

**Information Sheet for Applicants**  
**Promotion of non-University Scientific Parkinson Research**  
*(This information sheet can also be downloaded from [www.parkinson.ch](http://www.parkinson.ch))*

## 1. General remarks

The promotion of Parkinson research is the overriding concern and one of the core activities of Parkinson Schweiz.

For this purpose, our association maintains two separate Research Funds, each managed by a Research Committee and a Chairman: one for **University-based** research and one for **non-University based** research.

These two funds are available for partial or complete funding of current or planned Parkinson-related scientific projects, studies and training stays.

Eligible applicants include individuals and research groups active in Switzerland as well as Swiss citizens engaged in scientific activities outside Switzerland.

**Research Fund for non-University based** scientific research:

Consideration shall be given to work in the fields of **therapeutic clinical medicine** as well as research in **nursing** and **palliative care**, **non-medical therapies**, **psychology** and **social sciences**.

Especially research on measures aiming at **improvement of the quality of life** of Parkinson patients shall be supported.

The maximum amount funded overall per year is CHF 50'000.

Deadline for submission of protocols is **May 31**.

## 2. Requirements for the documentation (pdf-format) to be submitted electronically

Applications should be written preferably in English, but may be written in German, French or Italian.

All documents (see 2.1 general documentation) have to be integrated in **one pdf file**

**(Name\_Prenome\_year.pdf) with a maximum size of 5 MB**. It is of utmost importance that applicants adhere to these regulations. Incomplete or incorrect applications will not be considered for evaluation.

### 2.1 General documentation

- Curriculum vitae, with special emphasis on previous activities in the field of Parkinson's disease  
Encompassing actual affiliation/s and actual position/s
- Address with email address and mobile phone no
- Publication list, if existing
- Addresses of at least two referees with relation to own scientific activities
- Letter of confirmation from the current supervisor (head of clinic or institute or school) stating why a benefit is to be expected from the planned project or research stay

### 2.2 Application proper

An application for **funding of research stays** must include:

- Purpose of the stay and of the goals to be achieved, with special emphasis on the interests of Parkinson patients and their families
- Place and duration of the stay
- Expense budget and type of funding, including information on possible additional sources of funding
- Detailed description of the project to be implemented (see below)

- Letter of confirmation from the local head of laboratory, clinic, institute or school, with reference to the type of project, the duration of the stay and the available infrastructure.

An application for **funding of projects and studies** must include:

- A succinct description of the purpose and objective of the project or study. It must explain to what extent the project is related to Parkinson's disease and where the hoped-for benefit lies for people affected by Parkinson (patients and their families).  
The applicant must explain convincingly that the project or the study is not a duplication of activities that have already been or are being treated elsewhere. The project or study presented must aim at establishing novel or deepening existing knowledge.  
Therefore, a brief description must be provided of the state of research in the field of the work planned, specifying the titles of the most important relevant publications and work of other authors as well as the status of the applicant's own research activity.
- The most precise description possible of the significance of the planned work from the applicant's viewpoint.
- Detailed methodology, statistics and the qualitative and quantitative factors enabling goal achievement to be measured.
- An approval from the competent Ethics Commission if required for the research project.
- A detailed budget with a time schedule explaining what the requested money will be used for (salaries, equipment, etc.), which other funding sources exist already, and which additional funding sources have been addressed. Options for alternative sources in case of partial funding of Parkinson Schweiz
- Senior investigators are advised to not apply for their own salary. Travel expenses should not be part of the budget.
- Letter of confirmation (feasibility and practicability) from the head of the laboratory, clinic, institute or school where the project or study will be carried out.

## 2.3 Schedule

Qualified description of the various steps in the procedure to achieve the goal, with detailed schedule, especially the type of research work planned for the period of funding applied for.

## 2.4 Expenses and funding

Detailed statement of the budgeted expenses and revenue, the latter specifying the sources of funding. It must also show the funding expected from Parkinson Schweiz with the due dates for staggered partial payments. See also item 3 below.

## 2.5 Results and reporting

Written obligation of the applicants

- to submit to Parkinson Schweiz one copy of their final reports on completion of the project or study without being explicitly requested to do so;
- to provide an intermediate report in the course of the work being supported by Parkinson Schweiz on the progress of the project or study, as follows:
  - in the case of extended projects or research stays after each year
- to mention funding by Parkinson Schweiz in each publication of the research results;
- to present, at the request of Parkinson Schweiz, the research results at an event to be defined by Parkinson Schweiz.
- The title of the project, the name of applicant, the affiliated institution and the running time will be posted on the website of Parkinson Schweiz

## 2.6 Premature termination of a project or research stays

The applicant shall inform Parkinson Schweiz immediately of any possible termination of a research sojourn or project and to refund to Parkinson Schweiz at least the sum not invested up to the point of termination, but – depending on the specific circumstances – also the total funding received.

### **3. Payment of approved research funds / retention**

Funding by Parkinson Schweiz is usually paid in instalments. If a requested intermediate report is not submitted in time, further payments will be withheld.

Per project, Parkinson Schweiz will withhold 10% of the total funding of all approved research funding until the applicants have submitted their final project reports. The rules of the retention clause for each individual case will be announced to the applicants in writing in the letter informing them of the granting of funds.

The withheld share of funding will in any event be released by the Chairman of the Research Committee.

### **4. Appeal**

The Research Committee of Parkinson Schweiz shall take the final decision on all applications for research funding. No possibility of appeal exists if an application is rejected or merely partially approved. If a protocol is allowed for resubmission, the applicant should address in detail the amended points and highlight these in the revised and resubmitted application.

### **5. Address for submitting the documentation and obtaining additional information**

The electronically submitted documentation (pdf-format) described in this information sheet and any queries shall be addressed to: [esther.traub@parkinson.ch](mailto:esther.traub@parkinson.ch).

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#### **Parkinson Schweiz**



Prof. em. Mathias Sturzenegger  
Chairman  
non-University-based research



Elmar Zwahlen  
President  
Parkinson Schweiz