

# Linde Gas Therapeutics

## Inspire Award Programme

Notes for completing the Application form:



### **GENERAL INFORMATION**

- Applicants are advised to submit a “Concept Sheet” for review by the Clinical Director of LGT, prior to undertaking a full application. A “Concept Sheet” may be submitted at any time and should include an overview of the project, the relevance of the project to the objectives of the Inspire Award and an estimated budget. A proforma “Concept Sheet” is available on the LGT website: [www.linde.com](http://www.linde.com)
- Only applications written in English will be accepted
- A complete application may be submitted at any time during the year.
- Applicants will be notified within six months of receipt of application whether or not their grant will be funded. Funding can begin within three months of approval of the grant.

### **SPECIFIC INSTRUCTIONS**

#### **Form - 1**

**Project Title:** Choose a title that is descriptive and specific, rather than general.

#### **Applicant details:**

Provide details of the Principal Investigator / Programme Director for the project

**Last name:** self-explanatory

**First name:** self-explanatory

**Title:** If the Principal Investigator/Programme Director has more than one title, indicate the title most relevant to the proposed project.

**Current position:** self-explanatory

**Contact Email:** provide the email address for the Principal Investigator, Programme Director

**Institution name:** provide the full title of the organisation. Include details of the department, school or other major subdivision directly requesting the project funding.

**Type of institution:** indicate the status of the organisation e.g. Public, private, not-for-profit

**Contact address:** provide the address at which the Principal Investigator, Programme Director may be contacted. Also provide the full address of the organisation if this is different.

**Contact telephone:** provide the contact telephone number for the Principal Investigator, Programme Director and the main switchboard number for the applicant organisation

## Project Summary:

**Human Subjects, Derived Materials, or Data Involved:** If studies involving human subjects, derived materials, or data which contain personal identifiers, or which can be linked to personal identifiers, are neither planned nor contemplated, circle the word "NO". If studies involving human subjects, derived materials, or data are planned or contemplated, circle the word "YES". Submit with the grant application a letter from the institution review board stating that the institution will comply with all relevant regulations regarding human subjects in research.

**Total Direct Costs Requested for Project Period:** self-explanatory

**Inventions.** Unless the word "NO" is circled, list in the progress report section of the research plan the titles of any inventions conceived or reduced to practice during the course of the project. It is important that when an invention is conceived or reduced to practice, an invention report be submitted as soon as possible. Failure to report promptly prior to publication may result in the loss of valuable invention rights. Statutes preclude obtaining valid protection after one year from the date of a publication that discloses the invention.

### Authorisation:

Name the individuals who will be legally and financially accountable for the funds awarded.

**Financial Officer:** This is the person who, along with the official signing for the applicant organisation, has financial responsibility for the funds and to whom the award cheques will be sent.

**Official Signing for Applicant Organisation.** self-explanatory.

**Principal Investigator/Programme Director Assurance.** self-explanatory.

**Abstract of Research Plan:** self-explanatory.

## Form - 2

**Table of Contents:** self-explanatory.

## Form - 3

### Research Plan:

Organise Sections A-D of the research plan to answer these questions:

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?

The suggested format is:

A. **Specific Aims:** State concisely and realistically what the research described in this application is intended to accomplish and/or why hypothesis is to be tested. **Do not exceed one (1) page.**

B. **Significance:** Sketch the background of the present proposal, evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to longer term objectives. **Do not exceed three (3) pages.**

**C. Preliminary Studies:** Provide an account of the principal investigator's/programme director's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and competence of the investigator to pursue the proposed project. The titles and complete references to appropriate publications and completed manuscripts may be listed, and four (4) sets of such background materials may be submitted as an Appendix. Supplementary graphs, diagrams, tables, and charts relevant to the studies may also be submitted as Appendix material. Do not exceed eight (8) pages for this section, excluding the lists of professional personnel and publications and the Appendix.

**D. Methods:** Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Describe the protocols to be used and the tentative sequence of the investigation. Include the means by which the data will be analyzed and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. Although no page limitation is specified for this part of the application, make very attempt to be succinct.

**E. Human Subjects, Derived Materials, or Data:** If item 4 of the application has been marked "YES", submit the following information:

1. Identify the sources of the potential subjects, derived materials, or data. Describe the characteristics of the subject population such as their anticipated number, age, sex, ethnic background, and state of health. Identify the criteria for inclusion or exclusion. Explain the rationale for the use of special classes of subjects such as foetuses, pregnant women, children, institutionalized mentally disabled, prisoners, or others, especially those whose ability to give voluntary informed consent may be in question.
2. Describe the recruitment and consent procedures to be followed, including the circumstances under which consent will be solicited and obtained; who will seek it; the nature of the information to be provided to prospective subjects; and the methods of documenting consent. (A sample copy of a consent form may be requested from the ARCF staff if needed for review purposes.)
3. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe alternative methods, if any, that were considered and why they were not used.
4. Describe the procedures for protecting against or minimizing any potential risks and include an assessment of their likely effectiveness. Include a discussion of confidentiality safeguards, where relevant, and arrangements for providing medical treatment if needed.
5. Describe and assess the potential benefits to be gained by the subjects, as well as the benefits that may accrue to society in general as a result of the planned work.
6. Discuss the risks in relation to the anticipated benefits to the subjects and to society.

**F. Consultants:** If consultant arrangements have been confirmed in writing, attach appropriate letters from each individual confirming his/her role in the project.

**G. Consortium Arrangements or Formalized Collaborative Agreements:** Provide a detailed explanation of the programmatic, financial, and administrative arrangements made between the applicant organisation and the cooperating institutions. Provide a statement that the principal investigators/programme directors and the applicant organisations involved in the application have established or are prepared to establish in writing the required inter-institutional agreements. Confirming letters or copies of written agreements may be attached.

G. **Literature Cited:** Number the references in order of appearance and provide the complete citations corresponding to the numbers in a list at the end of the research plan. Each citation must include the names of all authors, the name of the book or journal, volume number, page numbers, and year of publication. **Although no page limitation is specified for this part of the application, make every attempt to be judicious in compiling a relevant and current bibliography. It need not be exhaustive.**

#### **Appendix.**

Include four (4) copies of the appendix material in the application package. Identify each piece with the name of the principle investigator/programme director and the project title. Appendix material will not be duplicated with the rest of the application, but will be made available to the primary reviewers and to any other reviewer who specifically requests it.

Submit four (4) original copies of any photographs, oversized documents, or materials that do not reproduce well. Graphs, diagrams, tables, and charts may also be submitted as appendix material.

Submit four (4) copies of separate budgets for each applicant organisation involved in consortium arrangements or formalized collaborative agreements.

#### **Form - 4**

#### **Detailed Budget:**

List the direct cost requests in this application, and include an itemised list. Please note that awards are generally limited to £150,000. Do not include any items that are treated by the applicant as indirect costs, except for those associated with contractual or third-party costs. Do show the cost-sharing contribution of the applicant.

**Personnel.** List the names and positions of all personnel involved in the project, both professional and non-professional, whether or not salaries are requested. Estimate the percent of time or effort, or hours per week, spent on the project for professional and non-professional personnel. List the financial amounts separately for each individual for salary and fringe benefits. Fringe benefits may be requested to the extent that they are treated consistently by the applicant as a direct cost to all sponsors. For each professional, state the percent of time or effort, or hours per week, in relation to the total professional activity commitment of the applicant. It is important to note that the sum of the percentages of time or effort to be expended by each individual for all professional activities must not exceed 100 percent. In computing estimated salary charges, an individual's base salary represents the total authorised annual compensation that an applicant would be prepared to pay for a specified work period, whether an individual's time is spent on sponsored research, teaching, or other activities. The base salary excludes income that an individual may be permitted to earn outside of duties to the applicant. The base salary of a professional may be augmented or supplemented by funds from a grant when the individual's status and salary are for a period of less than 100 percent of full-time. Grant funds may not be used to augment salary. If the individual is appointed on a less than full-time basis for the base salary period, indicate the percentage of full-time appointment, e.g. 50 percent full-time equivalent. Where appropriate, indicate whether the amounts requested for the principal investigator/program director and other professional personnel are for summer salaries or academic year salaries and indicate the formulas for calculating summer salaries.

An applicant has the option of having specific salary and fringe benefit amounts for individuals omitted from the copies of the application that are made available to outside reviewing groups. If the applicant organisation elects to exercise this option, use asterisks on the original and four (4) copies of the application to indicate those individuals for whom salaries and fringe benefits are being requested; the subtotals must still be shown. In addition, submit an additional copy of page 4 of the application, completed in full with the asterisks replaced by the amount of the salary and fringe benefits requested for each individual listed. This budget page will be reserved for internal ARCF staff use only.

**Consultant Costs.** Give the name and institutional affiliate for any consultants who have agreed to serve in that capacity, including consulting physicians in connection with patient care. Briefly describe the services to be performed, including the number of days of consultation, the expected rate of compensation, travel, per diem, and other related costs.

**Equipment.** List separately each item of equipment with a unit acquisition cost of £400 or more. If funds are requested to purchase items of equipment that appear to duplicate or to be equivalent to items listed on the Resources and Environment page or items used in preliminary studies, justify the reasons for the duplication.

**Supplies.** Itemise supplies such as glassware, chemicals, and animals in separate categories. If animals are involved, state how many are to be used, their unit purchase cost, and their unit care cost.

**Travel.** Describe the purpose of any travel, giving the number of trips involved, the destinations, and the number of individuals for whom funds are requested.

**Contractual or Third-Party Costs.** Itemise and enter a total for these costs. Describe and justify all appropriate costs for services purchased for or associated with third parties, including applicable indirect costs. These costs may include, but are not necessarily limited to, consortium arrangements or formalized collaborative agreements.

**Other Expenses.** Itemize other expenses such as publication costs, page charges, and books by category and unit cost. Itemize and justify such items as patient travel and per diem costs, donor fees, rentals, leases, and computer costs. Reimbursement is allowable for personal expenses incurred by human subjects participating in the project, including travel with an escort if required. This reimbursement is applicable to all classes of research subjects, including inpatients, outpatients, donors, and normal volunteers, regardless of employment status. Payment to volunteer research subjects is not an allowable cost on an Inspire Award grant.

**Biographical Sketch, Other Support, Resources, and Environment.**  
Self-explanatory.