

DKMS Stiftung Leben Spenden

John Hansen Research Grant

APPLICATION INSTRUCTIONS

August 2024

John Hansen Research Grant Application Instructions

The application must be sent as a single PDF document (no PDF portfolio!).

Please name the PDF file starting with your last name and followed by “_JHRG2025_Application.pdf” (e.g. Clooney_JHRG2025_Application).

The application must be typewritten in Arial 11-point font and 1.5 spaced line pitch. The page and space limits specified must not be exceeded. The complete application proposal must include the following:

1. Completed application cover sheet and abstract sheet (on pages 4 and 5 of this document) including required signatures.
2. Table of contents for the application.
3. Project plan (max. **15** pages) which should contain the following sections:
 - a. Specific aim and objectives of the research project.
 - b. Description of the significance and impact of the project with appropriate background information.
 - c. Preliminary data and previous investigations and findings.
 - d. Description of the proposed research including design, methodology, timelines and statistical aspects.
 - e. Description of the resources available to support completion of the project (e.g. in-house sequencing facility, FACS, etc.).
4. Bibliography (max. **3** pages).
5. Detailed budget plan and budget justification for each year (max. **3** pages), including:
 - a. Budget for staff (name if already known, role, % effort, salary requested).
 - b. Equipment and supplies (itemize by category: animals, consumables, equipment, facilities fees, etc.).
 - c. Other direct expenses.

Use Euros or US Dollars as currency.

An example of a budget plan can be found on page 6 of this document.

We recommend consulting in advance the “*John Hansen Research Grant Funding Guidelines*” for more information about which type of costs can be funded.

6. Abbreviated Curriculum Vitae (CV) of the applicant and supervisor (max. **3** pages each). Please include in the applicant’s CV the 5-10 most relevant publications of the last 5 years related to the project, and the overall number of publications as first or last author.

7. A copy of the applicant's doctoral degree certificate (PhD, MD or equivalent, document must be issued August 2014 or later). Applicants whose careers have been interrupted after receiving a doctoral degree, may request an extension of the degree requirement by e-mail (grant@dkms.org). Please refer to section 3.2 of the "*John Hansen Research Grant Funding Guidelines*" for details.
8. Description of other planned or active financial support for the project, or for similar projects where the applicant is involved (max. **2** pages):
 - a. Title of the project.
 - b. Period of the funding.
 - c. Total funding awarded.
 - d. Principal Investigator's role and effort in the project.
 - e. Areas of overlap between the proposal and active or pending projects which must be identified and addressed.
9. Supporting documents (max. **10** pages):
 - a. Human subject certification and/or animal care certification. Projects proposing investigation involving human subjects must obtain appropriate Institutional Review Board (IRB) approvals. If not obtained at the time of the application, a letter of intent to seek IRB approval must be submitted with the application.
 - b. A letter of recommendation from your current primary supervisor stating the commitment and suitability for guiding you through the project.
 - c. The application may include maximal three letters of support obtained from senior faculty members from or outside your host institution.
 - d. Letters of collaboration. Letters from any proposed collaborator must be included.

Please be aware that in addition to the scientific evaluation of each application, the funded host institution will need to undergo a formal evaluation to comply with the German Law regarding charitable corporations (eligibility of the host institution). For more information see the "*John Hansen Research Grant Funding Guidelines*".

Please also attach to the e-mail the signed "*Declaration of Agreement*" in a separate PDF file (it can be found at the end of the "*John Hansen Research Grant Funding Guidelines*"). Please name the PDF file starting with your last name and followed by "_JHRG2025_DoA.pdf" (e.g. Clooney_JHRG2025_DoA).

Applications will be treated as confidential documents and will only be forwarded to the review panel. Incomplete applications will be judged ineligible for consideration. Any application failing to meet the eligibility requirements of the grant will be judged ineligible.

Applications must be submitted to grant@dkms.org before the 20th of November 2024, 23:59h (Central European Time).

John Hansen Research Grant - Application Cover Sheet

Title of research project	
[TITLE]	
Applicant	
Last Name:	First Name:
Telephone:	Title: <i>e.g. MD, PhD</i>
Email:	
Host Institution:	
Applicants address at host institution	
Department/Institute/Clinic:	
Street:	
Post / ZIP code:	
City:	
Country:	
Main address of host institution	
Street:	
Post / ZIP code:	
City:	
Country:	
Supervisor	
Last Name:	First Name:
Telephone:	Title:
Email:	

Applicant Signature

Supervisor Signature

John Hansen Research Grant - Abstract

Applicant
<i>First and Last Name</i>
Title of research project
<i>Project Title</i>
Abstract
<i>Max 700 characters including spaces. Please note, that we need to copy the abstract from the PDF during assessment of your application. Please assure, that the abstract can be copied, i.e. please do not submit this page as an image/scan.</i>

John Hansen Research Grant - Example Budget Template

Planned Expenses (in EUR or USD)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
Personnel Name, % effort and role			
Animal Costs			
Supplies (e.g. antibodies, kits,...)			
Travel (EUR < 2,500 annually) Transportation Lodging Meeting registration fee			
Small Equipment (EUR < 1,000)			
Facilities User Fees (e.g. microscopy, FACS,...)			
Publication costs			
Other direct costs			
Total EUR	-	-	-
Number of FTEs	0	0	0