Operational costs** Provide details about different cost items to make it clear how you will use the budget. Such cost items can include publication, travel costs, communications etc. Take into account that a detailed budget is much more easy to evaluate than requests for lump sums.
3. **Other costs** associated with the project
4. **Any available funding for the project** Having funds available is not considered a negative point in the evaluation!
5. **Divide the budget over max. 2 years**, per year of the project and per participating research group.

**4. Support from the medical director**

**The application should be formally supported by the medical director of your hospital.**

**The medical director of the hospital submitting the project acts as guarantor that the scientific and practical (aim, material and methods) aspects of the work can be completed within that hospital.**

**Make a scan and paste a snapshot of the signed supporting letter here below.**