



CALL FOR PROJECTS

ANNEX – PROCEDURE FOR SUBMITTING AN APPLICATION

This document supports applicants in the preparation and submission of the application. The procedure for this multi-phase process is described below.

1. SUBMISSION AND EVALUATION OF PROJECT IDEA – PHASE I

Deadline for submission: 31.08.2021

The submission of the project idea takes place online. To submit an application, you must open an account once. From your account you can edit the project idea as you wish. Documents can only be uploaded in Pdf format.

The description of the project idea considers the Foundation's eligibility criteria (Call for Projects p. 1, items 1 to 7).

1.1 Coordination person

The applicant appoints a coordinator who submits the application online and is the contact person for the Foundation.

1.2 Basic project data

- Project title/project acronym
- Names and institutions of all involved project partners (key persons)

1.3 Question of the project (Max. 5000 characters)

- Question, its derivation and objective
- Justification of the relevance for nursing

1.4 Importance of the innovation for a sustainable development of nursing care

(Max. 5000 characters)

- Outline of the innovations and the associated sustainable changes in nursing practice.
- Outline of participatory processes with project partners.
- Outline assumed impact of innovation development in the project.

1.5 Methodology (Max. 5000 characters)

- Design and methods to be applied

1.6 Impact and use of the results (Max. 5000 characters)

- Expected impact and benefits of the innovation for patients, relatives, different healthcare professions, society and other stakeholders – direct, indirect and longer term

1.7 Financial plan

- Establish a rough budget for the project

1.8 Schedule

Outline the project with key milestones

In addition to the above, the following documents must be submitted:

- CV of the main applicant (key persons): max 2 pages/Person
- List of publications: only publications of the last 5 years
- Certification of the feasibility of the project in Switzerland
- Proof that the required research infrastructure is available

Review

The Administrative office checks the received project ideas for completeness and informs the coordinator about the review result. A committee consisting of foundation board members evaluates the submissions based on criteria. The four best project ideas are recommended for elaboration for Phase II.

The decision will be communicated in writing only.

2. SUBMISSION AND EVALUATION PROJECT OUTLINE – PHASE II**Deadline for submission: 28.02.2022**

The submission of the project idea takes place online.

The project idea will be further elaborated to a project outline. In case of significant changes compared to the project idea submitted in phase I, the Foundation must be informed. The Foundation will check whether the basic criteria for funding are still met.

2.1 Coordination person

The applicant appoints a coordinator who submits the application online and is the contact person for the Foundation.

2.2 Basic project data

- Project title / project acronym
- Names and institutions of all involved project partners (key persons)

2.3 Project description

The project description is based on the usual structure of an innovation project. In addition, the following points should be listed:

- Description of all internal and external practice partners
- Added value resulting from the collaboration of the teams and other groups of people
- Description and justification of the interprofessional character of the project
- Suitability of this project for this funding program

2.4 Schedule

The individual successive work steps are presented in the schedule in a comprehensible manner.

2.5 Budget

The budget is clearly and comprehensibly formulated, compensations are declared.

2.6 Possible effects and benefits of the results

- Description of the sustainable changes to be expected as a result of the project; short-, medium- and long-term effects.
- Description of the evaluation of process and results
- Description of the methods used to ensure quality and sustainability

Review

The Administrative office checks the received project outline for completeness and informs the coordinator about the review result. A committee consisting of foundation board members evaluates the project outlines based on the criteria. The Foundation prioritizes projects that demonstrate a long-term impact on nursing practice and gains in scientific knowledge for nursing.

The decision will be communicated in writing only.

For the next phase, two applicants are invited to prepare a proposal for the project, which can be carried out within a maximum of 24 months.

3. SUBMISSION AND EVALUATION OF THE PROPOSAL – PHASE III

Deadline for submission: 30.06.2022

The proposal must be submitted online.

3.1 Title page

1. Title
2. Name of project leader
3. Involved organization(s) and contact persons
4. Names / institutions of the interprofessional team members
5. Summary (max. 2000 characters)

3.2 Proposal

The project outline is further elaborated into a «full» proposal, which is oriented towards the scientific standard. The Foundation's funding criteria as well as the evaluation criteria must be taken into account.

3.3 Letter of Support

- A letter of support from the direct supervisor of the applicant (or research group) is required.
- The letter must attest to the applicant's qualifications to carry out this project. It should plausibly justify why this person is worthy of support in your personality, activities, and interests.
- The letter should provide information on how and to what extent the research activities of the applicant will be supported throughout the duration of the project.

3.4 Budget

- The budget is elaborated and formulated in a comprehensible way.

3.5 Schedule

- The timeline is described in detail with the milestones and the activities for implementation in practice.

3.6 Information about the applicant and partners

- The applicant(s) (main applicant and key persons) must submit a bio sketch (max. 1000 characters) and CV (max. 2 pages)
- Additional team members submit a bio sketch (max. 1000 characters)

Review

The final selection process proceeds in three steps:

1. Formal examination by the foundation office
2. Review by the Scientific Advisory Board of the Nursing Science Foundation Switzerland.
3. Final review and decision by the Board of Trustees.

EVALUATION CRITERIA

Projects will be evaluated based on the following criteria:

- Scientific excellence and innovativeness of the project
- Participatory approach and collaboration with different stakeholders
- Methodological diversity according to the expected outcomes
- Added value through cross-organizational collaboration
- Added value for the current state of research and for nursing practice
- A detailed evaluation design is available.
- Expected outcomes and potential impact are described, and the likelihood of success is assessed
- The project plan is feasible within the proposed timeframe
- The proposal is written in good language and follows the submission guidelines
- Budget and justifications are transparent

EVALUATION

The Foundation requires two interim reports during the course of the project, covering the following aspects

- Progress according to project objectives
- Budget control: determination of deviations in the budget, target-performance comparison on the reporting date
- Successful and/or planned communication or publication of the results

The final report shall elaborate on the following aspects:

- Evidence of knowledge transfer and success of the innovation
- Dissemination of results: Through which media and formats were or will they be shared?
- Is there evidence of recognition and appreciation for the project, project leader, or project team?
- Were there barriers in implementing the study results? How were these dealt with? Possible ways of solving them?
- What activities were or are being used to transfer knowledge?
- Conclusions of the project work
- Recommendations for nursing practice and nursing science
- Financial conclusion