

Priority Program 'Operative Surgical Research'

Applicants' Guidelines for [Letter of Intent](#) / [Project Outlines](#)

Introduction

Deutsche Krebshilfe (German Cancer Aid) announces a new call for proposals to fund operative surgical projects that have the potential to further improve surgical procedures in cancer treatment, leading to more effective therapies, improved quality of life, and reduction of unwanted side effects. Applications are invited for hypothesis-driven, surgically and operationally oriented scientific projects with a duration of up to 3 years. Possible topics include navigation, robotics, new surgical techniques, functional preservation and molecular methods for surgical treatment planning. Purely observational studies of existing technological solutions are not eligible for funding.

General Comments / Procedure

We wish to point out that applications are not accepted from members of profit-oriented organizations or from persons who are not permitted allowed to publish results in a generally accessible form.

The project outlines and applications submitted will be evaluated by an international committee of experts. For this reason, all project outlines and applications must be in English. Title, Summary, and Financial Plan have to be submitted also in German. Please use the section numbers as below with the corresponding titles. The requirements for Letters of Intent and project outline are described in detail in the following sections. Please do not exceed page limits.

The application and evaluation procedure takes place in three steps:

- Applicants must inform German Cancer Aid by July 18, 2022 that they plan to submit an application (Letter of Intent, LOI).
- Project outlines must be submitted no later than August 19, 2022.
- If the preliminary evaluation is favorable, full applications must be submitted by November 30, 2022.

Printed documents must be sent to the following address:

Stiftung Deutsche Krebshilfe
Abteilung Förderung
Buschstraße 32
D-53113 Bonn

Please note: only the date and time of receipt in the office of the German Cancer Aid (receipt stamp) is valid (not the postmark).

Within two weeks of receipt of the project outlines in the office of the German Cancer Aid, the corresponding applicant will receive a confirmation of receipt. If you do not receive a confirmation of receipt, please send an email to the Funding Department of German Cancer Aid (foerderung@krebshilfe.de), giving the full project title and your telephone number.

If you have any questions, please contact:

- Dr. Christine Paprotka, 0228 / 72990-218, e-mail: paprotka@krebshilfe.de
- Marina Stockem, 0228 / 72990-215, e-mail: stockem@krebshilfe.de

A. Guideline for 'Letter of Intent'

Please submit your LOI only as pdf per e-mail to foerderung@krebshilfe.de. Please use as subject: FSP 'Operative Surgical Research'.

1. Applicant / s

The following information is needed for all applicants. Please give the name of the lead applicant, who will be the first responsible for all co-applicants and for correspondence with German Cancer Aid:

- First name, surname, degree
- Full name of the institution at which the applicant works (including address, telephone number and e-mail address)
- List of all participating research groups including the names of co-applicants and their institutions

Please note: The letter of intent must be signed by the lead applicant.

2. Project title (not more than 160 characters, including commas and spaces)

3. Short description

Please describe your project in three to five sentences. Name the entity to be examined and very briefly describe the methodology you plan to use.

B. Guideline for Project Outlines

Please submit one printed copy of the project outline to the office of German Cancer Aid. Also send an electronic copy (PDF) of your project outline by e-mail (foerderung@krebshilfe.de). Both copies must be identical.

To simplify the evaluation process for the reviewers:

- Start the application with a table of contents and include the page numbers.
- Address all points mentioned in the guidelines, repeating all section numbers / letters, as well as the complete section titles.
- Use 'Verdana', font size 10 and 1.2 line spacing.

For consistency in the review process, only use the following terms for participating persons:

- Lead applicant
- Co-applicant*
- Patient representatives**
- Co-operation partner*** (Co-operation partners do not receive any funding.)

* Co-applicants (as well as the lead applicant) cannot be employed in a foreign country, as no funding from German Cancer Aid is to be used outside of Germany. Companies are not allowed as co-applicants. If companies offer material, a MTA (Material Transfer Agreement) for the full proposal is needed. In the MTA it must clearly state that all rights to the results / findings of the project / trial belong to the applicant. See Appendix 2 of this guideline for more information about MTAs.

**Patient participation is recommended (detailed description is needed for full applications, see corresponding guidelines).

***Persons from foreign countries can participate only as co-operation partners.

The project outline must be signed by all applicants. You may use electronic signatures.

Please note:

German Cancer Aid reserves the right to reject and send back applications that are incomplete or not prepared according to the guidelines. Therefore, we urge you to address all points in the guidelines. Please adhere strictly to the given page limits for each section.

Please check your application completely prior to submission. Your application will not be screened for completeness upon receipt and will be given to the reviewers as is, even if information is missing or incorrect.

Please use the section numbers as below, with the corresponding titles.

1. General Information

1.1 Project title (not more than 160 characters **including** commas and spaces)

1.2 Applicant / s

For each applicant:

- First name, surname, degree
- Full name of the institution at which the applicant works
- Postal address
- Telephone and e-mail address

1.3 Requested Funding Period (in months)

1.4 Short summary and description of the planned project (not more than 0.5 page)

Description of the overall concept and the focus of the project.

1.5 Hypothesis and Strategy (not more than one page)

Please describe the hypothesis and the research approach of the proposed project. Please also explain the expected benefit for the patient.

1.6 Methodology / Work Program (not more than two pages)

Please describe the methods you plan to use as well as the intended work program.

Note: (Section numbers 1.4-1.6) should not exceed 3.5 pages max.

1.7 Literature References

2. Financial Plan

Tabular overview of the estimated total amount of funding for the complete funding period. Please note that all contracts / agreements with third parties (for sequencing, analyses etc.) go under the rubric 'Other' and not 'Consumables'. Please use the table on the following page as model (Appendix 1).

3. Other Appendices

CVs and publication list for all applicants

For each applicant:

- Current tabular CV (not more than 1.5 pages)
- Publication list of the five most important publications from the last five years (0.5 pages)

4. Processing of Personal Data

Please include and sign the form 'Hinweise zur Verarbeitung personenbezogener Daten' (Appendix 3)

Additional Comments

- No legal claim for funding can be derived from the submission of an application. The applicant has no claim that a submitted application should be returned.
- German Cancer Aid retains the right to check for duplicate funding by providing other external funding sources with the applicant's information (name, theme and objective of the project).
- The acceptance of a research grant obligates the funding recipient to comply with the rules of Good Scientific Practice. The rules of Good Scientific Practice are described in detail in the user guidelines for research funds from the German Research Foundation (DFG preprints 2.01 and 2.02). In the event of scientific misbehavior, sanctions can be concluded. In particular, scientific misbehavior is present when false information is provided deliberately or with gross negligence in a context of considerable scientific importance, or the intellectual property of others is violated or their research work is impaired. The circumstances of the individual case are always decisive.

Last updated: April 2022

APPENDIX 2: Co-operation with Industries

Conditions, which must be fulfilled, when the execution of the research project is essentially dependent on a substance or service produced and provided by a company:

1. Studies, which are the focus and interest of the industry (e.g pharmaceutical industry, manufacturers of medical products), are excluded from funding.
2. It must be clearly shown, that the project could not be executed without the support of German Cancer Aid (sole financing by company not possible).
3. During the entire study period, the study management must be prepared to reveal the complete project financing to German Cancer Aid at any time (transparency).
4. Industrial partners are not allowed to influence the design or execution (no contract research) of the project. Nor are they to influence the evaluation and publication of the study results (publication rights).
5. Written agreements with industrial partners must be attached to the application.
6. The project management must have data sovereignty.

APPENDIX 3: Hinweise zur Verarbeitung personenbezogener Daten

Die Stiftung Deutsche Krebshilfe nimmt den Schutz Ihrer personenbezogenen Daten sehr ernst. Deshalb möchten wir Sie darüber informieren, welche personenbezogenen Daten wir nach der jeweiligen Zweckbestimmung erheben und verarbeiten werden.

Was versteht man unter personenbezogene Daten?

"Personenbezogene Daten sind alle Informationen, die sich auf eine identifizierte oder identifizierbare natürliche Person beziehen. Als identifizierbar wird eine natürliche Person angesehen, die direkt oder indirekt, insbesondere mittels Zuordnung zu einer Kennung wie einem Namen, zu einer Kennnummer, zu Standortdaten, zu einer Online-Kennung oder zu einem oder mehreren besonderen Merkmalen, die Ausdruck der physischen, physiologischen, genetischen, psychischen, wirtschaftlichen, kulturellen oder sozialen Identität dieser natürlichen Person sind, identifiziert werden kann." (DSGVO Artikel 4 – Begriffsbestimmungen 1.

Im Rahmen der Antragsbearbeitung verarbeiten wir Ihre Daten nach Artikel 5 und Artikel 6 Abs. 1 (a, f); Abs. 4 DSGVO. Dabei handelt es sich zum Beispiel um:

- Vorname, Name akademischer Grad, Geburtsdatum
- Vollständige Bezeichnung der Institution
- Postanschrift
- Telefon- und Faxnummer, E-Mail-Adresse usw.

Wir möchten Sie ausdrücklich darauf hinweisen, dass Ihre personenbezogenen Daten für wissenschaftliche und historische Forschungszwecke oder für statistische Zwecke gespeichert werden. Außerdem werden Ihre Unterlagen an externe Gutachterinnen und Gutachter zur Prüfung weitergeleitet. Um eine mögliche Doppelförderung auszuschließen, behält sich die Stiftung Deutsche Krebshilfe das Recht vor, Anfragen an andere Fördereinrichtungen unter Angabe der Namen der Antragstellenden und des Projekttitels zu stellen. Weiterhin möchten wir Sie darüber informieren, dass wir über bewilligte Förderprojekte sowohl in unserem Jahresbericht als auch auf unserer Homepage Auskunft geben werden. Hierfür ist es wichtig, dass Sie uns am Ende dieses Merkblattes mit Ihrer Unterschrift auch Ihre Einwilligung bekunden. (DSGVO Art. 6 Abs. 1 und Abs. 4; BDSG § 49).

Wir möchten Sie ebenfalls auf Ihr Widerspruchsrecht hinweisen gemäß DSGVO Art. 21 Abs. 4 und Abs. 6.

Verantwortliche Stelle im Sinne des Datenschutzrechts ist die Stiftung Deutsche Krebshilfe, Buschstr. 32, 53113 Bonn. Dort erreichen Sie auch unseren Datenschutzbeauftragten. Weitere Informationen u. a. zu Ihren Rechten auf Auskunft, Berichtigungen und Beschwerden erhalten Sie unter www.krebshilfe.de/datenschutz.

Ort, Datum

Unterschrift Antragstellende