

Application Guidelines

Clinical and Translational Research Grants

This document provides information relevant for submitting Proposals to the **Harvard Medical School – Portugal Program in Research**. FCT Application Forms are not HMS-Portugal Program specific, which makes the following guidelines suggestions rather than mandatory procedures. The current text explains how specific Program Application details fit in the current FCT Application Form.

Applications to the HMS-Portugal through the FCT platform (<https://concursos.fct.mctes.pt/projectos/>) is a two-step process:

1. completion of on-line FCT form according to the following guidelines and information available (please refer to the Terms of Reference 2010 document at <http://alfa.fct.mctes.pt/apoios/projectos/concursos/harvard/2010a/docs/terms.pdf> for specific information on each of the program's initiatives
2. Attachment of the “Annex to Application” to item 9 of the on-line FCT form with all the items requested in the document Terms of Reference. The content of this document is of extreme relevance to the evaluation panel as it was specifically created for that propose.

Important note: All sections of the FCT form must be filled. Except were mentioned all should be in English. Please make sure text entered in the on-line form is formatted and comprehensive.

Section 1. Project Description / Section 2. Institutions and their roles

Investigators applying for collaborative research grants must be organized as an international research team. One investigator is designated as the “Principal Applicant” and the other investigators as “Co-Applicants.” The Principal Applicant will be located in Portugal. 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.

Section 3. Scientific Component

These section should include an overview of the proposed research emphasizing how it meets the aims of the HMS-Portugal Program. Emphasis should also be made on the nature and expected outcomes of the collaborative work. The objectives of the team as a whole should be clearly stated while indicating the specific role played by each member in achieving the goals of the team. Advantages of conducting the proposed studies as a collaborative effort should be explained - *use the space provided in section 3.1.b: executive summary.*

Include a detailed outline of the proposed research, including preliminary results. The detailed presentation must delineate the specific contributions of each member of the team - *use the space provided in sections 3.2.2 (Plan and Methods) and 3.2.3 (Tasks)*

Please refer to instructions to section 9, below , for possible use of same wording in both annex to application and section 3.

Ⓢ *If copy/pasting from word processors to the web application, please make sure to preserve as much as possible formatting, particularly line breaks and bullet lists, as the jury will receive a printout of the online forms.*

Section 4. Research Team

Only members of Portuguese groups are to be indicated in the FCT form. To complete this, all members should obtain the Public Key at the FCT SIG website.

Section 5. Funded Projects

This section of the FCT form should concerns only Portuguese groups.

Section 6. Expected indicators

This section of the FCT form is applicable for the whole team (Portuguese and international members).

Section 7. and 8. Budget

This section is applicable only to the Portuguese institutions participating in the call and it does not involve the Harvard's team budget. Make sure the total budget don't exceed the supported funding.

Section 9. Attachments

A single pdf file with the following content should be uploaded. Structure of this pdf is the following:

- I. *(Can be used to complete section 3.1 of the FCT on-line form)* Include an overview of proposed research emphasizing how the proposal meets the aims of the HMS-Portugal Program.
- II. *(Can be used to complete section 3.2.2 of the FCT on-line form)* 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.
- III. *(Can be used to complete section 3.2.2 of the FCT on-line form)* Explain the advantages of conducting the proposed studies as a collaborative effort. (do not exceed three pages, Arial regular font, 11 point)
- IV. *(Can be used to complete section 3.2.1 and 3.2.3 of the FCT on-line form)* 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.

- V. 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)

General Comments:

If URLs with references or other material pertinent to your proposal is mentioned in the application, please make sure these are on-line for the duration of the review process.

PDF files cannot be larger than 5Mb. Avoid using large images or bitmaps to keep under this size.

Please use the FCT on-line tools for general information on the application filling, namely instructions guidelines: <http://alfa.fct.mctes.pt/apoios/projectos/concursos/instrucoes>

For general inquires and comments please contact the program at contact@hmsportugal.pt
For more information on the specific content related to the application filling, please contact HMS-Portugal Project Manager (André Fernandes – andre.fernandes@hmsportugal.pt).