Landspítali Science Fund

GUIDELINES: Young Scientist Grant Application 2024

Registration onto the Research-and Grant application webside for Landspítali "Research Web" is required to complete a grant application to the Landspítali Science Fund (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 selecting **„Login"** in the upper right hand corner of the webpage.

When registering for the first time, the user enters their information into the system by selecting **"Login"** and then select **"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 one of the **"*Show my user account...*"** option. After entering personal details, select **"Register"** in the bottom right hand corner of the page.

The system sends a confirmation email to first time users after successful registration, containing a temporary password. Users must change this password on their user account. This can be done by moving the cursor to the username in the top right hand corner and select **"My profile",** and then select **"Password"**. Here the password can be changed to a new personalized password (for best practice paste the received "old" password from the confirmation email).

The Research and Grant application portal "Researchweb", saves uploaded Curriculum Vitae (CV) and list of publications which means they can automatically be included in all future submissions in the system. To manage or update the CV in the system, move the cursor to the user name in the right hand corner of the screen and select **"Edit CV."** Guidelines on how to create CV are found in the **"Help"** section under **"User account/CV."**

Please note that evaluation of submitted applications are also based on the personal information entered in the system. Therefore it is important to update your CV on a regular basis as well as the list of publications.

Creating an application in "Researchweb"

When selecting **"Create a new application"** on the left hand side of the screen a list of currently active application forms appear (open for submission). Alternatively, **"My pages"** can be accessed to view active application forms. The application deadline is indicated by 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 or a new 2-year project.

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 selected, 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 the instructions and provide all requested information. The Research 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

Project title
The project title should be concise and descriptive of the project.

Main applicant and social security number
The main applicant must have scientific work experience and completed a university degree within the last 7 years. The applicant must 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 CV and list of publications of the main applicant in case the CV/publication list has not been entered/maintained in the "Researchweb" application system.

University degree
Select main applicant´s latest university degree from the dropdown list.

Main applicants Google scholar link
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 must 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 must have a successful scientific career and be the first/last author of at least 3 peer reviewed papers published in highly respected 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 select the black box **"Leiðbeinandi".** 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.

CV and list of publications - co-applicant
Please attach the CV and list of publications of the co-applicant in case the CV/publication list has not been 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 research
Select the main field of research from the dropdown list. It is possible to select two separate fields in case needed. 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 shown 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 is not included in the character count limit.

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

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

Primary objective of the project and research question(s), scientific value and novelty
Please describe the primary objective of the project and research question(s) and discuss the expectations of a conclusive outcome of the project. Describe the project's scientific value and novelty on an international level.

Research material, research plan and methodology
Provide a detailed description of the quality and size of the research material (including control group), power of analysis and the probability it will lead to a conclusive enough outcome which leads to publication(s) in internationally acclaimed scientific journal(s). For applications covering a period of two years, it´s important to include a description covering both research years.
Describe all measuring device´s to be used and state if they have been pre-tested and/or validated. Please attach all relevant list of variables and/or questionnaires, unless the material is well known and standardized and if so please describe and refer to appropriate sources.

Workplan, time linked milestones and division of labor
Provide a detailed workplan including milestones, and timelines for each task. In case the application covers a two year period it is important to state clearly which work element will be focused on each year. It´s important to describe the role and expected contribution of all associates and collaborators contributing to the research project, and confirming that professional knowledge and facilities are available in order to achieve the expected outcome.

Strength, weaknesses and possible deliverables of the project
Describe both strengths and weaknesses of the research project. Discuss possible deliverables such as publications, patent, degree of higher education etc.

Budget

Note: *The maximum grant available per year is a fixed amount for each funding year and can be seen in the electronic application form. It´s not possible to request higher amount than already decided by the Landspítali Science Fund. It´s only possible to apply for the main applicant´s daytime salary.Grants from Landspitali Science Fund are not available for those who receive 100% salaries through other sources, including from other grants.*

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 by your employer for the upcoming grant period.

Other financial support for the project

List all other received project funding.

Important

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

Ethical Committee approval

Provide the name of the Ethics Committee granting the approval, together with the approval date and the committees ID number of the approval.

Other approvals

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

Signed leave permission

Confirm that signed **"Landspítali Science Fund unpaid leave permission form",** specifying the main applicant's allowed leave duration from clinical work, has been attached to the application. 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 (first year if the grant application covers a two years period). The statement also includes the duration of granted leave (person-months).

Further comments and/or other

This section allows the applicant to provide any additional essential information not covered in other sections of the application form. Please note that this section is not intended for information relevant to other sections of the form. Additionally, the applicant can suggest English speaking evaluators with a successful scientific record and expertise in the project's field, to participate in the review of the grant application. 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, select **"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 document (unsolicited according to guidelines) will not be considered during the application evaluation.