

Landspítali Science Fund

GUIDELINES: Young Scientist Grant Application 2023

Link for login: <https://www.researchweb.org/is/en/lh>

Applicants who already have a user account log into the system using their email address and password by clicking „LOG IN“ in the right corner of the webpage.

For first-time registration, the user enters their information into the system by clicking "login" and then clicking "Register new account". When creating a new user account, it is crucial not to select "Hide my user account..." in the security settings, but instead, choose either "Show my user account..." option. After entering personal details, click "Register" in the bottom-right corner of the page.

The system sends a confirmation email after successful registration, containing a temporary password. Users must change this password within their user account. Click the username in the top-right corner, choose "My profile", and then select "Password". Paste the received password from the confirmation email for best practice.

Users can register and maintain their CV and publication list in Researchweb, so it is automatically included in all submissions in the system. To create and manage the CV, click your username, then "Edit CV." CV creation guidelines are in the "Help" section under "User account/CV."

Submitted applications are evaluated based on provided personal and CV details. Regularly update your CV, including publications, to facilitate administration and review. Maintaining an updated CV enhances grant application processing.

Creating an application in Researchweb

Clicking on "Create a new application" on the left side of the page reveals a list of currently active application forms (open for submission). Alternatively, "My pages" can be accessed to view active application forms. The application deadline is indicated on the respective application form. If multiple active forms are available, the relevant one is selected. Applicants are prompted to consent to the inclusion of their personal information from their user account in the application. This consent is a prerequisite for system usage.

Applicants are then asked to indicate whether the application pertains to a new 1-year project, new 2-year project or a continuation project. The continuation project form is used if the main applicant has previously received a grant from the Landspítali Science Fund for another part of the same research project within the same grant category. If an incorrect box is selected, there is an option to cancel, redirecting the applicant to the starting page.

Instructions for filling out the grant application are also available within the application form itself. At each section of the application, there is a "?" symbol, which, when clicked, opens a guidance frame providing instructions.

Please note that all Landspítali employees involved in the grant application process need to create their individual user accounts within the system.

Instructions on how to fill out the application form.

Important: Follow instructions and provide all requested information. The fund reserves the right to reject applications that do not meet the requirements outlined in the instructions below.

NOTE: During the initial stages of application creation, the selection of type of application form takes place. Please note that all applied-for years must be included and accounted for in the research plan and in the budget plan.

Application form fields

Project titles

Titles should be concise and descriptive of the project.

Main applicant and social security number

The main applicant should have experience in scientific work and have finished a university degree in the last seven years. The applicant should be an employee at Landspítali, holding at least an 50% position. Provide the social security number (kennitala) without the hyphen.

Curriculum vitae (CV) and list of publications - main applicant

Please attach the curriculum vitae and list of publications of the main applicant in case the CV/publication list is not entered/maintained in the Researchweb application system.

University degree

Choose main applicants latest university degree from the dropdown list.

Google scholar link main applicant

Provide a Google scholar link for the main applicant, containing a list of publications that includes only peer-reviewed papers and reviews. Abstracts and other published material should be removed from the list.

Current employment and work percentage

Specify the name(s) of current workplace(s) and corresponding work percentage(s).

Work sector at Landspítali

Choose present work sector at Landspítali from the dropdown list.

Co-applicant

The Co-applicant should hold at least 30% position at Landspítali and be the main applicant's supervisor in the project, and/or be responsible for the project at Landspítali. The co-applicant should have a successful scientific carrier and be the first/last author of at least 3 peer reviewed papers published in good international journals.

Please note that Landspítali employees participating as co-applicants must establish a user account in the Researchweb Grant Application System.

To invite a co-applicant to join the application click the black button. A new window opens containing instructions and a menu. If the co-applicant has established a user account in the system, his name or email address can be found and selected. Subsequently, the co-applicant will receive an automated email and is required to accept the invitation in the system to be included in the application.

Curriculum vitae and list of publications - co-applicant

Please attach the curriculum vitae and list of publications of the co-applicant in case the CV/publication list is not entered/maintained in the Researchweb application system.

Google scholar link of co-applicant

Provide a Google scholar link for the co-applicant, containing a list of publications that includes only peer-reviewed papers and reviews. Abstracts and other published material should be removed from the list.

Project collaborators

Provide information about all collaborators in the project, Landspítali employees or non-employees. Please provide name, job title, workplace, phone number, and email address.

Field/s of study

Select the main field of study from the dropdown list. If applicable, select an additional field of study. Categorizing by fields of study serves the purpose of providing an overview of the distribution of research and funding allocations at Landspítali.

Abstract

Present a concise and precise description of the project including background information, objectives, research plan and methodology, scientific impact, and novelty.

Note: Tables within the application should be generated using the table tool located within each text box. Images should be included as attachments. Please ensure that all images are appropriately labelled and referenced by number or name within the application text. It is important to note that images will not be included in the character count limit.

Current state of knowledge

Provide a detailed report of the current state of knowledge in the field of the study referencing relevant and up-to-date publications. Describe the knowledge gap that the project objective(s) and research question(s) aim to address. Do not refer to previous applications.

References

List all references using Vancouver style: “Gunnarsson RK, Lanke J. The predictive value of microbiologic diagnostic tests if asymptomatic carriers are present. *Statistics in medicine* 2002;21(12):1773-85”.

Research question(s) and specific aim(s) of the project, novelty, scientific originality, and impact

Please outline the research question(s) and the specific aim(s) of the project, while also elucidating the project's scientific value, novelty, and its potential to make an impact on an international scale.

Deliverables

List and provide justification for the potential outcomes of the project, such as proposed publications (including information about the ranking of the journal according to Web of Science – JCR and adherence to open access policy), patents, post-graduate degrees, etc.

Research plan and methodology: detailed description including research material and methods.

Provide a detailed description of the research plan and methodology for the entire project duration. It is important to include all necessary information, including statistical methodology, to allow critical evaluation of the overall validity and reliability of the study. For clinical studies it is particularly important to describe all cohorts (including control groups), specify inclusion criteria, describe data collection processes, and explain how the data will be processed. Justify the sizes of the cohorts by including a power analysis. List and justify all variables to be assessed. In case of the use of questionnaires in the study, specify the relevant validation status providing appropriate references. If applicable, provide a copy of the questionnaires as an attachment.

Workplan, tasks, and time linked milestones

Provide a detailed workplan for each year separately, including tasks and time linked milestones.

Management and roles of applicants and collaborators

Describe the project management structure and roles of all participants involved in the study. Confirm that the participants possess sufficient scientific knowledge and that all necessary resources are available for the project to be executed successfully.

Application budget

Note: The maximum grant available per year is explicitly announced each funding year and should not be requested in excess from the fund. Approved expenses include solely salary costs. Failure to provide sufficient budget details may result in rejection of the grant application.

Landspítali Science Fund does not provide support for overtime payments or for salary payments to employees who are concurrently receiving full time salaries through grants or other sources.

Project salary

When determining the requested amount, only the main applicant's daytime salary is considered, based on prevailing wage agreements. Then add 25% to this figure to cover related salary expenses.

Issuing of a second year's grant payment is contingent upon a project's progress report submission and a signed leave permission form for upcoming grant period.

Other financial support

List other received project funding

NOTE: IMPORTANT

The already issued research permit from applicable ethics committee is a prerequisite for application submission. Applications without approval from the respective ethics committee **will be rejected**.

Ethical committee approval

Provide the name of the approval releasing ethics committee, together with date of approval release and number of the approval.

Other approvals

Provide information/description of other approvals/permits the research project has received.

Signed leave permission

Confirm attachment of the signed Landspítali Science Fund unpaid leave permission form specifying the main applicant's allowed leave duration from clinical work. The standardized form to use is found [here](#).

A prerequisite for the approval of the grant application is a statement signed by main applicant's clinical supervisor, confirming granted unpaid leave permission within the grant duration months. The statement also includes the duration of granted leave (person-months).

Further comments and/or other

The applicant may provide here any additional essential information not covered in the application. Please note that this section is not intended for information relevant to other sections of the form. Additionally, the applicant can suggest outside English speaking evaluators with a successful scientific record and expertise in the project's field. Avoid suggesting evaluators who have personal or project-related connections to the applicant(s).

Attachments

All required documents accompanying the application text are uploaded in this field. To add attachments, click on "Add Attachments" for further instructions.

Required document: The signed leave permission letter from the applicant's clinical supervisor, specifying the number of person-months granted within an 18-months period.

Other documents: Pictures accompanying the project discussion should be clearly referenced in the text. Sample logs/questionnaires relevant to the application.

Note: Only the documents specifically requested should be attached to the application. Other documents (unsolicited according to guidelines) will not be considered during the application evaluation.