



Guidelines

PROJECTS TO BE CONSIDERED	Projects on treatment or care of patients with kidney disease, dialysis patients, transplant recipients and educational projects for kidney patients. Each project must be self-contained.
PATIENT EFFECTIVE & AUDIENCE EFFECTIVE	In addition, the project must be effective for patients (patientenwirksam) and the audience (publikumswirksam), as you may be asked to present your findings to a broad public.
VISIBILITY	The project must bring visibility to the Foundation.
FINANCIAL SUPPORT	A project will receive financial support for up to CHF 30.000 . Make sure that any overhead costs are included in the overall budget.
APPROVALS IN GENERAL	Only projects that have obtained, or are in the process of obtaining the necessary approvals (e.g. form the ethics commission etc.) can be submitted for funding. This ensures that approved projects can start promptly.
PROJECT STRUCTURE max. 6 pages	<ul style="list-style-type: none">• Project title• Principal and co-investigators• Background• Hypothesis and aims• Description of the project• Schedule: start and end of project• Investigation / Study settings (feasibility of the project)• Detailed budget• References
PROJECT LANGUAGE	The project proposal must be written in English.
SUMMARY FOR LAYPERSONS	<p>A short summary for laypersons must be submitted with the project proposal to be published on the Nierenstiftung website. By sending the summary you are agreeing to its online publication.</p> <p>➔ Please provide a separate document for each language (EN and DE or FR) with the following structure: Abstract title / Authors / Text</p>
OTHER FUNDS	The submission must include a complete and transparent list of all funds available or requested for the same project (for instance: from the SNSF, the pharmaceutical industry or other foundations).
SALARIES	As a general rule, the Swiss Kidney Foundation research grants cannot be used to finance the salary of the applicant or direct collaborators who are already on an institutional payroll. Exceptions can apply on request.

SUBMISSION	Only online. You will receive a confirmation of receipt within seven days. If you do not receive it, please contact us.
CHECK LIST FOR SUBMISSION	Before you start your online submission, make sure you have all the relevant documents ready. You cannot save your data and return to it later! (Full checklist: see below.)
ASSESSMENT	The review of the project will start soon after the submission deadline.
REVIEW & SELECTION PROCESS	First, the project will be reviewed and graded by all members of the Foundation Board who have not declared a conflict of interest with the project. External reviews may be commanded. In a second round, the Foundation Board decides on the financing.
ACCEPTANCE NON ACCEPTANCE	The funding decision will be communicated within 14 days after the assessment. Applications are dealt with conclusively by the Foundation Board. The decision will not be justified. There is no possibility of appeal.
START OF PROJECT	The project must start within six months of acceptance (the date of the approval letter is the determining date).
DURATION OF PROJECT	The entire project must be completed within three years of the start date.
PROJECT NOT STARTED	If a project does not start within six months, the foundation's financing will be forfeited automatically.
FUNDS PAYMENT & END OF PROJECT	According to our funding allocation rules, two-thirds of the funds provided by the Foundation will be available once the Foundation Board has made its decision. Funds will only be transferred upon receipt of an invoice. The earliest payment can be made in January of the year following approval. The remaining one-third of the funds will be transferred within four weeks of receiving the final report or publication and only on invoice request. This final report must be approved by two members of the Board of the Swiss Kidney Foundation. If, after three years and unless you have requested an extension to the deadline for valid reasons, the Swiss Kidney Foundation did not receive the final report/publication, the remaining funds will automatically be returned to the Foundation grant pool.
TRANSFER OF FUNDS	Funds must be transferred to an official account of your institution that has been opened specifically for this study.

<p>REPORTS</p> <p>CAUTION - <u>READ CAREFULLY</u></p>	<ol style="list-style-type: none"> 1. The first report is due at the Foundation backoffice by November 30 in the first year of the project. <i>The Foundation expects to receive the report without having to send a prior invitation.</i> 2. A yearly report is due at the Foundation backoffice by November 30 up to the moment when an article is published or the final report is submitted. <i>The Foundation expects to receive the report without having to send a prior invitation.</i> 3. Any publication resulting from the financed project must be sent to the Foundation backoffice in a PDF file. <i>The Nierenstiftung expects to receive the PDF file without having to send a prior invitation.</i>
<p>PUBLICATIONS</p>	<p>Any publication, paper, abstract or poster arising from the project must compulsorily mention the support of the grant.</p> <p>The following text must be included in any publication:</p> <p>'This project was supported by a grant from the Swiss Kidney Foundation.'</p> <p>or:</p> <p>'This project was funded by a grant from the Swiss Kidney Foundation.'</p>
<p>ANNUAL MEETING SWISS SOCIETY OF NEPHROLOGY</p>	<p>The Swiss Kidney Foundation strongly recommend that the results of the funded project are submitted as an abstract to a Swiss Society of Nephrology annual meeting, and clearly stating that the project was supported by the Swiss Kidney Foundation.</p>
<p>CHANGE OF PRINCIPAL INVESTIGATOR/ APPLICANT</p>	<p>The Foundation must be informed if the principal investigator/applicant:</p> <ul style="list-style-type: none"> • moves to another institution/clinic • hands over the project to another principal investigator due to leaving the institution/clinic
<p>PREVIOUS PROJECTS</p>	<p>There is no limit to the number of projects funded per investigator throughout their entire career. However, only one project can be submitted per investigator and per year.</p>
<p>LINK TO SWITZERLAND</p>	<p>In principle, projects carried out outside Switzerland are eligible for support. However, such projects must have a strong link to Switzerland, either through the Principal Investigator (PI) or through other ways that must be explained. Visibility of the Swiss Kidney Foundation remains a central criterion. The Foundation Board will evaluate each project to determine whether the link to Switzerland is appropriate. The reasons for the decision will not be specified.</p>
<p>PHARMACEUTICAL COMPANIES</p>	<p>The Foundation will not support projects submitted by pharmaceutical companies.</p>
<p>CHECK LIST FOR SUBMISSION (please prepare a <u>single</u> document for <u>each</u> point)</p>	<p>All documents must be uploaded in PDF format</p>

- [] Letter to the Foundation Board (elucidating the link to Switzerland, if required).
- [] Project
- [] Summary for laypersons (max. one page A4 in German **or** French)
- [] Summary for laypersons (max. one page A4 in English)
- [] Budget + Funds list: *max. CHF 30.000.-- / must be at least 50% of total costs*
- [] Curriculum vitae of the principal investigator(s) and important project staff (*max. 3 pages each, including publication list*)
- [] Approval or application to the Ethics Commission if required

Applications that do not comply with these guidelines will be returned.