

Guidelines & Operational rules

PROJECTS TO BE CONSIDERED	Projects on treatment or care of patients with chronic kidney disease, dialysis patients, transplant recipients and educational projects for kidney patients. The project must be complete in itself.
PATIENT EFFECTIVE & AUDIENCE EFFECTIVE	In addition the project must be patient-effective (patientenwirksam) and audience effective (publikumswirksam), as you may be requested to present your findings to a greater public.
VISIBILITY	The project must guarantee the visibility of the foundation
FINANCIAL SUPPORT	A project will receive financial support up to a maximum of CHF 30.000 and the amount requested must make up at least 50% of the total costs. If overhead costs are due, they must be included in the overall budget.
APPROVALS	Only projects which already have the necessary approvals (such as ethics commission etc.) can be submitted for funding. This guarantees a prompt start of the approved projects.
PROJECT STRUCTURE max. 6 pages	<ul style="list-style-type: none"> • Project title • Principal and co-investigators (at least one must be SSN or YSN member) • Background • Aims • Description of the project • Schedule: start and end of project • Budget (<i>max. CHF 30.000.-- / must be at least 50% of total costs</i>) • Investigation / Study settings (feasibility of the project) • References
PROJECT LANGUAGE	The entire project must be in English
SUMMARY FOR LAYPERSON	<p>A summary is required at the beginning of the project for publication on the Nierenstiftung website. By sending the summary you agree to its online publication.</p> <p>➔ Please for each language a separate document and with the following structure: Abstract title / Authors / Text</p>
SSN / YSN MEMBERSHIP	<p>A membership of the principal or at least one co-investigator to either the Swiss Society of Nephrology or Young Swiss Nephrology is a condition for the participation.</p> <p><i>Nursing / patient care:</i> Membership of a team member in the SSN / YSN is not mandatory for applications submitted by nursing / patient care teams</p>

OTHER FUNDS	A transparent list of the funds available or requested from the SNSF, the pharmaceutical industry or other foundations must be included in the submission.
SUBMISSION	Only online. A confirmation of receipt is sent to you within 7 days; if you do not receive it please contact us.
CHECK LIST FOR SUBMISSION	Before you start your online submission, make certain, that you have all relevant documents ready; you cannot save and store your data temporarily and return later on to complete it! (Checklist: see page 3)
ASSESSMENT	Projects assessment takes place in September
ACCEPTANCE NON ACCEPTANCE	The funding decision will be communicated by the end of September Applications are dealt with and decided on conclusively by the Foundation Board. Justification of the decision will not be specified.
START OF PROJECT DURATION OF PROJECT PROJECT NOT STARTED	The project must start within 6 months of acceptance (the date of the approval letter is the determining date). The entire project must be realized within 3 years from the starting point. If a project is not started within 6 months, the financing from the foundation will be forfeited automatically.
FUNDS PAYMENT & END OF PROJECT	According to our funds allocation rules, 2/3 of the funds provided by the Foundation are available after the decision of the Foundation Board. The funds will only be transferred upon receipt of an invoice in January of the following year. The remaining 1/3 of funds will be transferred within 4 weeks after receiving the final report or the publication. This final report needs to be accepted by two members of the Nierenstiftung council. The funds will only be transferred upon receipt of an invoice. If after 3 years - unless you have requested an extension of the deadline for valid reasons - we do not receive the final report / publication the remaining funds will go back into the grant pool of the Nierenstiftung. You will not be informed of this decision, it takes place automatically.
TRANSFER OF FUNDS	Funds will be transferred to an official account which is opened for the specific study. In cases an official account already exists, this account needs to be clearly linked to the study approved.
REPORTS	1. The first report is due at the Nierenstiftung office by November 30 in the first year of the project. <i>The Nierenstiftung expects to receive the report without sending a prior invitation.</i>

CAUTION - READ CAREFULLY	<p>2. A yearly report is due at the Nierenstiftung office by November 30 up to the moment when the article is published or the final report is submitted. <i>The Nierenstiftung expects to receive the report without sending a prior invitation.</i></p> <p>3. The publication must be sent to the Nierenstiftung office in a PDF file. <i>The Nierenstiftung expects to receive the PDF file without sending a prior invitation.</i></p>
PUBLICATIONS	<p>The support of the grant must compulsorily be mentioned in any publication, paper, abstract and poster arising from the project.</p> <p>The text to be used in any publication: <i>This project was supported by a grant of the Schweizerische Nierenstiftung or funded by the Swiss Kidney Foundation</i></p>
ANNUAL MEETING SWISS SOCIETY OF NEPHROLOGY	The results of the funded project should be submitted to the SSN annual meeting as an abstract, obviously referring to the support of the Schweizerische Nierenstiftung.
CHANGE OF PRINCIPAL INVESTIGATOR/ APPLICANT	<p>The Nierenstiftung must be informed if the principal investigator/applicant:</p> <ul style="list-style-type: none"> • changes to another institution/clinic • hands over the project to another investigator due to leaving the institution/clinic
PREVIOUS PROJECTS	Even if you applied previously for a support, you may apply again.
PROJECTS ABROAD	In principle, projects carried out abroad can be supported. However, they must be strongly linked to Switzerland either by the person (PI) or by other aspects, and the visibility of the Swiss Kidney Foundation remains a central criteria.
CHECK LIST FOR SUBMISSION <i>(please prepare a <u>single</u> document for <u>each</u> topic)</i>	<p>All documents must be uploaded in PDF format</p> <ul style="list-style-type: none"> [] Letter to the foundation board [] Project structure [] Summary for layperson (max. one page A4 in German or French) [] Summary for layperson (max. one page A4 in English) [] Budget + Funds list [] Curriculum vitae of the principal investigator(s) and important project staff (<i>max. 3 pages each, including publication list</i>) [] Approval or application Ethics Commission if required <p>If the documents are not prepared according to the guidelines, the application will be returned.</p>