

**Information Sheet for Applicants**  
**Promotion of University-based 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 University based scientific research: Consideration shall be given to work in the fields of basic research, clinical medicine, other health professions, nursing and social sciences related to Parkinson's disease.

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

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

To be considered, applications must be written in English.

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
- Publication list
- Addresses of at least two referees with related scientific activities
- Letter of confirmation from the current supervisor (head of clinic or institute) 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 Item 2.2.2 below)
- Letter of confirmation from the local head of laboratory, clinic or department, with reference to the type of project, the duration of the stay and the available infrastructure.

The application for **funding of projects** must include:

- Title
- Summary: including a succinct description of the objective and hypothesis of the project.
- Current state of research: 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 research activities that have already been done or are ongoing 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 relevant literature of other authors as well as the status of the applicant's own research. .
- A section on hypotheses derived from the current state of research (including own work) .
- Detailed description of the methodology and (hypothesis-driven) statistical analysis (if applicable)
- Significance statement of the planned work from the applicant's viewpoint.
- An approval from the competent Ethics Commission if required for the research project.
- Schedule: Timeline with the various steps to achieve the goal the planned research for the period of funding applied for
- Budget: with 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, 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. See also Item 3 below. Senior investigators are advised to not apply for their own salary. Travel expenses should not be included in the budget.

The application should be written concisely, ideally not exceeding 6 pages (including summary, without references)

### **2.3 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; or
  - in the case of total funding exceeding CHF 50,000 for release of the third and subsequent partial payments;
- 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.

### **2.4 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. Appeals**

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: [katharina.scharfenberger@parkinson.ch](mailto:katharina.scharfenberger@parkinson.ch)

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#### **Parkinson Schweiz**

For the Research Committee:



Prof. Dr. Stephan Bohlhalter  
Chairman

For the Executive Committee:



Elmar Zwahlen  
President