1. **PROJECT INFORMATION**
2. Title of the project, scientific abstract & lay summary
3. Project description
4. Budget
5. Formal support by the head of department or by a confirmed researcher
6. **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 (1 A4 page maximum)**

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

**Lay summary (½ A4 page maximum)**

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.

1. **Project description**

This is an important document for the jury and **should not be longer than 5 pages** (A4 format). To facilitate the jury’s deliberations, you are asked to list the following information in a clear and identifiable manner.

**Project description**

* Objectives (define primary and secondary aims)
* Methodology (incl. sample calculation and proposed statistical methods for analysis, if applicable)
* Project plan & various steps (including a timeline)
* Feasibility
* Milestones and expected outcomes

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

**Specific questions**

* Does the project identified medical, allied health or psychosocial issues related to older adults?
* Potential impact for the results for the patients, their family and/or caregivers (clinical, functional, psychosocial, societal, public health…)? Which is the impact of your research on the quality of life?
* Perspectives of implementation of the results and follow-up.
* Communication strategy
* Will your project need the approval of an ethical committee? If so, send us an e-mail (nguyen.i@mandate.kbs-frb.be) as soon as you have received the positive response of this committee.
1. **Budget**

**max 2 pages (A4 format)**

***The King Baudouin Foundation does not accept that any overhead is taken on grants until € 30.000. For higher amounts, the overhead can’t exceed 15%.***

**Please provide a detailed budget outline split up in the following categories**:

**Please note that the major part of the requested budget has to be used for research purposes and not to finance structural personnel or functioning costs. The budget can be spread over a maximum of 3 years. In this case, present your budget per year.**

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 motivation for the recruitment of personnel in the project).
2. **Operational costs** (provide details about different cost items to make clear how you will use the budget. Such cost items can include publication and travel costs. Take into account that a detailed budget is much easier 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!). If 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).
5. **Formal support by 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 (aims, 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.