Frequently Asked Questions (FAQ) ISN Clinical Research Program

Contents

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1.   AM I ELIGIBLE TO APPLY? WHAT ARE THE CRITERIA?

Please read the eligibility criteria for the applicants as detailed in the guidelines document that can be downloaded from the ISN website:
https://www.theisn.org/in-action/grants/isn-clinical-research/

2.   IS MY PROPOSED RESEARCH PROJECT ELIGIBLE? WHAT ARE THE CRITERIA?

Please read the eligibility criteria for the applicants as detailed in the guidelines document that can be downloaded from the ISN website:
https://www.theisn.org/in-action/grants/isn-clinical-research/

3.   CAN THE PRINCIPAL INVESTIGATOR BE LOCATED IN A COUNTRY THAT IS NOT IN THE LOW AND MIDDLE-INCOME COUNTRY (LMIC) CATEGORY?

The program's main goal is to build research capacity in low and middle-income countries (LMIC). The ISN therefore prefers the projects to be as locally led and managed as possible in the LMIC and requests that the Principal Investigator (as listed in the application and program documents) is based in the LMIC. The collaborators/co-investigators can be from a high income country (HIC). Collaborative applications between two institutions from an LMIC and a HIC are of course welcomed but applications should clearly demonstrate the key role and benefits to the LMIC.

More details regarding this matter can be found in the guidelines document that can be downloaded from the ISN website:
https://www.theisn.org/in-action/grants/isn-clinical-research/

4. WHEN DO I SEND MY PROPOSAL TO MY ISN REGIONAL COORDINATOR? AND WHY?

Your relevant ISN Regional Coordinator must receive your project proposal at least 2 months prior to the online submission deadline (by March 1). **Do not send your full proposal to your Regional Coordinator. There is a template available for you to fill out available on the ISN website.** The ISN Regional Coordinator has the task of assessing all project proposals from their region in order to make sure they are feasible, relevant and of a sufficient standard. If you are indicating that your proposal addresses a regional priority, this should be substantiated in the letter. The ISN Regional Coordinator may provide the applicant with feedback to make the proposal more competitive. Once the ISN Regional Coordinator is satisfied, he/she will provide you with a letter of approval (a necessary document without which you cannot submit an application).

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5.   WHO IS MY ISN REGIONAL COORDINATOR?

The name and contact details of ISN Regional Coordinators, along with the template for what to submit to your Regional Coordinator, can be found on the ISN website: https://www.theisn.org/in-action/grants/isn-clinical-research/

6.   CAN I START THE ONLINE APPLICATION WITHOUT THE ISN REGIONAL COORDINATOR'S LETTER?

Yes. You can create an account (sign-up) for yourself, fill out the application form, and upload the other required documents for your application. However, you will not be able to submit your application and have it be considered until all components, including the Regional Coordinator's letter, have been uploaded.

7.   WHAT ADDITIONAL DOCUMENTATION WILL I NEED TO PREPARE / SUBMIT FOR THE APPLICATION?

Besides the ISN Regional Coordinator's letter of approval, you will need to submit/prepare:

- Concept summary (maximum 0.5 pages),
- Project description (maximum 6 pages), including Specific aims, background and rationale, methods, research team, institutional environment, significance,
- Timelines (Gantt chart),
- Relevant references,
- Detailed budget,
- Patient Information Sheet and Informed Consent Form.

Please read the exact requirements as detailed in the guidelines document that can be downloaded from the ISN website:
https://www.theisn.org/in-action/grants/isn-clinical-research/

You can request examples of successful applications from the ISN Clinical Research Program Coordinator by email at crp@theisn.org.

8.   CAN SOMEONE ELSE COMPLETE AND SUBMIT THE ONLINE APPLICATION IN MY NAME?

If, for example, the applicant/Principal Investigator has trouble with English and requires someone else to complete the application and carry out any processes linked to an eventual successful application, they can indeed do so. We recommend that the person filling out the form should open the account (when signing up) with their name and e-mail address, thereby ensuring that any email correspondence will come to them. The name and details of the actual project owner/Principal Investigator needs to be completed in the application form itself.

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9. WHEN DOES THE ONLINE SYSTEM OPEN FOR ACCEPTING NEW APPLICATIONS?

The online system accepts new applications from approximately 3 months prior to the final application deadline, i.e. as of FEBRUARY for the May 1 deadline.

10. DO ALL APPLICATIONS NEED TO BE SUBMITTED ONLINE?

Yes, we only accept applications that have been submitted online via the dedicated website.

11. HELP, I AM HAVING SIGN-IN AND PASSWORD ISSUES WITH THE ONLINE SUBMISSION SITE!

For all inquiries regarding the application platform, please contact crp@theisn.org as soon as possible.

12. CAN I REAPPLY IF MY PREVIOUS PROJECT PROPOSAL WAS UNSUCCESSFUL?

In case of submission of the SAME PROJECT: a project proposal that was unsuccessful in a previous round can indeed be resubmitted. In this case, the feedback that was provided by the review committee (if any) for the previous application and the comments provided by the regional coordinator must be adequately addressed. The proposal will again need to be submitted to the regional coordinator for their assessment and letter of approval (by the indicated deadlines).

Project proposals may be resubmitted a maximum of two times in subsequent application rounds; i.e. one initial submission and 2 resubmissions.

Unfortunately it is not possible to access previous applications on the current application portal. If you need any assistance accessing application materials from a previous application, please email crp@theisn.org and we may be able to assist, but you will still need to re-upload all documents.

In case of submission of ANOTHER PROJECT: new project proposals can be submitted. All criteria and processes remain the same.

13. CAN I REAPPLY IF MY PREVIOUS PROJECT WAS ACCEPTED AND HAS COME TO AN END?

In case of EXTENSION of same project: a project that has passed its planned duration/come to term and has used up the allocated funds can reapply for an extension provided the grand total of all allocated funds over the different application rounds does not surpass 20.000 USD. So if your project, as described in the initial plan, has terminated and received a grant of 15.000 USD, you can re-apply for a further 5.000 USD. This allocation/acceptance will be dependent on the submitted application

and review of the extended project proposal; the process remains competitive and a positive outcome is not guaranteed.

<u>In case of submission of ANOTHER PROJECT:</u> new project applications from previously funded applicants are accepted. However, one should note that one of the program's key components is to build capacity; therefore, persons who apply again should ideally make a strong case for a) why they needs/are deserving of another ISN grant, and b) how the grant (if successful) would benefit other applicants other than themselves and build capacity in the region.

14. CAN I SUBMIT AN APPLICATION FOR A RESEARCH PROJECT THAT HAS ALREADY STARTED?

Yes, we can accept applications for projects that have already commenced, provided the project has not yet been finalized and is still being conducted. Funds can only be requested for activities that have not occurred prior to the release of funds (activities cannot be funded retrospectively).

15. CAN I ACCESS/RESUBMIT PREVIOUS PROJECT APPLICATIONS IF THEY WERE UNSUCCESSFUL, NOT SUBMITTED OR WITHDRAWN?

Due to changes in the application software we use, it is unfortunately not possible to access previous applications. If you need access to materials from previous applications you submitted, please email crp@theisn.org and we may be able to email them to you. Please note that this is only possible for applications that were submitted (successful or unsuccessful), not applications that were withdrawn or never submitted.

16. WHEN AND HOW ARE THE RESULTS ANNOUNCED?

The results are announced to each participant personally via email. The results can be expected between 2-3 months after the submission deadline has passed. We acknowledge the process may seem a lengthy one, but please bear in mind that the following processes take time: checking for completion, the committee review/scoring duration, further deliberations after review by the chair, confirming with potential sponsors and budget feasibility assessments all take their time.

17. CAN I SUBMIT MORE THAN ONE PROPOSAL PER SESSION?

In principle, each individual can only present one proposal per session. However, the Program is about individuals not about groups/teams/institutions. This means that more than one proposal can be submitted from a same institution, as long as one individual is not the principal investigator on more than one project per session.

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18. HOW CAN I GET HELP IN SETTING UP A RESEARCH PROJECT AND/OR TO WRITE AND PUBLISH MY PAPER?

The ISN has established a Mentorship Program through which applicants can be matched with a suitable mentor in the area for which they require guidance. One of the areas for which you can seek counselling from an experienced mentor is in the setting up of research projects. Find out more at https://www.theisn.org/in-action/grants/mentorship/

Please note that matches with a mentor are not guaranteed (but we do our best) and that any help from an ISN mentor in the setting up of a research project will not guarantee success subsequent applications to the ISN Clinical Research program; the process remains competitive and therefore depends who you are up against in any given application round.

For webinars, courses, and other online resources, you are strongly encouraged to make use of the ISN Academy Research Skills Toolkit.

19. BUDGET QUESTION - CAN I USE MY GRANT FOR ANYTHING STUDY-RELATED, SUCH AS THE PRINTING OF THE THESIS?

Yes, this is permissible as long as the grant money is used in relation to work concerning the approved research project. In case of hesitation regarding appropriate usage of funds, please send us a message to crp@theisn.org. You will be asked to provide a brief breakdown of used funds during the annual reporting process.

20. BUDGET QUESTION - CAN I USE THE REMAINING FUNDS FOR AN EXTENSION OF MY EXISTING PROJECT, AS OPPOSED TO RESUBMITTING A NEW APPLICATION?

Yes, this can be requested and is dependent on the review and approval of the Chair. Please send us a 1-page summary including: what you plan to study, and the costs involved (budget breakdown of usage of remaining funds).

21. BUDGET QUESTION - CAN I USE THE REMAINING FUNDS FOR ANOTHER PROJECT?

No, using remaining funds for another (non-awarded) project is not appropriate. Please note that you will be asked to provide a brief breakdown of used funds during the annual reporting process. ISN relies on your conscientiousness to return any unused funds, which may in turn benefit others as it has benefitted you. Please see below for instructions on how you can return the funds.

22. BUDGET QUESTION - HOW CAN I TRANSFER MY REMAINING FUNDS BACK TO THE ISN?

After having submitted your final report along with the 'budget usage breakdown' section, you can send us a quick email to crp@theisn.org to let us know about your intent to wire us back the funds. You can let us know at that time if you require an official invoice.

INSTRUCTIONS FOR USD WIRE/TRANSFERS:

To: International Society of Nephrology

- Reference: CRP – (short) name of your project – country – your name
- Bank Name: Wells Fargo
- Bank Address: 1753 Pinnacle Drive, McLean, VA 22102, USA
- Phone: +1-703-760-5980
- Account Name: International Society of Nephrology
- Account number: 2000028807102
- Routing/ABA Transit Number: 121000248
- Swift Code: WFBIUS6S