



## **Swiss Personalized Health Network (2017-2020)**

### **Call for proposals 2018**

### **Guidelines for applications** (15.03.2018)

## 1. Preamble

Swiss Personalized Health Network (SPHN) is launching a second call for proposals aimed at the development of a national interoperable research infrastructure ecosystem for competitive personalized health research. Grants are awarded for projects aiming at the development, implementation and validation of data infrastructures that allow connecting research institutions and hospitals in order to share and use health-related data across Switzerland. To make the best use of the available resources, the SPHN call for proposals is coordinated with the ETH Domain «Strategic Focus Area (SFA) in Personalized Health and Related Technologies» (PHRT).

SPHN will support projects that fall into one of the following categories:

- “Infrastructure Development projects”
- “Driver projects”

SPHN will focus on supporting activities related to data sharing, infrastructure and interoperability. Matching contributions by partner institutions may pertain to all aspects within the scope and goals of the specific project, including research activities, data generation, access to research infrastructures and services, etc.

Activities taking place within the ETH-Domain in the areas of establishing platforms for molecular profiling (*-omics* technologies, single cell profiling, etc.) and demonstrating their use for Personalized Health (PH) research, biomedical research projects with large-scale data generation, or building reference data resources can be supported by PHRT.

Applicants should keep in mind that, as per the Funding Regulations, translational aspects are mandatory and joint-applications connecting several or all University Hospitals are encouraged. The ambition and ability of a project to achieve nationwide interoperability within the specific scientific field is an important evaluation criterion for “Driver projects”.

## 2. Key information

### 2.1. Call for proposals

SPHN can allocate a maximum budget of **CHF 9.3 million** for the 2018 call:

- “Infrastructure Development projects” typically span 12 month and can be funded up to a total of CHF 500k per project from SPHN.
- “Driver projects” are envisaged to span 3 years and can be funded up to a total of CHF 1.5 million per project from SPHN;

This call for proposal is open to applications in all fields. The International Advisory Board will evaluate the applications and provide a shortlist of outstanding proposals in both technical and structural terms. The National Steering Board of SPHN will make its final selection based on this shortlist and give high priority to initiatives that belong to the following areas:

- Imaging and radiology interoperability\*
- Public health and healthy citizens
- Nationwide interoperability of cohorts and registries\*

*\*Project applications in these fields are particularly encouraged as ‘Infrastructure Development projects’.*

Funding by SPHN requires matching contributions by the host institutions of the applicants (main, co-, associated applicants, see also Part C: Own resources).

Project activities taking place within the ETH-Domain and within the scope of the ETH-Domain «Strategic Focus Area in Personalized Health and Related Technologies» can request additional funding from the PHRT program ([www.sfa-phrt.ch](http://www.sfa-phrt.ch)).

Joint SPHN-PHRT applications can be submitted for both Infrastructure Development projects and Driver projects. Such applications must include at least one ETH-affiliate and ETH-Domain funds can only be used within the ETH-Domain.

A revised version of a formerly rejected application can be resubmitted to the 2018 Call for proposals. In order to facilitate the evaluation, applicants are invited to highlight and list the changes compared to the previous version of the proposal, and to provide explanations on how the reviewer's concerns have been addressed. Please include this information in your application in the form of a cover letter.

## 2.2. Deadlines for the 2018 call for proposals

The submission deadline for both "Infrastructure Development projects" and "Driver projects" is **30 June 2018** (23h59 CET).

Joint applications involving both SPHN and PHRT **must be submitted to both programs until 30 June 2018** (to SPHN: via <https://www.sphn.ch/en/funding/proposal-submission-2018.html>; to PHRT: see <http://www.sfa-phrt.ch>). For joint applications, applicants do not have to fill in both SPHN and PHRT documents, but should choose either SPHN or PHRT templates for the administrative and research part of the proposal. For the financial part, please use the corresponding excel sheet for each part. Please note that SPHN requests additional annexes (e.g. host commitment letter) which must be provided.

These guidelines will lead you through the preparation of your proposal and submission via the website ([www.sphn.ch](http://www.sphn.ch)). Please enter all data in English.

## 3. Documentation

The SPHN call for proposals 2018 comprises the following documents:

### Documents related to the call for proposals 2018

- SPHN call for proposals 2018 (15.03.2018);
- The Ethical Framework for Responsible Data Processing (current valid version);

### Application Guidelines and Templates

- Guidelines for applications (15.03.2018);
- SPHN Application template (15.03.2018);
- SPHN Budget Template (15.03.2018);
- Host Commitment Letter Template (15.03.2018);

### Regulations & Guidelines related to funded SPHN projects

- Funding Regulations (1.3.2017)
- Lifetime Management Guidelines (22.12.2017)
- Fund Release Form (4.10.2017)

### Swiss Personalized Health Network

Haus der Akademien | Laupenstrasse 7 | CH-3001 Bern  
T +41 31 306 92 95 | [info@sphn.ch](mailto:info@sphn.ch) | [www.sphn.ch](http://www.sphn.ch)

All documents can be found in the section <https://www.sphn.ch/en/funding/documents-forms.html>. The FAQ section on the website further provides useful information for preparation of your application.

The guidelines for applications are based on the SPHN call for proposals document as well as on the Funding Regulations. The guidelines are not legally binding and do not, in any circumstances substitute the SPHN Funding Regulations.

Adherence to the current valid version of the Ethical Framework for Responsible Data Processing is mandatory to apply for SPHN funding. Applicants should consult the SPHN webpage for information about the newest version of the Ethical Framework for Responsible Data Processing. By submitting a joint SPHN-PHRT application, applicants from the ETH-Domain also commit to adhere to the current valid version of the Ethical Framework.

## 4. Creating the application

Applications must be written in English and uploaded as a single PDF or ZIP file via the SPHN website (<https://www.sphn.ch/en/funding/proposal-submission-2018.html>).

Please provide all information and documents in the order as requested below:

- Project application; in the case of joint SPHN-PHRT application, applicants must split the project plan (Part B 3.) in two parts (one for the SPHN and one for the PHRT part of the proposal). The maximum number of 20 pages should nevertheless not be exceeded;
- SPHN budget (use Excel Budget template provided on the website);
- CV (max. 2 pages)<sup>1</sup> and publication list with the 10 most relevant publications to the project for all applicants;
- Quotes for equipment costs;
- In case the central core facilities/platforms required for the project are not co-applicants, quotes for any service contribution must be provided;
- Host commitment letter concerning own contributions (in cash and/or in kind) and adherence to the current valid version of the Ethical Framework for Responsible Data Processing from the host institution management of all applicants requesting funding from SPHN; in the case of joint SPHN-PHRT project, ETH-applicants who request funding only from PHRT but not from SPHN, do not need to submit a letter of commitment.
- Authorization and notification documents required for the project.

***NOTE: Please read these guidelines carefully and follow the instructions; please note that applications that are incomplete or do not meet the formal requirements will not be considered for evaluation.***

<sup>1</sup> Please refer to the SNSF guidelines regarding the structure: <http://www.snf.ch/en/funding/documents-downloads/Pages/guidelines-cv-research-output-list.aspx>

## Part A: General information

a. Project information I (please enter also in the online proposal submission form)	
<b>Project acronym/title</b>	Please enter the original project title in English (max. 255 characters including spaces).
<b>Project duration (month)</b>	“Infrastructure Development projects” are expected in general to achieve their main objectives within 12 months (unless required otherwise for technical reasons). The maximum funded project duration is 36 months for “Driver projects”. For joint SPHN-PHRT “Driver projects”, the duration is limited to 24 months due to ETH-Board conditions.
<b>Project start date (dd/mm/yyyy)</b>	Please enter the expected start date of the project. Earliest starting date is January 2019 for both “Infrastructure Development projects” and “Driver projects”.
<b>Project end date (dd/mm/yyyy)</b>	Please enter the expected end date of the project.
<b>Amount requested from SPHN (CHF)</b>	Please enter the total amount of project funds requested from SPHN.
<b>Number of co-applicants</b>	Please enter the number of co-applicants (if any). Please note that the management and governance of the project is part of the evaluation criteria.
<b>Number of associated applicants</b>	Please enter the number of associated applicants (if any). Please note that the management and governance of the project is part of the evaluation criteria.
<b>Type of project</b>	Please indicate whether your project is an “Infrastructure Development project” or a “Driver project”.
<b>Joint SPHN-PHRT project application</b>	Please indicate whether your application is a joint SPHN-PHRT application. Please refer to the website <a href="http://www.sfa-phrt.ch">www.sfa-phrt.ch</a> for more information.
<b>This application is a resubmission</b>	Please indicate whether your application is a revised version of the application that you submitted to SPHN last year.
<b>Host commitment letter provided by all institutions of applicants requesting SPHN funding</b>	<p>Please provide written and binding host commitment letters for the institutions of all applicants <b>requesting SPHN funding</b>. By signing the host commitment letter, the institution confirms its willingness to host the proposed research, to provide own contributions to the project (in cash and/or in kind), and to adhere to the current valid version of the Ethical Framework for Responsible Data Processing.</p> <p>The letter of the institution shall specify the % of own contributions provided in cash and/or in kind. The sum of all own contributions indicated in the letters of all participating institutions shall correspond to the total amount of own contributions indicated in Part C (own contributions) and match the total funds requested from SPHN.</p> <p>In the case that several applicants from the same institution are part of the same project proposal, the host institutions</p>

	<p>may provide one host commitment letter that covers the total amount requested by its applicants.</p> <p>The letter should be signed by a person who is authorised to sign research grants/contracts (Authorised Legal Signatory for Research Contracts). Depending on the institutional bylaws, it can be the Dean, the Vice-Rector/Vice-President or the Head of the Grants Office (see Appendix Table 1 of this document).</p> <p>in the case of joint SPHN-PHRT applications ETH-applicants who request funding only from PHRT but not from SPHN, do not need to submit a letter of commitment. By submitting a joint proposal, they however still commit adherence to the current valid version of the Ethical Framework.</p> <p>Please include the host commitment letters under annexes in Part D of the application.</p>
<b>All necessary authorization and notification documents provided for the proposed project</b>	Please indicate whether all authorization and notification documents were included with your application or if none are required for this type of project.
<b>Institutions involved</b>	Please list all institutions which take part in the project as applicants.
<b>Keywords</b>	Please provide a maximum of five keywords related to your project.

<b>b. Main applicant details (please enter also in the online proposal submission form)</b>	
<b>Main applicant (Last name/First name)</b>	<p>Please provide the name of the main applicant responsible for setting up and managing the entire project consortium. The main applicant will be responsible for all correspondence with SPHN.</p> <p>In the case of joint SPHN-PHRT applications, please designate one main applicant for the SPHN part and one for the PHRT part. Please enter only the SPHN main applicant in the online form.</p>
<b>Position</b>	Please indicate the employment status and function of the main applicant in her/his institution.
<b>Host institution</b>	Please indicate the name of the main applicant's host institution.
<b>Address</b>	Please provide the main applicant's details.
<b>Postcode</b>	
<b>City</b>	
<b>E-mail address</b>	
<b>Telephone</b>	

<b>Research/grant office contact</b>	Please provide a contact responsible at the Research/Grant Office at the main applicant's host institution. Please indicate name (Last name/First name, E-mail).
<b>Financial administration contact</b>	Please provide a contact responsible for the financial administration at the main applicant's host institution. Please indicate name (Last name/First name, E-mail).
<b>c. Co-applicant details (if applicable. Please provide the information for all co-applicants in the written application)</b>	
<b>Co-applicants (Last name/First name)</b>	Please provide the name(s) of all co-applicants, which are part of your consortium. Co-applicants need to fulfil the same conditions with regard to the requirements (see point 6.2 Call for proposals) and have the same responsibility towards the project as the main applicant.
<b>Position</b>	Please indicate the co-applicant's employment status and function in the host institution.
<b>Host institution</b>	Please indicate the name of the co-applicant's host institution.
<b>Address</b>	Please provide the co-applicant's details.
<b>Postcode</b>	
<b>City</b>	
<b>E-mail address</b>	
<b>Telephone</b>	
<b>Research/grant office contact</b>	Please provide a contact responsible at the Research/Grant Office at the co-applicant's host institution. Please indicate name (Last name/First name, E-mail).
<b>Financial administration contact</b>	Please provide a contact responsible for the financial administration at the co-applicant's host institution. Please indicate name (Last name/First name, E-mail).

<b>d. Associated applicant's details (if applicable, please indicate in your written application)</b>	
<b>Associated applicants (Last name/First name)</b>	Please provide the name(s) of all associated applicants. Associated applicants are other research institutions and/or hospitals who make a partial contribution to a project without taking responsibility for it. As a general rule, costs for all associated applicants should commonly not exceed 20% of the total grant. Their involvement in the development and implementation of the infrastructure must be justified (see point 6.3 of the call document). SPHN funds requested for associated applicants must also be matched with own contributions (in cash or/and in kind) by the consortium.
<b>Position</b>	Please indicate the associate applicant's employment status and function in the host institution.
<b>Host institution</b>	Please indicate the name of the associated applicant's host institution.
<b>Address</b>	Please provide the associated applicant's details.
<b>Postcode</b>	
<b>City</b>	
<b>E-mail address</b>	
<b>Telephone</b>	
<b>Research/grant office contact</b>	Please provide a contact responsible at the Research/Grant Office at the associated applicant's host institution. Please indicate name (Last name/First name, E-mail).
<b>Financial administration contact</b>	Please provide a contact responsible for the financial administration at the associated applicant's host institution. Please indicate name (Last name/First name, E-mail).



## Part B: Project description

Please respect the following formatting constraints: Times New Roman, Arial or similar, minimal font size 11, margins (2.0cm side and 1.5cm top and bottom), single line spacing

<p><b>1. Summary (max. 2 pages)</b></p> <p>The summary should characterize the application: it should provide a concise statement of the project goals, the milestones to be achieved and the expected significance of the proposed project for developing a nationwide interoperable research infrastructure ecosystem for competitive personalized health research.</p>	
<p><b>2. International standing/track record of the main and co-applicants in their field of research and technology (max. 3 pages in total)</b></p> <p>Please give a short summary of the applicant's track record and international standing in their respective field of research and/or technology. The evaluation panel will use this information to assess the ability of the applicants to successfully conduct the proposed project.</p>	
<p><b>3. Project plan</b></p> <p><i>(maximum 20 pages/80,000 characters (with spaces, including illustrations, footnotes, formulae and tables, but without references/bibliographies).</i></p> <p><i>For joint SPHN-PHRT applications, applicants must split the project plan (Part B 3.) in two parts (one for SPHN and one for the PHRT part of the proposal). The maximum number of 20 pages should nevertheless not be exceeded.</i></p>	
<p><b>3.1. Background and state of the art relevant to the project</b></p>	<p>This part describes the background situation and state of the art relevant to the project. Please specify the previously gained insights and the identified gaps, which have set the basis for the current project application. <b>For "Infrastructure Development projects"</b>, please specify which are the bottlenecks and major obstacles that currently hinder the development of personalized health research and will be addressed by the proposed project. Please refer to the relevant references.</p>
<p><b>3.2. Goals of the project</b></p>	<p>This part describes the goals and the results that the proposed project aims to achieve in the period of funding. <b>For "Infrastructure Development projects"</b>, please describe the solutions that will contribute to a significant acceleration and improvement of personalized health research.</p>
<p><b>3.3. Work packages, milestones and deliverables</b></p>	<p>This part describes how the proposed project is structured in different work packages (WP). Each WP should contain information about the different tasks included, the milestones to be achieved and the deliverables. The roles of the applicant's (main and co-applicants) as well as associated applicants need to be assigned to each of the three items (tasks, milestones, deliverables).</p>
<p><b>3.4. Methodology &amp; approach</b></p>	<p>This part describes the approach to achieve the proposed project goals. Please describe the methodologies, approaches and techniques and how they will be combined, if applicable. Please specify which methods and approaches are already in place and which are yet to be developed in order to assess the feasibility of the proposed project.</p>
<p><b>3.5. Project implementation</b></p>	<p>This part provides a description of the information management and analysis systems and their</p>

	<p>implementation. Specifically, indicate how the data management/capturing systems at University Hospitals will be modified and which mechanisms will be implemented in order to enable programmatic access and sharing of project data (e.g. –omics, images, EEG, ECG etc.). Indicate also how research and clinical data will be integrated. Describe how data quality, security, access and interoperability will be guaranteed on the long-term, beyond the duration of the project.</p> <p>Finally, please indicate how ethical aspects, sample/data availability and adherence to international data standards in the respective areas will be addressed.</p>
<b>3.6. Relevance and impact for personalized health research in Switzerland</b>	<p>This part describes the relevance and the impact of the proposed project. Please specify to what extent and how the proposed project will contribute to a nationwide harmonisation of molecular and clinical data, semantics, and health information management technologies. Describe the project's contribution to developing innovative approaches in personalized health research and to creating a new culture of sharing health-related data. If applicable, describe the complementarity and degree of overlap with projects funded in the first call for proposals (see SPHN website for the list of projects awarded in 2017).</p>
<b>3.7. Data sharing/processing plan</b>	<p>This part provides a description of the strategies that will be adopted to allow the processing (accessing, handling, storing, sharing etc. please refer to the ELSI document) of the project data.</p>
<b>3.8. Role of the applicant(s) and associated applicant(s)</b>	<p>This part provides a description of the applicant's and associated applicant's roles in the project. Please specify the complementarity and the added value of forming a consortium.</p>
<b>3.9. Authorization and notification documents required for the project</b>	<p>This part indicates which authorization or notification documents are required for performing the proposed project. Please attach copies of all requested authorization and notification documents in the Annex part of your proposal. Please note that funds will not be released until all necessary permissions and authorizations have been obtained for the period to be financed. Should the authorization expire in the course of the project, applicants have to provide a written confirmation they will request prolongation for the respective documents from the responsible authorities.</p>
<b>3.10. Bibliography</b>	<p>Please list all the relevant sources referred to in the project plan. Highlight the applicant's name in the list of authors and the publication year (e.g. bold or underlined). Give the full reference, including title, source and full author's list. Please do not use "et al." unless the author list comprises a large international collaboration with more than 50 authors. The bibliography is not included in the 20-page limit.</p>

## Part C: Project resources

Please use the updated Excel Budget template provided on the website to enter the information.

The table below should serve as a guidance to entering the data. State and fully justify the amount of funding considered necessary to fulfil the objectives for the duration of the project (full cost budget). All eligible costs requested should be included in the budget. Please use whole CHF values only.

For joint SPHN-PHRT projects, applicants are requested to fill in **the budget template of both SPHN and PHRT** (.xls) in order to specify the amount of contribution requested from SPHN and PHRT respectively.

**Note:** Each institution requesting funding from SPHN must provide a host commitment letter concerning own contributions (in cash and/or in kind) and adherence to the current valid version of the Ethical Framework for Responsible Data Processing for its applicants.

### A. Consolidated SPHN budget

Please use the updated Excel Form (detailed budget template) and specify for each applicant (main -, co- and associated applicant) the requested funds.

<b>1. Personnel</b>	
Please specify the requested positions and salaries of collaborators. You may extend the number of lines as per your convenience. Institutions shall adhere to their salary ranges (as the SNSF does).	
<b>a. Data management &amp; IT</b>	Please specify the additional personnel costs (positions and salaries) for data standardization and establishing interoperability such as implementation of harmonized information management and analysis systems, data management, and data curation; this includes efforts to modify data capture systems at hospitals, efforts to establish mechanisms for programmatic access and sharing of project data (e.g. -omics, images, EEG, ECG, etc.) and efforts to manage and curate data.
<b>b. Management costs: internal project coordination, cooperation, ELSI, networking activities</b>	Please specify the project coordination costs, ELSI and networking activities (travel costs, conference organization, coordination activities, costs related to dissemination).
<b>c. Research salaries</b>	Please specify the requested positions and salaries of collaborators. Costs for research salaries are only eligible for building the necessary infrastructures to reach the primary goals of the initiative such as efficient access to and nationwide interoperability of health-related data. Institutions shall adhere to their salary ranges (as the SNSF does).
<b>2. Equipment (for facilities and service providers)</b>	
<b>Equipment and license costs</b>	Please specify equipment costs linked to the development and implementation of the research data management systems: Costs can include IT hardware (computers and data storage), software and licenses.
<b>3. Consumables</b>	

<b>Fees for using services and facilities</b>	Please specify costs for fees linked to the usage of IT resources (fees for storage, CPU hours) and support according to respective core facility usage fees. Please refer to the SNSF Funding Regulations (Art. 28) and the SNSF General Implementation Regulations (Art. 2.12, 2.15).
<b>4. Miscellaneous</b>	
<b>a. Training costs related to information management and data analysis</b>	Please specify training costs for the utilization and maintenance of the information management and data analysis systems.
<b>b. Research costs (e.g. equipment, consumables)</b>	Please specify research costs for building the necessary infrastructures to reach the primary goals of the initiative – i.e. efficient access to and nationwide interoperability of health-related data. Personnel costs should be listed under 1 c.

## B. Own contributions

As required by law, the “matching funds” principle (in cash and/or in kind) is a mandatory prerequisite for receiving SPHN funding. The amount requested from SPHN must be matched with own contributions by the consortium as a whole. *Please provide an overview to show how SPHN funds are planned to be matched. The composition of the contribution is not specified, but usually a 50% cash-50% in-kind contribution is preferable.*

Only funds, which are transferred by the host institution to an account/credit line administered by the applicant are to be considered as cash contributions.

**“In kind” contributions** are non-monetary resources, goods or services that are provided by the host institution for the project (e.g. salaries, costs for large or specific equipment). In kind contributions are valued in monetary terms. Please use the lump sums defined in Appendix A.4 of the Call for Proposals 2017 when applicable.

Contributions (funds or non-monetary resources) received from other grants (e.g. SNSF, PHRT, H2020, NIH, etc.) cannot be considered as own contributions.

## C. Full cost budget for this project proposal

Please summarise in rows A-C, funding requested from SPHN and PHRT, as well as own contributions to match SPHN funds.

In rows D-E, please state any other sources of support and the amount of requested/available funding that are directly linked to the proposal (e.g. Foundation XY: 200k).

## Part D: Annexes

Please include the following annexes in your application as Part D:

- SPHN budget (please use the SPHN Excel Budget template provided on the website for SPHN projects. For joint SPHN-PHRT projects, both the SPHN template and the PHRT template must be used for the corresponding part);
- CV (max. 2 pages)<sup>2</sup> and publication list with the 10 most relevant publications to the project for all applicants;
- Quotes for equipment costs;
- In case the central core facilities/platforms required for the project are not co-applicants, quotes for any service contribution must be provided;
- Letter of commitment concerning own contributions (in cash and/or in kind) and adherence to the current valid version of the Ethical Framework for Responsible Data Processing from the host institution management of applicants requesting funding from SPHN;
- Authorization and notification documents required for the project.

## Appendix: Authorised Legal Signatory for Research Contracts

This table is indicative. Please inquire with your administration.

Institution	Authorised Persons	Position
University of Basel (UniBS)	Edwin Constable OR Christian Sengstag	Vice-Presidency for Research
University Hospital Basel (USB)	Edwin Constable OR Christian Sengstag	Vice-Presidency for Research
University of Bern (UniBE)	Daniel Candinas	Vice Rector for Research
Inselspital Bern (Insel)	Matthias Gugger	Director of Education and Research
University of Fribourg (UniFR)	Rolf Infold	Vice Rector for Research
University of Geneva (UniGE)	Michel Oris	Vice Rector for Research
University Hospital Geneva (HUG)	Michel Oris	Vice Rector for Research
EPFL	Andreas Mortensen OR Matthias Gäumann	Vice-Presidency for Research
University of Lausanne (UniL)	Francois Bussy	Vice Rector Research
University Hospital Lausanne (CHUV)	Oliver Peters OR Jean-Daniel Tissot	Director of Education and Research and Dean FBM
ETHZ	Detlef Günther	Vice-Presidency for Research
University Hospital Zurich (USZ)	Gabriela Senti	Director of Education and Research
University of Zurich (UZH)	Christoph Hock Or Michael Schaeppmann	Vice President for Medicine or Vice President for Science

<sup>2</sup> Please refer to the SNSF guidelines regarding the structure: <http://www.snf.ch/en/funding/documents-downloads/Pages/guidelines-cv-research-output-list.aspx>