# Submitting applications via Cavaris

N.B. some paragraphs are only applicable for Dr. E. Dekker fellowships applications!

**General**

Applications can only be submitted via the electronic system Cavaris, which can be reached via the website [www.cavaris.nl](http://www.cavaris.nl). Registering and logging in to Cavaris is easy via the welcome portal. If you have any questions, please contact research@hartstichting.nl .

Once logged in to the system, you can reach the manual for the application system at the top right of the screen via: Menu > Tools > SmartFolders > Manual Cavaris

**Submitting an application**

You are expected to go through all the tabs in order to submit your application. If a field is not filled in, it is not possible to submit your application. The system will give a message stating which fields have not yet been filled in.

Below you will find a short explanation of the different paragraphs to be filled in.

*General Information*

In this section we ask you to provide general information such as the title, duration and possible partners of the project. Here you can also indicate when a working visit is part of your application.

*Summary*

A Dutch (maximum 9,000 characters) and English (maximum 2,250 characters) summary. The Dutch summary must be written in understandable language for non-medical students. This summary may be used for communication and fundraising purposes to the general public. The English summary is intended, among other things, for referees and must contain all necessary elements on which a referee can decide whether he/she can assess your application.

*Budget (not for a PPP grant)*

You download the Excel template for the budget form from Cavaris.

- Enter the date, project name, and your own name in the top fields

- In the field 'Name of the organisation', enter the name of your institute, in addition, specify the role of this organization via the drop-down menu. For your own institute: 'Applicant'

- You then answer the questions about your organization via the drop-down menus; whether you have a permanent appointment; and whether you want to use part of the budget for your own salary

- For your own salary, the organization is automatically filled in and you then select the correct salary category via the drop-down menu. You indicate the desired amount of FTE (maximum 1) and the number of months per year. The corresponding amount is automatically entered

 - For any other (personnel) costs, select both the organization and the correct salary category via the drop-down menu. You indicate the desired amount of FTE (maximum 1) and the number of months per year. The corresponding amount is automatically entered. In the description of other costs, state specifically what and how high these costs are.

- For contributions from your own institute and private parties for personnel and other costs, follow the same procedure, specifying the amount 'in kind' and 'in cash'

- At the bottom of the budget form you specify costs for a possible working visit by selecting your organization via the drop-down menu. You give a description of the costs and enter the desired amount per year

- If you specify more costs for a category than the maximum amount to be requested, the total for this category will be displayed in red. You must correct this to submit your application

- Upload the completed budget form in Cavaris

*Impact*

The 'Impact' tab consists of several parts. Here you describe the relevance of the care problem (maximum 1,500 characters), after which you describe your long-term solution and ambition (maximum 1,500 characters). You then describe the impact of this solution on the burden of disease (maximum 1,500 characters) and your short-term goal (maximum 1,500 characters). In the last section, you indicate the importance of this grant for your career (maximum 2,250 characters) and what your most impactful publication is and why (maximum 500 characters).

*Description of work*

State here the hypothesis (maximum 1,500 characters) and objectives (maximum 1,500 characters) for the project. After this, you have a maximum of 18,000 characters available to describe in detail your research and work plan (material and method). Pay extra attention to diversity (gender, sex, age, ethnicity, socio-economic status) and how you take diversity into account. In the statistical section, you describe which statistical tests are performed to answer your research question, substantiating the sample size with a power calculation. In the section on the timeline you indicate what the planning is for your project. The last part is a SWOT analysis (maximum 2,250 characters), in which you estimate the strengths, weaknesses, opportunities and threats for your project. State where possible how you use strengths and opportunities and how you overcome weaknesses and threats. You can add figures and references to 'Additional uploads’.

*Data management*

Describe how you will collect and analyse data, how you will store the data during and after the project and how the data will be made available for reuse (maximum 2,250 characters). Do you use existing data(sets)? If so, please describe which data(sets) you use and how the data is reused (maximum 2,250 characters).

*Working visit (Dekker fellowship)*

If you apply for an allowance for a working visit abroad (as indicated on the general information tab), please describe here which foreign research group will be visited and for how long. You also indicate the purpose of the working visit and what added value it has for the proposed research. Describe how the working visit contributes to talent development, strengthening research lines and increasing the impact of the research. You have a maximum of 1,500 characters available for this. You add the invitation from the host institute as an attachment to the tab 'Additional uploads'.

*(Pre-)Clinical studies*

If you want to use patients or healthy subjects, indicate how many people you want to include and of which sex. If you use laboratory animals for your study, indicate how many animals, which sex and which species(s). In addition, describe why the animal model was chosen (maximum 1,500 characters). Why is the animal model necessary to answer the research question? Indicate which alternatives have been considered (for example an in vitro model or human study) and the reason why you cannot use them (maximum 1,500 characters). In the last part you indicate which measures are taken to reduce the number of required laboratory animals and to reduce the amount of discomfort for the laboratory animals (maximum 1,500 characters).

*Route to societal impact*

Expected results and social impact (maximum 2,250 characters). Indicate which steps you are taking to advance your research results, what this could mean for healthcare practice in the long term and whether you make use of specific knowledge of professionals and patients (maximum 2,250 characters). State how you plan to communicate results to professionals and the general public. Describe the strategy, activities and target audience (maximum 1,500 characters). If you involve target groups (including patients, healthcare professionals and other stakeholders) in your research, you must also indicate this. Describe how their advice is incorporated into the entire project from start to finish (maximum 2,250 characters)

*Collaborations*

Indicate which (inter)national collaborations you have and what the nature of this collaboration is (maximum 1,500 characters).

*Reviewer suggestions*

We ask you to nominate three national and three international referees. We also ask you to indicate whether, and if so which, sponsors you want to exclude and what the reason for exclusion is.

*Additional uploads*

Check the brochure which uploads are mandatory or optional.

*Signing the application*

Check the brochure who must sign the application. The application will of course be signed by yourself and another co-signer: The co-signer endorses and supports the application. Via 'Link Invitations' you can invite the co-signer to sign your application. This person will then receive an email with the invitation. If this person is not yet known in our application system, they must first register via the welcome portal.

For questions about signing the application, you can consult the manual for Cavaris (accessible via: Menu > Tools > SmartFolders > Manual Cavaris) or contact us via research@hartstichting.nl.

The co-signer can sign at any time during the writing of the application and does not have to wait until the application is completely ready to submit. You will be notified by email once all required signatories have signed the application.

If you have completed all fields and added the necessary attachments, you also declare that you agree with submitting the application.

You will automatically receive a confirmation email once your application has been successfully submitted to the Heart Foundation. If this does not happen, your application has not been received by us. In that case, please contact us as soon as possible. Applications cannot be submitted after the deadline and we cannot process them. So if you have any problems submitting your application, please contact us before the deadline.