



Guidance notes on the “Project funding application form” for submission to the Research Committee of the Swiss Paraplegic Foundation

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1. General instructions

The guideline for financial support is a maximum of CHF 200,000 per project. Projects involving animal testing are not eligible for funding.

1.1 Submissions

Submission deadlines are 1 June and 1 December, with the postmark date or the date of e-mail receipt being decisive.

Please use the provided *Project Funding Application Form* (minimum font size 10, line spacing 1.5) and complete all sections in full, deleting any content that does not apply. The project plan (section 2.2.2) must not exceed 15 pages. This includes the title or front page, footnotes, illustrations, formulae, tables (and, if applicable, the table of contents), but not the bibliography. The research plan may not contain any annexed documents.

Other formats or incomplete applications will not be considered. Please submit the form and all required enclosures to the SPS Research Committee Secretary's Office by post (postmark date is decisive) or by e-mail before the application deadline:

Swiss Paraplegic Foundation

Research Committee

Secretary's Office

Guido A. Zäch Strasse 10

6207 Nottwil

E-mail: foko@paraplegie.ch

Telephone: +41 41 939 66 49

1.2 Decisions

Decisions of the SPS Research Committee are final and may not be appealed. The principal applicant will be informed of the outcome in writing.

1.3 Assistance

For any questions or assistance, please contact the SPS Research Committee Secretary's Office.

1.4 Revised applications

If an application is deemed ineligible for funding in its original form (revise & resubmit), the revised submission must include an additional document providing a systematic response to each point of criticism in the rejection letter. This document may not exceed three pages and must be titled "*revision_notes [FoKo Reference Number_ Title of research project_ Name of applicant]*". The *Project Funding Application Form* must be used again for the resubmission and clearly marked as a revised application.

2. Specifications and requirements

2.1 Applicant

The requirements regarding the form and content of the CV and research plan are intended to allow the SPS Research Committee to perform a comparative evaluation of all submitted applications.

The information listed below must be provided for all applicants (please include any additional applicants as necessary).

The following enclosures must also be submitted:



- CV (maximum 2 pages with a minimum font size of 10 and line spacing of 1.5); please provide reasons for any career breaks.
- List of the ten most recent publications (any articles and research results that are of immediate significance to this research project must be indicated. The name of the applicant and the year of publication must be highlighted).
- List of the most significant scientific achievements (also maximum two pages). In addition to the scientific publications, further relevant information may be provided here, such as knowledge-sharing activities, software, databases, prototypes, etc.

2.2 Project plan (scientific details)

The research plan must be composed of original text written personally by the applicants. The only exceptions are sections describing the current state of research and standard methods. All cited material must be clearly indicated as quotations, with references to verifiable sources.

2.2.1 Project summary (maximum 1 page)

Provide a concise, one-page summary of your project, addressing the following sections:

- Justification: Reasoning for your project based on the current state of knowledge in the field.
- General question
- Specific goals
- Investigation methods
- Expected results and their potential impact

2.2.2 Detailed project plan (maximum 15 pages)

For each section of the table, provide the requested information clearly and concisely, ensuring that all points are duly addressed.

Section	Instructions
State of research in the specialist area	<ul style="list-style-type: none">- Cite the most significant publications relevant to your project- Summarize existing knowledge and insights that form the starting point for your research- Justify the need for the proposed research- Provide information on relevant ongoing research activities in Switzerland and internationally
State of research in the specialist area	<ul style="list-style-type: none">- Describe your previous research activities related to the project- Summarize existing results- Explain the relevance of your prior work for the current project- If this project builds on a preliminary project supported by another institution, provide a brief description
Detailed research plan	<ul style="list-style-type: none">- Outline the overall research approaches- Specify the objectives of the project- Describe the investigation methods in detail- Assess potential risks and suggest possible alternatives- Provide details of the data collection strategy, including existing data sources- Describe the distribution of roles within the research team and allocation of responsibilities- Include information on any collaborative partnerships



Stakeholder involvement	- Describe the involvement of stakeholders, such as individuals with SCI, end users, clinicians, and other relevant parties, across the various stages of the project, and specify the roles and responsibilities they assume.
Dissemination plan	- Identify the target audiences (e.g., academia, individuals with SCI, policymakers) - Specify dissemination channels and tools (e.g., peer-reviewed publications, conferences, webinars, videos, social media) - Indicate timing and frequency of dissemination activities
Expected impact	- Describe the expected scientific, societal, and/or practical impacts of the project, including benefits for people living with a spinal cord injury
Schedule/ Milestones	- Provide a clear timeline of project phases, milestones, and key deliverables

2.2.3 Application to Ethics Committee

Please provide the following information regarding ethics approval for your project:

- Is ethics committee approval required?
- Responsible ethics committee
- Has ethics committee approval been granted?

Enclosure: Include the ethics committee approval if available. If an application has been submitted but approval is not yet granted, include a copy of the application. If approval is required but no application has been submitted, provide a brief explanation for the delay.

2.2.4 Resources

Provide an overview of the total resources required for the project, along with a detailed breakdown:

- Existing staff
- Existing equipment
- Infrastructure

2.2.5 Financing

Provide an overview of total financing requirements, indicating the proportion requested from the SPS Research Committee and from other organizations. Include a detailed breakdown of project costs:

- Staff costs (including the percentage of employment dedicated to the project)
- Material costs
- Dissemination costs (minimum 2.5% of the total budget; this amount will be withheld until proof of dissemination activities is submitted and approved)

Additional cost categories may be added as needed. All financing requirements must be stated in Swiss francs. The breakdown should be aligned with project stages or milestones (as described in Section 2.2.2).

Please note that any third-party financing, including contributions from other funding agencies, institutions, or private sources, must be fully disclosed. In the case of larger projects with funding from multiple sources, it must be clearly specified which part of the project will be funded by the SPS Research Committee. This should constitute a clearly identifiable subproject within the overall project, allowing progress to be tracked and its objectives to be assessed.