



Application Form & Explanation

Call for proposals for Cohorts for HIV cure

With this call Aidsfonds strives to accelerate a cure by investing in the basic infrastructure for cohorts

We are looking for cohorts that clearly have the potential to contribute to accelerating a cure. These cohorts have to have the potential to answer important scientific questions and should have a connection to the NL4Cure research agenda.

A successful cohort has a feasible plan and expertise and collaborations to run the cohort. It is strong in recruiting and retaining participants and its organisation and management involves people with HIV. It shares their data/samples with others, communicates to relevant stakeholders and is financial sustainable.

This application form consists of 5 parts.

PART 1 - Outline application

Basic information

- 1. Title of the cohort**
- 2. Principal Investigator**
Name, affiliation
- 3. Co-Investigators**
Name individual co-investigators and collaborators and their affiliation
- 4. Project title in English for laymen**
Please list a title as short and specific as possible in English (max. 15 words)
- 5. Pitch your project: English laymen summary**
Pitch your project here in 125 words. Address the *what, why, who, where* and *how* of your project.
- 6. Type of request**
What would you like to request (both options possible):
 - Continuation of an existing cohort
 - Expansion of an existing cohort
- 7. Duration**
State the duration of the project in years (3-4 years).
- 8. Requested budget**

Cohort aim rationale: impact for HIV cure

9. Cohort rationale (max 250 words)

What are the ambitions of the cohort for the requested funding period?:
Explain your ambitions and the focus

10. Relevance (max 250 words)

How will this cohort contribute to a cure for HIV

11. Connection to NL4Cure research agenda (max 250 words)

Explain the connection to the [NL4Cure research agenda](#) (be specific, refer to specific chapters and paragraphs)

Rationale for inclusion

12. Provide information on the study population, including sample size, age range, gender, ethnicity and geographical location. (max 150 words)

13. Explain why you have chosen this group, considering the aim to develop a cure for ALL people living with HIV. (max 150 words)

Scientific potential and importance

14. What is the distinctive scientific importance/ potential of the proposed continuation? (max 250 words)

15. What is the distinctive scientific importance/ potential of expanding of the cohort? (max 250 words)

16. Give examples of specific scientific questions that could be addressed by the cohort over the next years. (max 150 words)

17. Explain why these scientific questions could not be answered using existing national or international cohorts and data sources. (max 150 words)

18. Uniqueness

What makes this cohort unique?

If there are similar cohorts nationally or internationally you should explain the added value of this proposal. (max 250 words)

Project Specification

Feasibility

19. A feasible work plan is essential for a successful cohort. Outline here your plan to accelerate an HIV cure with your cohort (max 1000 words)

Outline the proposed study or activities to be undertaken, giving sufficient methodological information to show that the aims are feasible. Details of the recruitment method, length of follow-up and the follow-up schedule should be provided.

Including, as relevant:

- Study design and methodology, including the number and type of participants (with a justification) and inclusion criteria.
- Data and biological samples to be collected with broad details, e.g. via questionnaire, record linkage or clinic assessment, and methods for bio-sample collection.
- Anticipated duration of follow-up.

- Resources or facilities to be developed, used or maintained.
- Include details of any plans to collaborate with other existing cohorts.
- Management arrangements.

20. A successful cohort is strong in recruiting and retaining participants (max 400 words)

Explain how you will recruit your participants and how you will ensure retaining them.

What risk factors do you see and how will you anticipate

21. Aidsfonds values the meaningful involvement of people with HIV (max 400 words)

Explain how people with HIV are involved in the design, execution or results dissemination of this project? (For more information, see [this article](#)) and what have you done to make this project patient- and/or target group-focused?

22. A well-qualified and collaborative team is essential for a successful cohort (max 600 words)

Explain here the quality of the cohort and the applicant.

Include the following aspects:

- Explain the role, expertise, quality and potential of the applicant
- Outline the role the collaborators will play in the cohort study.
- Explain how the study team is well qualified to carry out the proposed activity.
Describe the environment in which the cohort will take place or the infrastructure that will be developed or maintained.

23. What are the previous performances of the cohort in collaboration, inclusion and retaining participants, and outputs (max 600 words)

How well has the cohort together with the collaborators functioned in the past years?

How well has the inclusion and retaining participants and data collection been in the past years?

What are the three to five most important outputs over the previous years; these could include scientific, policy or capacity-building- related impacts.

What has been the greatest challenge for this cohort in the past years?

Sharing, communication and dissemination

24. It is important that cohort samples/data are made widely available to the scientific/research community for use to accelerate a cure. It needs to be findable and accessible

(max 600 words)

Explain how your cohort has integrated this.

Include the following aspects:

- Your past performances on sharing and include number of applications to access existing cohort data, number of applications approved and the type of organisations.
- Describe the proposed principles of the governance arrangements and processes for access, curation and sharing of data and/or samples.
- Please explain who makes decisions on access, and what the criteria and conditions are.
- How will you comply to [FAIR data](#).
- Whether you have a data management plan? And has it been approved by your institution?
- How the cohort can be "discovered" by other scientists and/or interested stakeholders.

25. Explain how the progress of the cohort and the results will be disseminated to participants and the (inter)national community of people with HIV (max 400 words)

Include the following aspects:

- What is your communication plan to the participants?
- What is your communication plan to the community of people with HIV both nationally and internationally?

Requested budget and financial sustainability

26. Explain what funding is requested (max 400 words)

Include details of:

The estimated cost of the proposal and the duration of the proposal

The resources that are needed and what proportion of the estimated cost will be used for de novo data and sample collection and storage.

The resources and proportion of costs that will be for the maintenance of new and existing samples and data.

27. Explain how your cohort will be financially sustainable for the funding period. (max 400 words)

- What other funding sources are used. What are they, what element of the study does their contribution fund and over what time period?
- How is the cohort embedded in the host institution?
- How much further data/sample collection is anticipated beyond the funding term
- When is it projected that on-going support for the cohort will be for routine data linkage and maintenance costs only?

28. What is your vision on financial sustainability beyond the requested funding period? (max 200 words)

Explain your vision and illustrate how you will engage partners during the current funding period to ensure long-term sustainability. Or if no funding is needed, how you will ensure effective closure of the cohort.

PART 2 - General information applicant - This information will NOT be send to the reviewers

1. Project leader and contact person

The project leader is the person accountable for the scientific and financial aspects of the project. The project leader is an employee of a recognised Dutch institute for scientific knowledge and has a PhD. Only one person can be listed as a project leader. The project leader is also the main contact person for Aidsfonds during the application procedure. The email address listed here, will be used by Aidsfonds to correspond about the application process. The project leader is responsible for informing Aidsfonds about changes in contact information during the procedure.

2. Organisation name and address

3. Head of department

4. Financial agent

Please list the name of the person who is responsible for the financial administration of your project. The grant agreement is an agreement between the project leader's organisation and Aidsfonds. If more than one organisation is involved, it is recommended that an agreement

between the participating partners is arranged. The organisation of the project leader is responsible for adequate financial management between the participating organisations.

5. Place of research

Please list the place where the research will take place. In case it is identical to the institute of the project leader, 'As above' can be listed.

6. Keywords

Please list **five** keywords that describe your project ('HIV', 'cohort' and 'cure' are not necessary), for example dendritic cells, apobec, signalling or neurology, behaviour, aging, and MRI.

7. Research discipline

Please indicate the project discipline of your project. More than one is possible.
Virology , Immunology, Clinical Research, Social Sciences, Epidemiology, Psychology

8. Planned start date of the project

The project should start before the 1st of March 2021

9. Planned end date of the project

Project duration between 3 and 4 years

10. Participants and collaborators

Please list the participants and/or collaborators in this project, their role and the amount of time they will work (hours per week).

11. Aidsfonds' funding is limited and is likely not sufficient to cover all excellent proposal.

We would like to contact other funders/ partners that might be interested in funding your project.

A. Do you give us permission to inform other partners about your application? *Yes/No*

B. Are you willing to partner with other funders in your project? *Yes/No*

→ If not, what (type of) funders are excluded?

12. Suggested reviewers (max. 3)

Suggested reviewers will be taken as suggestions, other external reviewers may be selected by Aidsfonds to review your proposal. The quality and relevance of the suggested reviewers will be thoroughly checked. Collaborators with whom you have worked with since 2010 are not eligible as reviewers

13. Excluded reviewers (max. 3)

Are there reviewers you could like to exclude from reviewing your proposal?

14. Involvement of members of Scientific Advisory Board (SAB):

Are any of the Board member closely involved with you or this project and therefore have a conflict of interest?

PART 3: Nederlandse informatie voor publiek en ervaringsdeskundigen

Onderstaande informatie zal worden gelezen en beoordeeld door mensen die leven met hiv ('ervaringsdeskundigen'). Het is van belang dat de tekst voldoende informatie geeft én

begrijpelijk is voor mensen die geen onderzoekers zijn. Zie [deze bijlage](#) voor meer informatie. Beantwoord alle vragen in het Nederlands.

1. **Projecttitel** (max 20 woorden)

2. **Naam en affiliatie aanvrager**

3. **Naam en affiliatie samenwerkingspartner**

4. **Beschrijving van het project**

A. Project pitch (samenvatting) max. 200 woorden

Omschrijf kort de aanleiding (probleem, urgentie) en achtergrond (wat is al bekend?). Formuleer ook de doelstelling en relevantie van uw project. Kortom: stel u voor dat u in één minuut het project zou mogen toelichten in de lift voor een belangrijk persoon.

B. Plan van aanpak: methode max. 400 woorden

Omschrijf kort de methode waarvoor u gekozen heeft voordat u de volgende vragen beantwoordt. Omschrijf wat, hoe en waarom u het gaat doen. Voeg bij voorkeur een stroomschema van het project toe.

5. **Hoe draagt dit project bij aan het vinden van een genezing van hiv?** (max 200 woorden)

Geef aan waarom dit project van belang is en voor welke doelgroep. Wat is er nieuw aan dit project, welke resultaten verwacht u dat dit oplevert en voor wie? Wat verwacht u na afloop van het project bereikt te hebben en wat draagt dat bij aan het vinden van een hiv-genezing op de korte (3 jaar) en lange termijn (10 jaar).

6. **Risico's voor studiedeelnemers max. 150 woorden**

Wat zijn de risico's voor de studiedeelnemers?

7. **Belasting voor studiedeelnemers max. 150 woorden**

Wat is de belasting voor de studiedeelnemers? Wat moet een deelnemer precies doen en hoe vaak? Welke activiteiten moet een deelnemer uitvoeren, hoe vaak en waar?

8. **Haalbaarheid van het project max. 150 woorden**

Omschrijf de haalbaarheid van de studie in termen van werving van voldoende deelnemers, samenwerking met relevante disciplines, aanwezigheid van randvoorwaarden etc.

9. **Participatie van mensen met hiv max. 150 woorden**

A. Zijn vertegenwoordigers van de doelgroep betrokken bij het ontwerp, de uitvoering, de verspreiding en/of implementatie van de studie? Zo ja, hoe? Zo nee, waarom niet?

B. Vul deze matrix in: [participatiematrix](#)

10. **Representativiteit max. 150 woorden**

Biedt u aandacht aan 'diversiteit' als het gaat om de studie-deelnemers? En zijn betrokken cliënt (-vertegenwoordigers) voldoende representatief voor de doelgroep van dit onderzoek?

11. **Ethiek en veiligheid max. 150 woorden**

Is er al een patiëntenbrief (pif) beschikbaar? (zo ja, voeg deze toe)

Is goedkeuring door de METC aangevraagd of al toegekend?

Geef aan hoe u rekening houdt met de privacy van studiedeelnemers.

12. **Communicatie max. 150 woorden**

Welke communicatiemiddelen worden in en buiten het project ingezet?
Hoe worden verschillende belanghebbenden op de hoogte gebracht van de resultaten?

13. Implementatie van de resultaten max. 150 woorden

Indien het project succesvol is, wat zijn dan logische vervolgstappen?
Hoe kunnen de resultaten in de praktijk worden gebruikt en op welke termijn kan dit plaatsvinden?

PART 4: Use of human products, animal models and biological risks

1. Human test subjects

Here, you should indicate if symptomatic and/or asymptomatic people are involved in the project. How many people will be involved in the research? Has a request for permission been submitted to a recognised METC, the ACS, the Central Committee on Research Involving Human Subjects (CCMO - *Centrale Commissie Mensgebonden Onderzoek*) or the Population Screening Act (WBO - *Wet op het bevolkingsonderzoek*) Commission? When is the response available? If a request has not been submitted, when is permission required to ensure the time schedule of the project is not disrupted? When asked, the project leader is obliged to show Aidsfonds documents that demonstrate permission has been given before the start of the project - or this part of it - to implement the project's experiments. If not, the grant will be withdrawn.

2. Biological risks

Please indicate if experiments that might involve biological risks will be implemented, namely in the field of recombinant DNA research, research involving the use of radiation or radioactive materials, and research involving the use of pathogenic micro-organisms. If so, you need to indicate which class of laboratory facilities the experiments belong to, and if the required permissions, licences and facilities are available. When asked, the project leader is obliged to show Aidsfonds the documents that demonstrate permission has been given for the experiments within the project. Aidsfonds grant applicant should agree to the Code of Conduct for Biosecurity. Not agreeing to and not following this code might result in Aidsfonds declaring the grant application inadmissible.

3. Other permission

Is additional permission required to successfully complete this study? If so, indicate what permission is required, from what body, and when the permission needs to be given to be able to start the project on time.

PART 5: Financial information

Budget application

In the budget form please supply information on the total needs, the requested funding from Aidsfonds and funding by others. Be specific on continuation costs and expansion costs. Specify the budget you are applying for by Aidsfonds and include a break-down of spending. Make sure that the funding requested for staff are according to the figures included in table 1 (next page). Please indicate if other funds have been granted, have been applied for, or will be applied for, for the project or part of the project for which you might receive a grant from Aidsfonds. If this is the case, what person or organisation provides the additional funds? Contributions from pharmaceutical companies also need to be listed here.

Please [download here the budget form](#), complete it, and sign the form.
After signing, upload the form as a pdf here.

1. Budget explanation

The applied for budget (Min. €75.000 – max. € 350.000,-) may consist of costs that are needed for continuation and/or expansion of the cohort. This includes all aspects of sample/data collection and storage and may consist of personnel costs, costs related to participants inclusion and communication and /or material costs. Part-time staff or multiple appointments are allowed as well. Give a brief explanation of what you are applying for and why.

Costs for research and analyses of the cohorts are excluded from this call.

Part 1. Staff costs

In case of funding projects, Aidsfonds uses so-called standard amounts for staff costs. The standard amounts consist of net salary costs, holiday pay, end-of-year payments, employer contributions, and other staff costs (including advertising costs, training costs and costs for replacement in case of illness).

Aidsfonds follows the Agreement Funding Scientific Research of NWO and VSNU. The agreement is followed by NFU (on behalf of the University Medical Centres), KNAW, ZonMw and the Health Funds section of Goede Doelen Nederland. The so-called standard amounts for staff costs that Aidsfonds uses are determined each year by VSNU and NWO and are based on the collective labour agreement of Dutch Universities for the different scientific functions, increased with bestowals for employers contributions, other staff costs, holiday pay and end-of-year payments as well as an annual indexation. The salaries are based on the collective labour agreement of the Dutch universities for different scientific occupations, such as PhD students and senior scientific assistants, including postdocs and other researchers at a similar level (scale/step 11.0) and non-scientific staff (intermediate vocational education [*MBO*] level, scale/stop 7.5; higher vocational education [*HBO*] level, scale/step 9.3; academic level, scale/step 11.2).

The standard amounts (see Table 1) specify the maximum amounts that are paid for the indicated role in case of a full-time appointment.

The standard amounts include the end-of-project payment. The end-of-project payment amounts to one month of the aforementioned staff costs and bestowals for each year of the actual appointment. In case an employee works for part of one-year appointment, the payment will be calculated proportionally based on one month (for example, in case of a 2.5 years appointment, a 2.5 months payment). In case of an actual appointment of less than one year, an end-of-project payment will not be given.

| | 1st year | 2nd year | 3rd year | 4th year | Total |
|---|----------|----------|----------|----------|-----------|
| PhD candidate ¹ /PhD researcher ² | € 50.404 | € 60.622 | € 64.558 | € 69.386 | € 244.970 |
| Scientific staff ³ | € 78.837 | € 80.535 | € 82.270 | € 84.041 | € 325.683 |

¹ In Dutch: *Assistent in opleiding* (AIO)

² In Dutch: *Onderzoeker in opleiding* (OIO)

³ In Dutch: *Wetenschappelijk personeel* (WP)

| | | | | | |
|---|----------|----------|----------|----------|-----------|
| Non-scientific staff ⁴ /Intermediate vocational education ⁵ | € 58.718 | € 59.982 | € 61.275 | € 62.594 | € 242.569 |
| Non-scientific staff/Higher vocational education ⁶ | € 70.566 | € 72.086 | € 73.639 | € 75.225 | € 291.516 |
| Non-scientific staff/Scientific education ⁷ | € 84.435 | € 86.254 | € 88.111 | € 90.009 | € 348.809 |

Part 2. Material costs

This refers to a specification of the costs of materials. The costs of materials will be paid for in accordance with the amounts given in the grant provision. They only relate to the direct costs of materials, insofar they have been applied for and given.

Costs that could fall under costs of materials are for example participants recruitment costs, sample collection, storage, communication/ dissemination costs, reimbursement of participants and bench fees (max € 5.000,- per project).

Please be as specific as possible in the different costs.

Housing and office automation and overhead costs will not be paid for. Costs for equipment that has been produced in-house can be paid for if applied for and granted. Because public access to research results applies and because of the grant source, in principle the applicant is not liable for VAT. Therefore, no grant will be given for possible VAT.

A maximum of € 5.000,- bench fee per appointment will be provided for the appointed researcher for the complete project duration. This bench fee intends to stimulate the scientific career of the researcher. Promotion and conference visits abroad, amongst other things, can be paid from this fee. Travelling abroad required for the research should be included in the costs of materials.

Signatures

Here, fill out the date the application has been signed.

The application should be co-signed by the financial manager of the section or department. In addition, the application must be co-signed by the competent authority of the institute where the applicant is working (based on the valid mandate arrangements).

Applications that do not fully meet the criteria will be declared 'ineligible'. Ineligible proposals will be irreversibly excluded from the assessment procedure.

⁴ In Dutch: *Niet-wetenschappelijk personeel* (NWP)

⁵ In Dutch: *Middelbaar Beroepsonderwijs* (MBO)

⁶ In Dutch: *Hoger Beroepsonderwijs* (HBO)

⁷ In Dutch: *Wetenschappelijk onderwijs* (WO)