Call for Demonstrator project

Checklist for submitting your proposal

17 May 2022

Documents to be submitted as a single file

* **Part A**, general information (included in application template)
* **Part B**, project 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 website](https://sphn.ch/wp-content/uploads/2022/05/DEM_Budget_Template.xlsx).
  + **Data specification** (please use the provided [Excel template](https://sphn.ch/wp-content/uploads/2022/05/DEM_Appendix_Data-Concepts.xlsx)).
  + **Data management plan** (a template can be found on the [SPHN website](https://sphn.ch/document/sphn-data-management-plan-dmp-guidelines/).
  + 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.
  + **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 ([Link](https://sphn.ch/wp-content/uploads/2022/05/DEM_Commitment_letter_Institution.docx)).
  + **Commitment letters from all data and service providers** (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 ([Link](https://sphn.ch/wp-content/uploads/2022/05/DEM_Commitment_letter_Data-service_Provider.docx)).
  + *If applicable*, **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/>.
  + *If applicable*, **Approvals of ethics committee and consent framework or proof of submission.** Ethics approval is required before the release of the first installment.
  + If applicable,a draft legal agreement for data sharing ([DTUA/DTPA](https://sphn.ch/services/dtua/)) should be submitted with the proposal. A fully executed DTUA/DTPA is required before the release of the first installment.

The Call for Demonstrator project templates of the relevant aforementioned documents can be found on [**https://sphn.ch/services/funding/call-for-demonstrator-projects/**](https://sphn.ch/?page_id=10654&preview=true)

Submitting your files

Submit your application to [info@sphn.ch](mailto:info@sphn.ch). 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 [info@sphn.ch](mailto:info@sphn.ch).

Submission deadline is **31 August 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)