

# ITI research grant guidelines

[Version 2021]

## Introduction

The Grant Application Form is to be filled out in accordance with this version of the ITI Research Grant Application Guidelines and submitted by the respective deadline.

Evaluation of the application is only possible if accurate and complete information is provided by the applicant(s). The grant application must be filled out in English in as much detail as possible.

A clear hypothesis and hypothesis testing are a prerequisite. A detailed description of the research plan and the various methods to be used must be provided.

Research proposals that comprise two or more consecutive, interdependent work packages (e.g., a laboratory study followed by an animal study) cannot be funded if the second experiment (i.e., the animal study) can only be designed based on the results of the first experiment (i.e., the laboratory study).

Once a grant has been awarded, no additional funding will be awarded to the grant recipient for the same study at a later point in time.

Submitted research proposals that do not adhere to the above guidelines and our Terms & Conditions cannot be considered for evaluation by the ITI Research Committee.

## Budget

There are specific guidelines and regulations to which, by law, the Foundation must adhere when allocating research funds. All monies provided by the ITI Foundation are to be allocated for research purposes only. If research funds are requested that include support for administration/overhead costs to the applicant's institution, these administrative costs/institutional **overhead costs must not exceed 20% of the total budget applied for**. Applications with overhead costs exceeding 20% of the total budget, will not be considered for evaluation by the ITI Research Committee. **All costs entered in the budget must include VAT where applicable**. The First Applicant is to

purchase the items in his/her country from the grant money as budgeted. In the case of a multi-center study or similar, the First Applicant is responsible for supplying the co-workers with materials as necessary. In the case of a grant award, original invoices and or cost estimates from local distributor must be provided to ITI Headquarters on request.

The ITI Foundation offers two types of grants:

### Small grant (SG)

This grant type is primarily intended for young researchers who have been working within established groups and wish to expand their scope and level of responsibility or want to establish a track record in implant dentistry.

### Large Grant (LG)

This grant type will be awarded to experienced researchers/research groups only.

The following maximum amounts apply:

Currency	Countries	Small grant	Large grant
AUD	Oceania	70,423	281,690
CHF	Switzerland	50,000	200,000
EUR	Europe, Africa, Russia, Turkey	39,370	157,480
GBP	United Kingdom	31,056	124,224
JPY	Japan	3,900,000	15,600,000
USD	North, Central & South America, Asia	49,505	198,020

## How to start your ITI Research grant application

A free ITI Research user account must be created. If your application is approved, administrative tasks such as providing annual update reports are to be completed in your account.

Your application is saved automatically. You can save and exit your application at any time and continue at a later point.

All mandatory fields are marked with a \*. In tab "16 application summary" you can see at a glance which sections have been completed and which must still be filled in. By clicking on "this field is required" you will be directed to the section that must be completed.

If your entry needs to be adjusted you can overwrite it. In certain cases, you can click on the **x**, to delete your entry.

## How to correctly fill in the online application form

### Add contributor(s)

You can invite one or more people to assist you in writing/proofreading your ITI Research grant by adding them as a contributor. You can decide if you would like to grant full access (read & write) or read mode only.

### 1. General information

#### *Country/Region of application*

Select your country/region via the dropdown menu. The corresponding currency will be filled in automatically.

#### *Grant category*

Check the appropriate box: The maximum grant amounts that can be applied for will appear automatically.

## **2. Project details**

### *Project type*

Check the appropriate box. If you are submitting a revised project, you must indicate the previous application number and upload a covering letter that lists the amendments you have made. If your application is a continuation of a project that was previously awarded an ITI grant, provide the ITI project number, e.g., 123\_2010 and upload a detailed final report including the results or an manuscript of the previous study that has been accepted for publication.

### *Does your project address one of the ITI's priority research areas?*

Check the appropriate box. Click on the link to open a new window on our website where you will find the current priority research areas.

### *Study type*

Check the appropriate box.

### *Previous applications*

Check the appropriate box. If a similar or the same proposal was turned down, you must indicate the previous application number.

### *Project title*

Fill in the project title, which should provide a short but clear outline of the planned research project.

### *Keywords*

Provide at least two but a maximum of ten key words that characterize the project.

### *Duration of project*

Provide the expected start and end date.

### *Conflict of interest statement*

Provide information on possible conflicts of interest.

### 3. Summary of the research proposal

#### *Hypothesis/Specific aims*

A clear but brief hypothesis is expected. (i.e., the question the group wants to answer with their research)

#### *Statement as to the clinical relevance of the research project*

Please briefly outline the clinical relevance of your project.

#### *Materials and methods*

Please briefly outline the materials and methods used.

### 4. Research plan

The research plan must provide all the information needed to evaluate the project. Be specific and informative but at the same time concise. Avoid redundancies.

**Protocols for animal studies or human studies must include justification for the number of patients/animals.** Make sure your research plan answers the following questions:

#### *Hypothesis/Specific aims*

What do the authors intend to do? Start by summarizing the hypothesis/specific aims in 1 – 2 sentences. Then list the broad, long-term objectives and what the specific research proposed in this application aims to accomplish, e.g., to test the hypothesis, create a novel design, solve a specific problem, or develop new technology.

#### *Background and significance*

Why is the work important? Briefly sketch in the background to the application, critically evaluate existing knowledge, and identify the gaps that the project intends to fill. State concisely the importance and health benefits of the research described in this application by relating the specific aims to broad, long-term objectives.

### *Preliminary studies in connection with new projects/continuing projects (What has already been done?)*

For new applications, provide an account of the First Applicant's preliminary studies pertinent to the application. Include information that will also help to establish the experience and expertise of the investigator.

For continuing projects, provide the starting and finishing dates of the previous project period covered. Summarize the aims of the previous project and the importance of the findings. Discuss any changes in specific aims. Include references to relevant publications and manuscripts accepted for publication. If the application involves clinical research, report on the enrollment of research subjects and their distribution by ethnicity, gender and age. Provide a succinct account of published and unpublished results, indicating the progress towards their achievement.

List the titles and complete references to all publications, manuscripts accepted for publication, patents, and other printed materials that have resulted from the project.

### *Research design and methods (How are you going to do the work?)*

Describe the research design and the procedures to be used to accomplish the specific aims of the project. **Include sample size calculations where appropriate**, materials and methods, explain how the data will be collected, analyzed, and interpreted (statistical analyses) as well as the data-sharing plan as appropriate (e.g., in the case of a multi-center study). Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Point out any procedures, situation, or materials that may be hazardous to personnel and the precautions to be exercised. The list of **publications is to be limited to the five most current articles appropriate** to the application.

### *Upload your images*

If you intend to include images in the research plan, please upload them to the designated areas in the application form at the end of your research plan. Please **reference all your photos** in the research plan with the document name you used when uploading them.

## 5. Budget – personnel costs

Indicate how many project team members are faculty members and non-faculty members at the applying organization. **Salaries for faculty members should not exceed 10% of the total amount applied for.**

Starting with the First Applicant, list the names of all employees in the applicant's organization who will be involved in the project, regardless of whether a salary is being requested.

### *Name*

Insert the first and last name of the project team member.

### *Position*

Identify the institutional position.

### *Role in project*

Identify the role and describe the associated functions.

### *Position already filled*

Indicate whether the position has already been filled.

### *Year 1-5*

Click on each year to complete the costs as required.

### *Type of appointment*

Indicate the type of appointment (full-time or part-time) and enter the number of hours worked per week. Individuals may have a split appointment, for example during the semester and over summer. For each appointment, identify and enter the hours/week to be spent on the project. Where no contractual appointment exists with the applying organization and a salary is requested, enter the estimated number of hours per week on the project.

### *Salary requested*

Check the box that applies.

### *Salary*

Enter the amounts for the years requested. If no salary is required, please leave blank.

### *Fringe benefits*

Fringe benefits (e.g., health insurance, pension contributions) may be requested for each position in accordance with institutional guidelines, provided the costs are passed on by the applying organization as a direct cost to all the sponsors equally.

## **6. Budget – materials**

### *Equipment/Items of lasting value*

*Equipment = devices, instruments or machinery intended for long-term use, e.g., measuring equipment, computer software, etc.*

List each purchase separately in the by clicking on the year year that applies. Justify each purchase. **Funding will not be approved for basic surgical equipment and computers.**

Unless otherwise specified, equipment/items of lasting value funded by the ITI becomes the property of the institution where the First Applicant is employed.

### *Supplies/Consumables*

*Supplies/Consumables = commodities that are intended to be used up relatively quickly, e.g., syringes, chemicals, test tubes, dental implants and implant components, bone substitute materials, tissue cultures, etc.*

Itemize all the supplies/consumables needed to run this study. Any supplies/consumables necessary to conduct the research project that are provided to the applicants by manufacturers or distributors at no cost must be itemized and a letter from the manufacturer/distributor confirming provision of the supplies/consumables without any publication restrictions must be uploaded.

## 7. Budget – travel

Travel requests must be kept to a minimum. Itemize travel requests (1 line per one-way trip) and list the purpose and destination of each trip and the individual for whom funds are requested. Money for travel can only be included in the budget if it relates to carrying out the research. Only economy class tickets will be covered. **Trips to present the research results at symposia/congresses will not be covered, nor will costs for food and accommodation.**

## 8. Budget – care costs

### *Patient care costs*

If patient care costs are requested, indicate whether they are for in-patient or out-patient treatment. Then click on the years for which financial support is required and indicate the clinic/hospital, the cost type, the cost per patient and the number of patients. Patient care costs may also include patient travel or donor fees (please note in detail).

### *Preclinical care costs*

If animal care costs are requested, please click on the years for which funds are required. Provide the name of the organization providing animal care and list all the costs. If animals are to be purchased, state the species and the number to be used. Also list animal maintenance costs such as unit care costs and number of care days.

## 9. Budget – other costs

### *Consortium/Contractual/Consultant costs*

Provide the names and companies/clinics of all consortiums and/or consultants (regardless of whether costs are involved or not) by entering the information for the years that apply. menu.

Include consultant physicians in connection with patient care and persons who serve on external monitoring boards or advisory committees to the project. Describe the services to be performed. Include the anticipated number of days for consultation, the rate of compensation, travel, , and other related costs.

Consortium arrangements may involve personnel costs, supplies, and other allowable costs, including facility costs. Contractual costs for support services, such as the laboratory testing of biological materials, clinical services, or data processing, are occasionally sufficiently high to warrant a similar breakdown of costs by category.

#### *Other expenses*

Itemize any other expenses by clicking on the respective year and entering them. Complete the category, unit/item, cost and the quantity. These might include publication costs (Open access up to approx. USD 3,000), rentals and leases, equipment maintenance, service contracts, and tuition remission in lieu of salary.

#### *Overhead costs to the institution and VAT*

Indicate the percentage (maximum 20%) of administrative/overhead costs required by your institution. If your institution is required to pay VAT on the **total** ITI Research Grant please indicate the percentage. Normally, ITI Research Grants **are not subject to VAT**. However, all items such as materials shall be calculated including VAT. If you are in any doubt, please consult your institution's grant office.

#### *Additional funding third parties*

Disclose financial support and financial support sought from organizations other than the ITI and clarify how this support will affect the overall budget.

### **10. Budget – summary**

This section of the application form is automatically generated based on the information entered. Please make sure that the amount requested does not exceed the maximum amount shown. Applications exceeding the maximum grant amount will be not considered by the ITI Research Committee.

### **11. Project timetable**

A rough timetable must be included. Please detail the project milestones as it is particularly important for the ITI Research Committee to be able to see how the work has been planned in terms of time for the funding period. As the funds are paid out in

installments, please indicate how you would like the installments to be scheduled during the course of your project. As a general rule, the **first installment does not exceed 50%** of the grant total. **Twenty per cent of the agreed** amount will be held back and transferred **after receipt of the final report to ITI Headquarters**.

## 12. First Applicant (=Principal Investigator)

Should funding be provided, the Principal Investigator will be ITI Headquarters' **exclusive correspondence partner**. Fill in the information on the Principal Investigator as requested.

### *Education/Training*

Please indicate your professional background starting with undergraduate degrees. Postdoctoral training must be included as well.

### *Selected peer-reviewed publications or manuscripts in press*

Please list selected peer-reviewed publications that are relevant to this study.

### *Positions and honors*

List all previous positions chronologically. Also list any honors received.

### *Previous ITI support*

List each grant separately by adding an entry.

### *Publications that resulted from the above grants*

Please list all published papers and indicate the respective ITI grant number.

### *Research support received over the last three years*

List both ongoing and completed research projects from the **previous three years** (with governmental or non-governmental support). Begin with the projects that are most relevant to the research project proposed in this application. Briefly indicate the overall goals of the project as well as the responsibilities of the key person. Include the percentage of work and costs covered by each grant. Additional supporting information is required that should indicate whether and to what extent other sources (e.g., university

credit, etc.) can be procured to cover research costs. This information will be used by the ITI Research Committee to assess how well each individual is qualified for a specific role in the proposed project as well as to evaluate the overall qualifications of the research team.

### **13. Co-Applicant**

The Co-Applicant works very closely with the First Applicant on the project and makes a significant contribution to the execution of the project. Fill in the information on the Co-Applicant as requested. If there is no Co-Applicant, this section should be left blank .

### **14. Further Applicants & Consultants**

If further applicants and/or consultants will be involved in conducting the research project, provide the information for each further applicant and consultant involved as requested. If there are no further applicants and/or consultants, this section should be left blank.

### **15. Terms and Conditions**

The Terms and Conditions must be printed and signed by the applicant and an authorized signatory of the university/academic institution and uploaded to the ITI Research portal in order to submit the application. No electronic signature(s) are accepted.

### **16. Application summary**

The summary page shows whether all mandatory fields have been completed. Where information is missing this will be indicated by a phrase in red. Click on the phrase to be automatically directed to the section that must be filled in. We recommend downloading the application summary PDF in order to have a copy of your submission.

Further information is available on our [website](#) or by email ([research@iti.org](mailto:research@iti.org))