RESEARCH COMMITTEE

ESCP Research Grant Regulations

1. ESCP shall 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, if the financial situation of the Society allows.

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 announced in the opening ceremony of the annual symposium prior to the year of awarding the grant. After this first announcement, the call for applications will also be disseminated in ESCP newsletter, website and social media.

4. Interested parties can apply using the ESCP Research Fund application form (Appendix 1) while the call is declared open (usually until the 30th May of the year of the call). Applicants should also send the documents described in Appendix 2, including a disclosure declaration form (Appendix 3b).

5. All documents should be sent to the ESCP International Office, by email (international.office@escpweb.org). The applicant should contact the international office by email or telephone if the submission is not acknowledged within 7 working days.

6. The following issues should be taken into consideration by applicants:
   a. All researchers must be ESCP members at the time of the application and affiliated with organisations based in Europe.
   b. Studies should involve a partnership of at least two European countries.
   c. If the total provisional budget of the project exceeds 10,000.00 € the applicants have the responsibility of securing the remaining funding. The ESCP Research Grant will only be awarded if the entire funding for the study is secured.

7. Applications that do not comply with the checklist detailed in Appendix 2, those submitted after the deadline, and those that exceed the word limit will not be considered.

8. Applications will be evaluated by an ESCP commission consisting of:
   a. Chair of the Research Committee (chair of the Commission);
   b. Four Research Committee members (including the Research Committee member of the General Committee).

9. The Commission can ask for an external reviewer if further expertise is necessary to assess an application.

10. Members of ESCP’s Committees (Research Committee, Education Committee, Communication Committee and General Committee) cannot apply for the Grant.

11. Commission members should declare conflicts of interest in the form presented in Appendix 3a, which will be made public in ESCP website. If a conflict of interest is declared by a Commission member in assessing an application, he or she shall not assess the application.
12. The Commission will use the following criteria to assess applications for funding (Appendix 4):

   a. Novelty of the project;
   b. Clarity of the aim and objectives;
   c. Description of the methods;
   d. Appropriateness of the design and methods;
   e. Applicant's ability to attain the objectives set;
   f. Feasibility in terms of time
   g. Reasonableness of the budget;
   h. Implications for practice;
   i. Partnership between additional European countries (i.e., more than two European countries involved).

13. The Commission who will meet to adjudicate the Grant, either in person or by conference call, usually by the end of June.

14. The principal investigators of each application will be notified of the commission's decision, usually by the end of July. The decision will be publicly announced during the opening ceremony of ESCP annual symposium.

15. A clear description of the study (including timelines) will be incorporated in a letter of agreement to be signed with the successful applicant:

   a. The principal investigator 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;
   c. The awardee should email to the International Office 6-monthly updates progress reports (maximum 2,000 words, excluding tables, figures and references), who forwards the reports to the Research Committee chair;
   d. When the project is completed a final report should be submitted using the same procedure. This report should not exceed 10,000 words, excluding tables, figures and references. In terms of sections, it should include an abstract (maximum 300 words), Impact on practice statements, Introduction, Methods, Results, Discussion and References. A brief financial report should also be included.
   e. The remainder of the grant will be paid after the final report has been submitted.

16. 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 11. The money reserved for the grant will be used in the following year, after launching another call for proposals, as described in point 3.

17. Dissemination of results:

   a. Any presentation or publication of research findings should acknowledge that the project received an ESCP grant;
   b. Publication of the results in the International Journal Clinical Pharmacy is encouraged;
   c. A summary of the final report will be made available on the ESCP web site;
   d. The funded researcher will present the study results at an ESCP symposium, as an invited oral contribution, and will write a short article for the ESCP Newsletter.