National Data Streams

Checklist for submitting a full proposal

6 December 2021

Documents to be submitted as a single file

* **Part A**, general information (included in application template)
* **Part B**, NDS description (included in application template – applicants may also create their own document if the structure and limitations are adhered to)
* **Part C**, project resources (included in application template)
* **Part D**, appendices (not included in application template):
	+ **Budget**: please use the Excel budget template provided on the SPHN and PHRT website. The template is designed to be able to make the distinction between funding requested from PHRT and/or SPHN.
	+ **Data specification** (please use the provided Excel template)
	+ **Data management plan** (template can be found on the NDS website)
	+ For all main, co-, and associated applicants: a **CV** (max. 2 pages)[[1]](#footnote-1), and **publication list** with the 10 most relevant publications to the project. A CV of the project manager and data manager (if known) should also be provided.
	+ For the for the main applicant(s), please add a **statement** describing their management-related experience, skills, and ability to lead, motivate and organize an NDS.
	+ **Commitment letters** **from all host institutions** of applicants requesting funding from SPHN specifying own contributions/matching funds (in cash and/or in kind) and adherence to the current valid version of the Ethical Framework for Responsible Data Processing and SPHN Information Security Policy is required if the project gets funded (see template).
	+ **Commitment letters from all data and service providers** not listed as applicants (e.g., university hospital data warehouses, analytical (PHRT) platforms/centers/hubs, BioMedIT nodes) outlining what services and/or data will be provided and that required resources have been discussed (see template). This includes a feasibility statement and budgets for eligible costs (data curation, analysis costs, bioinformatics costs, etc.; see chapter 8 of the Call document).
	+ **Detailed consortium agreement:** specifying governance, organizational structure, ethical, regulatory and legal framework including data sharing and publication policy. An approved and signed agreement should be submitted before the release of the first instalment. A template can be found on <https://sphn.ch/tag-one/guidelines-and-templates/>.
	+ **Approvals of ethics committee and consent framework or proof of submission.** Ethics approval is required before the release of the first installment.
	+ **DTUAs** if already available – these have to be submitted before the release of the first installment.
	+ **Fund release form for proposal preparation support** if applying for the 25.000 CHF of SPHN & PHRT proposal preparation support. Funds can be used for personnel and/or consultancy costs (CTU services, project management, external consultancy, etc.), preparation of ethics and regulatory documents, PPI (focus groups, consultancy, etc.), writing assignments. See the form template on the NDS website for more information.

NDS-specific templates of the relevant aforementioned documents can be found on <https://sphn.ch/services/funding/nds/>.

Submitting your files

Submit your application to nds@sphn.ch if applying to SPHN funding, **and** to phrt-office@ethz.ch if also applying to PHRT funding. Please note that all documents must be merged into one single PDF file in the order described above.

File too large to send by email? Please use SWITCHfilesender (<https://www.switch.ch/services/filesender/>). If this service is not available to you, you can request an invitation to use this service at nds@sphn.ch.

Submission deadline is **27 February 2022, 23.59 CET.**

1. Please adhere the SNSF guidelines regarding the structure <http://www.snf.ch/en/funding/documents-downloads/Pages/guidelines-cv-research-output-list.aspx> [↑](#footnote-ref-1)