



CALL FOR PROJECTS 2026

ANNEX – PROCEDURE FOR SUBMITTING AN APPLICATION

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

PHASE I – SUBMISSION AND EVALUATION LETTER OF INTENT (LOI)

Deadline for submission: 15 December 2024

The application – Letter of Intent (LOI) – must be submitted online. To submit an application, you must open an account once. From your account you can edit the project idea as you wish (your entry will be saved automatically). Documents can only be uploaded in PDF format.

The purpose of the letter of intent is to inform the Foundation about the planned scientific project. The LOI enables the Foundation to provide preliminary and non-binding feedback on the formal eligibility of the project for funding.

Letter of Intent

The LOI should contain a brief, general description.

The minimum requirements include:

- Introduction to the topic with 1 to 5 important references
- Importance of the topic for healthcare
- Study aims/objectives
- Study design including methodology and timeline
- Preliminary study budget
- Preliminary list of project members
- Short CV of the applicant

The LOI must be submitted using the [online form](#).

Evaluation

Upon receipt, the Administrative office will check the LOI for completeness and inform the applicant of the result of the evaluation. If necessary or indicated, a short pilot study can be started. This should be explicitly mentioned in the letter of intent (see deadlines in the call for projects).

Applicants of the selected projects will be invited to submit a full proposal.

PHASE II – SUBMISSION AND EVALUATION OF THE PROPOSAL

Deadline for submission: 30 June 2025

The proposal must be submitted online.

The proposal must set out the objectives and potential of the planned project. The detailed description of the project (max. 10 pages) should concisely present all necessary information to enable a complete evaluation of the application.

The information in the letter of intent will be conditionally binding, so that changes to the procedure (e.g. changes to the research team, project partners, budget, etc.), but not to the topic of the application, will be permitted between the LOI and the proposal.

Proposals must be submitted using the online form. This contains all the necessary information.

Evaluation

The Administrative office will check the submitted applications for completeness and inform the applicants of the result of the evaluation. The applications will undergo a peer review process and assessed and evaluated by a committee consisting of members of the Scientific Advisory Board and the Board of Trustees. Applicants will be invited to present their application to the committee. Based on the evaluation results, the Board of Trustees will decide whether the application is worthy of funding. Applicants will be notified in writing by the end of October.

EVALUATION CRITERIA

Projects will be evaluated based on the following criteria:

- Scientific excellence and innovation potential of the project
- Participatory approach and collaboration with various interest groups, including those affected and relevant stakeholders
- Methodological diversity according to the expected outcomes
- Added value and sustainability through cross-organisational collaboration
- Added value for the current state of nursing research and nursing practice in Switzerland
- Detailed evaluation design
- Expected outcomes and potential impacts 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 detailed and transparent

FUNDING AGREEMENT

The financial support for the project will be regulated in a detailed and binding funding agreement.