

## **Research Committee**

### **Fund Research through ESCP Research Grants**

1. ESCP shall (if the financial situation allows) make available every two years a grant of ten thousand euros (10,000.00 €) to fund research projects in the field of clinical pharmacy in Europe.
2. The total duration of a project for an ESCP research grant cannot exceed 24 months (including conducting research, analysing data and reporting).
3. A call for proposals will be disseminated in the ESCP newsletter and website from the beginning of the year when the grant is awarded.
4. Interested parties can submit an application for funding using the ESCP Research Fund application form (appendix 1) until the 30<sup>th</sup> June of the year of the call. Incomplete forms and forms that exceed the word limit will not be considered.
5. Concerning the application for funding the following issues should be taken into consideration:
  - a. Part I:
    - i. The applicant has to be an organisation (e.g. hospital or community pharmacy or university) based in Europe.
    - ii. The project leader has to be an ESCP member.
    - iii. Projects should involve a partnership of at least two European countries.
  - b. Part II:
    - i. A clear description of the proposed project (including timelines) will be incorporated in a letter of agreement to be signed with the applicant if the project is approved.
    - ii. The applicant's ability to attain the objectives set should include a brief description of the applicant (aims, previous and current activities, etc.)
    - iii. Both the CV of the project leader and a provisional project budget should be sent as attachments.
    - iv. If the total provisional budget of the project exceeds 10,000.00 € the applicant body has the responsibility of securing the remaining funding.
    - v. The 10,000.00 € will only be provided if the entire funding of the project is secured.
6. Applications will be evaluated by an ESCP commission consisting of:
  - a. Chair of the Research Committee (chair of the commission)
  - b. Two Research Committee members
  - c. Two external academics or researchers from the ESCP membership
7. The commission can ask for an external review should it not have the necessary expertise to evaluate an application.
8. Members of the commission cannot take part in any project being evaluated and should declare any possible conflict of interest when they join the commission (appendix 2a). Applicants will also be requested to complete a disclosure declaration form when applying for a grant (appendix 2b).
9. The commission will use the following criteria to assess applications for funding (appendix 3):
  - a. Novelty of the project
  - b. Clarity of the aims
  - c. Appropriateness of the design and methodology
  - d. Applicant's ability to attain the objectives set

- e. Feasibility in terms of time and budget
  - f. Implications for practice
10. The application forms will be sent to the commission who will meet to adjudicate a grant, either in person or telephone, in mid September.
11. Project leaders will be notified of the commission's decision one month before the annual symposium. The decision will be publicly announced during the annual symposium.
- a. The project leader has to register for the symposium in order to receive the grant and sign the letter of agreement.
  - b. 50% of the grant will be awarded with the signature of the letter of agreement, while the reminder will be paid after the project has been finished and a full report submitted to the Research Committee.
12. ESCP reserves the right not to award the grant should the commission find that none of the proposals are of an acceptable standard according to the criteria mentioned in point 7. The money reserved for the grant will be used in the following year, after launching another call for proposals, as described in point 2.
13. Dissemination of results:
- a. Any presentation or publication of research findings should clearly acknowledge that the project received an ESCP grant.
  - b. Publication of the results in IJCP preferably is encouraged.
  - c. The final report will be made available on the ESCP web site.
  - d. The funded researcher will present the study results on an ESCP conference and will write a contribution for the ESCP Newsletter, outlining the results of the study.

**Appendix 1 – Research Fund application form**

<b>Research Fund Application Form</b>	
<b>Part I – Identification of the applicant</b>	
Name and contacts of the applicant organization:	
Name of the project leader:	
Title of the project:	
<b>Part II – Description of the project</b>	
Background, including a description of how the project relates to what has been done in the field and its importance/contribution to clinical pharmacy (do not exceed 300 words)	
Project aim and objectives (do not exceed 200 words)	
Description of the study design, including (when applicable), setting, methodology, outcome measures, power or sample size analysis, and a time table ( do not exceed 1000 words)	
Applicant's ability to attain the objectives set, including experience, facilities (do not exceed 500 words)	
Bibliography (do not exceed 20 references)	
<b>Part III – Attachments</b>	
1. CV of project leader 2. Project plan (timeline) 3. Project budget	

## **Appendix 2a – Research Fund Disclosure Declaration for Commission members**

It is the policy of the European Society of Clinical Pharmacy (ESCP) to ensure balance, independence, objectivity and scientific rigor in all scientific activities it engages in.

All Commission members are expected to disclose to the ESCP commission any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter/selection of the research project. This includes relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the project. It also applies to relationships with research fund applicants, as well as to possible involvement in a research project running for selection.

The intent of this policy is not to prevent Commission members with a potential conflict of interest from being involved in the selection process. The Society does not view the existence of these interests or uses as implying bias or decreasing value to the community. ESCP however feels that this disclosure is important to identify any potential conflict openly.

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**Please fill in and submit together with your application form to the ESCP International Office:**

**ESCP International Office  
Voorstraat 13  
9285 NM Buitenpost  
The Netherlands  
Email : [info@escpweb.org](mailto:info@escpweb.org)**

- I do not have a financial interest/arrangement or affiliation with any organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of some of the studies running for the grant.
- I have a financial interest/arrangement or affiliation with one or more organization(s) that could be perceived as a real or apparent conflict of interest in the context of the subject of one of the studies running for the grant. I am fully aware that I must disclose to the Commission any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of my study.

Please tick the box(es) which correspond to your situation, and provide details if needed:

- Ownership of stock options or other financial instruments of companies whose products are mentioned in a study running for selection
- Ongoing paid consultancy with the company or competitor of a product mentioned in a study running for selection (actual or within last 2 years)
- Employment with company or competitor of a product mentioned in a study running for selection (actual or within last 2 years)
- Honorarium or compensation for conducting research related to the material contained in one of the studies running for selection

Please specify when you have ticked any of the above boxes:

I verify that the information above is accurate.

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Signature of Commission member

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Date

## **Appendix 2b – Research Fund Disclosure Declaration for Applicants**

It is the policy of the European Society of Clinical Pharmacy (ESCP) to ensure balance, independence, objectivity and scientific rigor in all scientific activities it engages in.

All applicants are expected to disclose to the ESCP commission any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the research project. This includes relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the project.

The intent of this policy is not to prevent applicants with a potential conflict of interest from receiving support from ESCP. The Society does not view the existence of these interests or uses as implying bias or decreasing value to the community. ESCP however feels that this disclosure is important to identify any potential conflict openly, with the intention that, should the applicants be granted ESCP funding, the readers may form their own judgments about the research project with the full disclosure of the facts.

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**Please fill in and submit together with your application form to the ESCP International Office:**

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The Netherlands  
Email : [info@escpweb.org](mailto:info@escpweb.org)**

- I do not have a financial interest/arrangement or affiliation with any organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of my study.
- I have a financial interest/arrangement or affiliation with one or more organization(s) that could be perceived as a real or apparent conflict of interest in the context of the subject of my study. I am fully aware that I must disclose to the readers any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of my study.

Please tick the box(es) which correspond to your situation, and provide details if needed:

- Ownership of stock, options or other financial instruments of companies whose products are mentioned in the study or who manufacture competing products
- Ongoing paid consultancy with a company or competitor (actual or within last 2 years)
- Employment with a company or competitor (actual or within last 2 years)
- Honorarium or compensation for conducting research related to the material contained in the study
- Research and/or educational grants related to the study

Please specify when you have ticked any of the above boxes:

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Signature of Applicant

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Date

### Appendix 3 – Application Assessment Scoring

Item	Score	Comments
Novelty of the project	2 if highly innovative 1 if but not completely innovative (e.g. innovation by geography) 0 if repetitious or confirmatory study	
Clarity of aims	1 if aims are clearly described 0 if little idea of the purpose is conveyed	
Description of the methodology	1 if methods are clearly described 0 if description of the methods lacks detail	
Appropriateness of the design and methodology pursued	1 if appropriate 0 if not appropriate	
Applicant's ability to attain the objectives set	0 if yes -1 if no	
Feasibility in terms of time and budget	0 if feasible -1 if not feasible	
Implications for practice	2 if it could impact significantly on practice 1 if could yield useful data 0 if no impact on practice is expected	
Partnership between two or more European countries	1 if yes 0 if no	
Reads well: logical, no spelling mistakes or grammatical errors	0 if yes -1 if no	
Total	It can range from -3 to 8	