

APPLICATION GUIDELINES

1. Each year the NVTG places the call for proposals on the NVTG website (www.nvtg.org), and announces the maximum amount available for the OKF. The deadline of each round is 4 weeks after publication of the call on the NVTG website.
2. Submissions should be made electronically to:

Netherlands Society for Tropical Medicine and International Health (NVTG)
Postbus 43
8130 AA Wijhe

Phone: +31 6 156 154 73
Email: info@nvtg.org
Website: www.nvtg.org

Proposals which do not fulfil the assessment criteria – see under 4 – will be returned to the proposer with a recommendation for improvements. The revised proposal may be re-submitted in the next round.

3. Proposals should include the following information:
 - Title page – Project name, acronym, if any, applicants' names and affiliation, correspondence address for the submitting author/lead applicant
 - Introduction (max. 1 A4 page)
 - Hypothesis and study question (max. 0.5 A4 page)
 - Objectives (max. 0.5 A4 page)
 - Research Plan (max. 3 A4 pages incl. max. 2 Tables or Figures)
 - Significance of the project (max. 0.5 A4 page)
 - Feasibility and Ethics Approval Plan (this includes an appreciation of potential obstacles) (max. 0.5 A4 page)
 - Timelines (Table or Figure) and detailed Budget (Table) including a justification (max. 2 A4 pages)
 - Reflection on how the proposed projects aligns with NVTG goals (0.5 A4 page)
 - References (max. 15)
 - Main investigators' concise CV and if applicable publication list (max 3 pages)
 - Concise supplements (only if considered essential to judge the application, such as product information sheets, a detailed area map, essential preliminary data)

Font free of choice; size 11 or 12; line spacing 1.5; pages should be numbered.

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4. The following assessment criteria will be applied in the review of the proposal:

Item	Characteristics
Hypothesis and study question(s)	Clear, meaningful and original.
Objective(s)	Clear and in relation to the study question.
Significance	Potential of the study to lead to scientific and/or societal progress
Feasibility	The study is of adequate size to match resources and time frame to be accomplished within reasonable time as compared to grant size and research question
Research plan	Plan is logically structured and clearly presented. The project is clearly a standalone project. The methodology is appropriate.
Ethics	Status of the ethics application process: is the study envisaged to be approved within (at the latest) 6 months following a successful application? Ethical considerations include details of: <ul style="list-style-type: none"> – Expected benefits and risks for study participants. – The ethics committees that will review the project proposal. – A description on whether (and if yes, how) informed consent is obtained. If informed consent is not considered necessary, a clear justification should be provided. – A statement on confidentiality of the collected data.
Budget	The budget relates to the time frame and the study set-up; details all major cost items; and does not contain overheads or affluent country/lead researcher salaries.
Time frame	Realistic time frame.
NVTG goals compliance	The study falls within the scope and purpose of the OKF, which is 'to stimulate scientific research and knowledge transfer in the area of global health (including tropical medicine) by members of the NVTG'. The study needs to be in line with Sustainable Development Goal 3: 'ensuring healthy lives and promote well-being for all at all ages' with a specific focus on low- and middle-income countries or low-resource settings.