

**Harvard Medical School – Portugal Program
in Translational Research and Information**

Terms of Reference for the Calls for Proposals

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Themes for the Call for Proposals

This document provides information relevant to the Call for Proposals for the Harvard Medical School – Portugal Program in Translational Research and Information by the Fundação para a Ciência e a Tecnologia (FCT).

Regulations governing access to funding are available at:

<http://alfa.fct.mctes.pt/apoios/projectos/regulamento>

The announcement of the opening of each call is available at:

<http://alfa.fct.mctes.pt/apoios/projectos/concursos/harvard>

In the **Health Information** area, calls for the following activities will be launched:

- 1: Production and Distribution of Health Information
- 2: Research on the Impact of Health Information Systems

In the area of **Clinical and Translational Research and Education**, calls for the following activities will be launched:

- 3: Collaborative Research Grants that partner Portuguese investigators (with special attention to participation of junior MDs) with experienced mentors in Portugal and at Harvard Medical School and other Harvard faculties and schools.
- 4: Junior Research and Career Development Awards that support Portuguese Medical Doctors (MDs) seeking to develop careers in clinical research. A substantial portion of the clinical research funds will be used to support clinical research undertaken by MDs during their residency training in Portugal.
- 5: Senior Research and Career Development Awards to provide qualified applicants with an opportunity to study toward the Master of Medical Sciences degree from Harvard Medical School and to launch a novel clinical research program upon their return to Portugal.

1: Production and Distribution of Health Information

The Harvard Health Publications Division (HHP) of Harvard Medical School will work with Portuguese teams on several initiatives designed to produce educational material for: 1) the general public about health, medicine and biomedical science as well as for 2) students and professionals in the health sciences. These initiatives will be conducted through applications for competitive proposals from collaborative teams across Portuguese institutions. Funding will be available for up to 3 projects per year (15 projects over 5 years), in either of these two categories.

1. Educational material for the general public

The Harvard Medical School-Portugal Program in Translational Research and Information is soliciting applications for grants to create health information *for the general public*, written in Portuguese, published electronically and delivered over the Internet.

Topics of interest include all areas identified in the Portuguese national health plan. However, excellent proposals in any other topic will also be considered.

Outline of content proposals. Proposals of all types will be considered, but the following are reasonable guidelines for content in each of these two topic areas:

- The total content per topic would be approximately 60-80,000 words, written at the 10th grade reading level, and would address prevention, diagnosis, treatment and prognosis.
- In addition, a simplified version of the content—approximately 30,000 words, written at the 5th grade level—would be created. This simplified version would ultimately be delivered in *spoken* form, over the Internet, with visual material (usually single images, sometimes animations) on the screen that relate to what is being spoken. The audience for this information is people of limited literacy.
- The content will address how the health problems affect people of all ages—e.g., content on the problem in young children, teenage children, young adults, middle-aged adults, older adults, with particular emphasis on teenage children, young adults and older adults.
- The content will include newly-created illustrations (or illustrations that are in the public domain and can be used without constraints).

Additional features that will make an application attractive, because they take advantage of the capabilities of the Internet, include:

- Simple animated illustrations (as simple as two-step or three-step animations);
- Quizzes the user can take to test whether they have understood the material they have read;
- Simple, interactive tools that allow a user to obtain information that is specific to someone like them (a person of a particular age, gender, past medical history, medication history, etc.). If such tools are included in a proposal, and the proposal is funded, the project directors must work with UMIC/FCCN directly to build the tools.

2. Educational material for students and professionals in the health sciences

Topics of interest include all areas identified in the Portuguese national health plan. However, excellent proposals in any other topic will also be considered.

Outline of content proposals. Proposals of all types will be considered, but the following are reasonable guidelines for content in each of these four topic areas:

- The total content per topic would be approximately 60-80,000 words, written in English, and would address basic biology of disease, prevention, diagnosis, treatment and prognosis.
- Create animations and videos as part of the content, using software provided through UMIC/FCCN
- Develop self-tests, using software provided through UMIC/FCCN
- The content should link to information for patients, created as part of this program, so that students and health professionals can learn what information is available to their patients with these diseases.

Duration of activity. Grants will be awarded for up to two years. For the 2009 call, funding is available for 3 projects.

Funding. Up to 100,000 Euro per year will be available to support each project that is chosen. Funds awarded to Harvard Medical School for the HMS-Portugal Program will cover the participation of HMS teams in each project.

Eligible applicants. Applications must come from groups associated with Portuguese Universities, Associate Laboratories, Research Centres, State Laboratories or any other public or private research institutions, including hospitals. Applications must involve participants from at least two different Portuguese institutions, working directly with faculty and staff of the Harvard Health Publications Division of Harvard Medical School. Applications from multiple institutions will be viewed particularly favorably. Successful applicants will be expected to reflect an active collaboration between teams from Portugal and Harvard, and should be consistent with the overall editorial agenda and plan approved by the Health Information Executive Committee of the Harvard Medical School-Portugal Program.

Where to apply. Applications must be submitted online through the FCT website <http://concursos.fct.mctes.pt/projectos> following the Announcement of the Call for Proposals.

Deadline for receipt of full applications. 30 October 2009. Applications must:

- Be written in English
- Be no less than 10 pages and no more than 20 pages, single spaced (font, Arial 11), plus one 5-page Appendix (as explained below)
- Include a detailed outline of the specific sub-topics (such as treatments for major depression), within the broader topic area (Mental Illness or HIV/AIDS) that will be covered, in both the higher reading level (10th grade) and lower reading level (5th grade) versions
- Specify the target audience
- Identify any interactive features that will be created, specifying in some detail what they will do
- Refer to any past experience or current responsibilities that the applicant may have with regard to writing health information for the general public
- Include one 5-page Appendix that includes 3 pages of text, in Portuguese, on a subtopic at the higher reading level and 2 pages at the lower reading level, as a sample of the content to be produced.

- Include a detailed description of the groups and people involved in Portugal and in Harvard.

Review of applications. Applications will be reviewed by a **Review Committee** of independent experts in the field of health information for the general public, from the United States and nations other than Portugal, organized by FCT in close collaboration with Harvard Medical School. The Committee will be chaired by Professor Anthony Komaroff and will be responsible for evaluating the merit of each proposal, and for identifying ways in which successful applicants might work together to avoid the creation of redundant content.

Notification. Successful applicants will be notified by e-mail after 1 December 2009.

Start of activity. Funded applications will commence after 1 January 2010.

First Progress Report. A final editorial plan and initial content produced will be delivered within 6 months after the signature of the Contract, for interim review by the Review Committee. If the Committee is concerned about the progress made by the applicants, the Committee may require another interim review in several months, and has the right to recommend that further funding be discontinued when progress has been poor.

Second Progress Report. A summary of new content produced since the first Progress Report will be delivered within 12 months after the signature of the Contract, for interim review by the Review Committee. If the Committee is concerned about the progress made by the applicants, the Committee may require another interim review in several months, and has the right to recommend that further funding be discontinued when progress has been poor.

Delivery of content produced. It is expected that the final content will be delivered no later than 24 months after the signature of the Contract.

2: Research on the Impact of Health Information Systems

The impact of the Program in Health Information will be evaluated, given the resources committed to it and the possibility that it may serve as a model for other nations. The impact of interventions in which intermediaries direct the public to health information content will be assessed through a competitive research grant program conducted primarily by social scientists in Portugal, with potential involvement of faculty from Harvard Medical School and other Harvard faculties and schools. Funding will be available for up to 4 projects during the duration of the Program (2 projects funded by the 2009 Call and 2 projects funded by the 2011 Call).

In order to assess the impact of this information over the next several years, the program is soliciting an expression of interest in applying for grants to evaluate the *current* baseline status (in 2010) of knowledge of *the general public* about health information, and from what sources the public gets health information.

Topics of interest include all areas identified in the Portuguese national health plan. However, excellent proposals in any other topic will also be considered.

Outline of content proposals. Proposals of all types will be considered, but the typical project would be a survey of a representative sample of Portuguese citizens of all ages and socioeconomic groups, with particular emphasis on teen aged children, young adults and adults over age 60, to assess:

- The current *state* of knowledge about the prevention, diagnosis, treatment and prognosis of these illnesses
- The current *sources* of knowledge about health information—newspapers, magazines, radio, television, books, Internet, science centers and museums, schools, health professionals, other.
- The perceived quality, comprehensibility and depth of each of these sources

Duration of activity. Grants will be awarded for up to three years, and the assessment results produced by the grant will be delivered no later than 24 months after the start of the grant.

Funding. Up to 100,000 Euro per year will be available to support each project that is chosen. For the 2009 call, funding is available for 2 projects. Funds awarded to Harvard Medical School for the HMS-Portugal Program will cover the participation of HMS teams in each project.

Eligible applicants. Applications must come from research groups with relevant experience on socio-economic research, either from public or private research institutions. Applications must preferably involve participants from at least two different Portuguese institutions, and applications integrating groups associated with biomedical research and hospitals will be viewed particularly favorably. In addition, preference will be given to applications also integrating groups from Harvard University associated with socio-economic research.

Where to apply. Applications must be submitted online through the FCT website <http://concursos.fct.mctes.pt/projectos> following the Announcement of the Call for Proposals.

Deadline for receipt of full applications. 30 October 2009. Applications must:

- Be written in English
- Be no less than 10 pages and no more than 20 pages, single spaced (font, Arial 11)
- Include a detailed outline of the technique for identifying and contacting survey participants
- Include a detailed description of the data to be collected
- Specify any target population that may be deliberately oversampled
- Refer to any past experiences or current responsibilities that the applicants may have with regard to conducting surveys of public opinion.

Review of applications. Applications will be reviewed by a **Review Committee** of independent experts in the field of health information for the general public, from the United States and nations other than Portugal, organized by FCT in close collaboration with Harvard Medical School. The Committee will be chaired by Professor Anthony Komaroff and will be responsible for evaluating the merit of each proposal, and for identifying ways in which successful applicants might work together to avoid the creation of redundant data.

Notification. Successful applicants will be notified by e-mail after 1 December 2009.

Start of activity. Funded applications will commence after 1 January 2010.

First Progress Report. A final detailed survey plan, and report of progress in conducting the survey, will be delivered within 6 months after the signature of the Contract, for interim review by the Review Committee. If the Committee is concerned about the progress made by the applicants, the Committee may require another interim review in several months, and has the right to recommend that further funding be discontinued when progress has been poor.

Second Progress Report. A summary of new data collected since the first Progress Report will be delivered within 12 months after the signature of the Contract, for interim review by the Review Committee. If the Committee is concerned about the progress made by the applicants, the Committee may require another interim review in several months, and has the right to recommend that further funding be discontinued when progress has been poor.

Delivery of content produced. It is expected that the final report of the surveys will be delivered no later than 36 months after the signature of the Contract.

3: Clinical and Translational Research Grants

Research in biomedical sciences that targets disease mechanisms and outcomes may be divided into several overlapping areas. **Translational** research focuses on the areas of biology that impinge on human health and the understanding of disease mechanisms, and on the application of this research toward a particular medical challenge. **Clinical** research aims to understand disease and health by directly observing and experimenting on patients. Both areas of research are required to promote the effective application of basic knowledge into patient needs. The Clinical and Translational Collaborative Research Grants are designed to enhance and enlarge the clinical and translational research infrastructure in Portugal and to promote collaboration not only within Portugal but also internationally. The research topics to be considered in these calls should be patient and/or disease oriented and the translational and/or clinical outcomes should be clearly stated. It is expected that, through a range of scientific approaches, the Collaborative Research Grants will focus on questions relevant to medicine at the frontier of translational and clinical sciences.

Successful competitive proposals will involve a collaborative effort between (at least) two Portuguese research teams from different legally defined institutions and (at least) one research team from Harvard Medical School, institutions affiliated with Harvard Medical School and/or other Harvard faculties and schools. There will be one call for grant applications in each of the first four years of this Program, each call offering three collaborative research grants. Each grant will provide funding for two years, with the possibility (upon evaluation) of extension for a third year.

Grant applications will be assessed on a strictly competitive basis by an international panel of independent experts. A typical award will provide resources for each individual laboratory adequate to cover salaries (at the levels of PhD or MD-PhD student, postdoctoral fellow, or technician), supplies, and limited resources for equipment. If requested, salary support for principal investigators will be limited to no more than 10% of the principal investigator's then current salary. These grants will also provide the opportunity for Harvard College undergraduates to participate in research in one of the Portuguese laboratories supported by a collaborative research grant (see Technical Annex). Travel support will be provided to allow all the researchers from the Harvard teams to meet annually with their counterparts in Portugal and to participate in the Annual Retreat to be held in Portugal; these meetings and the Annual Retreat will be essential to ensure active networking among all the participants of the program.

As a condition of accepting their research grant awards, the Portuguese laboratories involved in the Collaborative Research Grants will make available laboratory slots to accommodate either MD students or MDs in residency training. MDs enrolled in a research project in these laboratories can participate in a significant period of practical training at the Harvard laboratories involved in the Collaborative Research Grants. While in residence at Harvard, Portuguese MDs will become full members of the host laboratory, participating in laboratory research, group meetings, journal clubs, retreats, workshops, seminars, and nanocourses. The Portuguese MDs will also participate in the Harvard Catalyst Colloquium Series and a bimonthly faculty dinner series together with “peer mentors” from one of the Harvard laboratories involved in the Collaborative Research Grants. These paracurricular activities will allow the Portuguese MDs studying at Harvard to interact with Harvard students and fellows and will encourage community-building among the Portuguese MDs in each cohort.

Investigators applying for a clinical and translational collaborative research grant must organize themselves as an international research team. The team must consist of at least three investigators: one investigator is designated as the “Principal Applicant” and the other investigators as “Co-Applicants.” The Principal Applicant and at least one Co-Applicant will be located in Portugal, and at least one Co-Applicant will be located at Harvard. The Principal Applicant will be responsible for coordinating the research on behalf of the team. He/she will also act as the team’s liaison with the HMS-Portugal Program and will be required to submit annual budgets and progress reports.

A key requisite for acceptance of a Collaborative Research Grant is that all funded researchers directly supported by the Research Grant (including the Principal Investigators, students, post-doctoral fellows, and technicians) must attend and participate in the Annual HMS-Portugal Program Retreats and Symposia to be held in Portugal. Failure to attend could result in loss of funding.

Duration of activity. A typical proposal should cover research efforts for a period of three years. Funding for years 2 and 3 will be conditional on the progress achieved by the team as determined upon review by the Review Committee.

Funding. The maximal annual funding level for a project is 100,000€/year for each Portuguese team (up to a total of 200,000€/year for all the Portuguese laboratories participating in a given project) and U.S. \$160,000/year for all the Harvard laboratory(ies) participating in a given project.

For the 2009 call, funding is available for 3 projects. Funds awarded to Harvard Medical School for the HMS-Portugal Program will cover the participation of HMS teams in each project.

Eligible applicants. Applications must come from groups associated with Portuguese Universities, Associate Laboratories, Research Centers, State Laboratories or any other public or private research institutions, including hospitals. Applications must involve participants from at least two different legally defined Portuguese institutions and (at least) one research team from Harvard Medical School, institutions affiliated with Harvard Medical School and/or other Harvard faculties and schools.

Where to apply. Applications must be submitted online through the FCT website <http://concursos.fct.mctes.pt/projectos> following the Announcement of the Call for Proposals.

Deadline for receipt of full applications. 30 October 2009.

Applicants are invited to submit a letter of intent by September 15, for the sole purpose of identifying mail reviewers in a timely fashion. A decision not to submit a letter of intent will not detract from or influence the reviewing process in any way. The letter of intent should be written in English and include: the identification of the principal applicant and co-applicants; the title of the research project; up to three keywords; and a summary of the overall project (do not exceed two pages, Arial regular font, 11 point). The letter of intent should be submitted by email to the Chair of the Review Committee (hmsportugalapplications@hms.harvard.edu).

Full applications must:

- Be written in English
- Include an overview of proposed research emphasizing how the proposal meets the aims of the HMS-Portugal Program. Emphasize also the nature and expected outcomes of the collaborative work. State clearly the aims of the team as a whole and indicate the specific role played by each member in achieving the goals of the team. Explain the advantages of conducting the proposed studies as a collaborative effort. (do not exceed three pages, Arial regular font, 11 point)
- Include a detailed outline of the proposed research, including preliminary results (do not exceed seven pages; Arial regular font, 11 point). The detailed presentation must delineate the specific contributions of each member of the team.

- Include the CV and publication list of the principal applicant and each co-applicant (for each applicant, maximum of 2 pages, Arial regular font, 11 point, including a list of up to 10 of the most relevant papers)

Review of applications. Applications will be reviewed by a Review Committee of independent experts, from the United States and nations other than Portugal, organized by FCT in close collaboration with Harvard Medical School. The Review Committee will be chaired by Professor Lee Nadler at Harvard Medical School and will be responsible for evaluating the merit of each proposal, and for identifying ways in which successful applicants might work together to avoid the creation of redundant content.

Notification. Successful applicants will be notified by e-mail after 1 December 2009.

Start of activity. Funded applications will commence after 1 January 2010.

Progress Report. A yearly report will be delivered, for interim review by the Review Committee. The Committee has the right to recommend that further funding be discontinued or extended for one more year.

Final Report. A final Report will be delivered, for review by the Review Committee.

4: Junior Research and Career Development Awards

The Junior Research and Career Development Awards will provide MDs in Portuguese residency training with an opportunity to apply on a competitive basis for funding to support their clinical research in Portugal. Awards will be made to MD residents who propose a worthwhile project, demonstrate the support of their institution to pursue the work full-time over a two- to three-year period, and bring to the project a Portuguese mentor. Where appropriate, a Harvard co-mentor may also be recruited.

Each award will also provide an annual stipend for the MD applicant as well as research costs over the two- to three-year period. Tuition and registration will be provided for each qualified MD resident to attend the Harvard Medical School “Program in Clinical Effectiveness (PCE)” summer course (see <http://www.hsph.harvard.edu/clineff/>) during the first and second years of their award. The awardees must apply and be accepted to the PCE summer course through the normal PCE admissions process. Participation in the Program in Clinical Effectiveness for two successive summers will provide each awardee with a solid underpinning for clinical research.

An important condition of the award will be an institutional guarantee of the support and infrastructure required to carry out the work. This support and infrastructure must be guaranteed in writing by the Portuguese hospital, clinical institution, and/or research laboratory in which the clinical research will be conducted.

Duration of activity. Funding will be awarded for up to 3 years. Funding will be conditional on the progress achieved by the awardee as determined upon review by the Review Committee.

Funding. Up to 80,000 Euro per year will be available to support each applicant who is chosen (including salary, travel and support for research in Portugal). For the 2009 call, funding is available for 2 awards.

Where to apply. Applications must be submitted online through the FCT website <http://concursos.fct.mctes.pt/projectos>, following the Announcement of the Call for Proposals.

Applications must:

- Be written in English

- Include three detailed letters of recommendation sent by individuals who are familiar with the applicant's clinical ability and/or research potential. One of these letters must be from the applicant's Department or Division Head who must take responsibility for protected time of the applicant from clinical effort.
- Include a one-page statement of the applicant's reasons for wishing to attend this program, indicating his/her professional goals and describing why he/she feels that this program will be beneficial to him/her.
- Include the CV of the applicant.

Deadline for receipt of applications: 30 October, 2009

Review of applications. Applications will be assessed by a Review Committee of independent experts, to be organized by FCT in close collaboration with Harvard Medical School. The top four applications will be sent to the Clinical Effectiveness Program Admissions Committee by December 1, 2009.

Notification. The 2 successful applicants will be notified by e-mail after January 5, 2010.

Start of activity. Program starts July 1, 2010.

Progress Report. A yearly report will be delivered, for interim review by the Review Committee. The Committee has the right to recommend that further funding be discontinued or extended for one more year.

Final Report. A final Report will be delivered, for review by the Review Committee.

5: Senior Research and Career Development Awards

The Senior Research and Career Development Awards will support physician investigators who qualify for admission to an established Master's training program at Harvard Medical School. Upon completion of their training, the trainees will return to Portugal with a full and thorough understanding of clinical research and an active and ongoing clinical research project that will be continued and expanded in Portugal with the help of a two-year research and career development grant including an annual stipend (including benefits) and an annual supplement toward research costs in Portugal. An important condition of the award will be an institutional guarantee of the support and infrastructure required to carry out the work. This support and infrastructure must be guaranteed in writing by the Portuguese hospital, clinical institution, and/or research laboratory in which the clinical research will be conducted.

Each Senior Research and Career Development Award will include funding for the two-year Harvard Scholars in Clinical Science Program (SCSP; see <http://www.hms.harvard.edu/gradprograms/scsp/>). This two-year post-graduate training program in clinical investigation includes formal course work, a longitudinal seminar series, and a mentored clinical research project. Students who successfully complete the program are awarded a Master of Medical Sciences degree from Harvard Medical School.

The application process for the Senior Research and Career Development Award will be designed to recruit the most competitive Portuguese post-graduate student for intensive training in clinical research at Harvard Medical School. The Admissions Committee will include representatives from the Faculties of Medicine and teaching hospitals throughout Portugal as well as one advisor from the Harvard Scholars in Clinical Science Program. Applicants will be ranked on the basis of their grades, test scores, research experience, letters of recommendation, and interest and aptitude for international-caliber careers in clinical investigation. The best student will be chosen for this program, without regard for gender, country of origin, city of origin, specific field(s) of interest within clinical investigation, or initial preference for returning institution (see above). The program will forward the application of two students per year to the Harvard Medical School Scholars in Clinical Science Program Admissions Committee; if the top Portuguese applicant is accepted through the SCSP's normal application and admissions process, the program will award the student two years of funding to attend the SCSP and an additional two years of funding as a new clinical investigator in Portugal. Each year of continued funding will be contingent on satisfactory progress.

Duration of activity. Funding will be awarded for up to 4 years. Funding will be conditional on the progress achieved by the awardee as determined upon review by the Review Committee.

Funding. Up to 100,000 Euro per year will be available to support each applicant who is chosen (including salary, travel and support for research in Portugal). For the 2009 call, funding is available for 1 award.

Where to apply. Applications must be submitted online through the FCT website <http://concursos.fct.mctes.pt/projectos>, following the Announcement of the Call for Proposals.

Applications must:

- Be written in English
- Include three detailed letters of recommendation sent by individuals who are familiar with the applicant's clinical ability and/or research potential. One of these letters must be from the applicant's Department or Division Head who must take responsibility for protected time of the applicant from clinical effort.
- Include a statement of intent that A) Describes the general area of research in which the applicant is interested and his/her reasons for choosing this area (maximum of 300 words). B) Provides a general outline of the project(s) that the applicant wishes to complete during the tenure of his/her involvement in the Scholars in Clinical Science Program. Please provide as much detail as possible including hypothesis, methods and potential pitfalls. If the applicant does not have a specific project, describe in general what the project(s) might be (maximum of 700 words). C) If the applicant has already chosen a mentor, what were the reasons for doing so? (maximum of 200 words). D) Describes the applicant's reasons for wishing to attend this program, indicating his/her professional goals and describing why he/she feels that this program will be beneficial to him/her (maximum of 600 words).
- Include the CV of the applicant.

Deadline for receipt of applications: 30 October, 2009

Review of applications. Applications will be assessed by a Review Committee of independent experts, to be organized by FCT in close collaboration with Harvard Medical School. The top two applications will be sent to the Scholars in Clinical Science Program Admissions Committee by December 1, 2009.

Notification. The successful applicant will be notified by e-mail after January 5, 2010.

Start of activity. Program starts July 1, 2010.

Progress Report. A yearly report will be delivered, for interim review by the Review Committee. The Committee has the right to recommend that further funding be discontinued or extended for one more year.

Final Report. A final Report will be delivered, for review by the Review Committee.

Timelines

Program in Health Information

	COMPETITIVE CALLS FOR PRODUCTION AND DELIVERY OF HEALTH INFORMATION	COMPETITIVE CALLS FOR ASSESSMENT OF THE IMPACT OF THE PROGRAM IN HEALTH INFORMATION
Number of Calls	5	2
Total number	15 projects	4 projects
Call for applications	2009 2010 2011 2012 2013	2009 2011

Program in Clinical and Translational Research and Education

	COLLABORATIVE RESEARCH GRANTS	JUNIOR RESEARCH/CAREER DEVELOPMENT	SENIOR RESEARCH/CAREER DEVELOPMENT
Number of Calls	4	5	4
Total number of expected activities	12 projects	10 Awards	4 Awards
Call for applications	2009 2010 2011 2012	2009 2010 2011 2012 2013	2009 2010 2011 2012
Coursework at Harvard	n/a	two summers each	two years each