

## ITI Research Grant Application Guidelines

*Version 01/2020*

*This version of the ITI Research Grant Application Guidelines is valid for the 2020 applications and replaces any previous versions.*

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## 1. Introduction

Twice a year, the ITI Foundation supports preclinical and clinical research in implant dentistry and related fields through its Research Committee.

In return for financial support, the ITI expects the results of research to be published in a respected scientific journal with a high impact factor. Publishing the research results makes them accessible to dentists across the globe and helps to fulfill the ITI's mission "to serve the dental profession by providing a growing global network for life-long learning in implant dentistry through comprehensive quality education and innovative research for the benefit of the patient."

## 2. Description of ITI Research Grants

Applicants must be natural persons who are carrying out scientific research in the field of implant dentistry and related areas.

The role of the ITI is limited to providing funding for research projects that the ITI Research Committee has judged deserving of support. Where an ITI research grant is approved for a particular research project by the ITI Research Committee, the person listed on the ITI research grant application form as "First Applicant" bears full responsibility for the design, execution and management of the research project as well as compliance with all regulatory and legal requirements for or related to the research project funded.

The ITI Foundation offers the following two types of grant:

### **Small Grant (SG):**

This grant is primarily intended for research proposals submitted by newer investigators who have been working within established groups and wish to expand their scope and level of responsibility or want to establish a track record in implant dentistry. This may be by pursuing their own research interests or by building up their own research group.

The grant amount applied for must not exceed<sup>1</sup>:

- **Australian Dollars** (AUD) 70,423 (applications from Oceania)
- **Euros** (EUR) 39,370 (applications from Africa and Europe incl. Russia and Turkey but without Switzerland and the United Kingdom)
- **Pounds Sterling** (GBP) 31,056 (applications from the United Kingdom)
- **Japanese Yen** (JPY) 3,900,000 (applications from Japan)
- **Swiss Francs** (CHF) 50,000 (applications from Switzerland)
- **US Dollars** (USD) 49,505 (applications from North, Central, South America and Asia but without Japan)

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<sup>1</sup> The figures listed are valid for applications submitted by the 2020 deadlines and are adjusted annually for the following year based on purchasing power parity.

**Large Grant (LG):**

This grant type will be awarded only to experienced researchers or research groups that have established a reputation for credibility and thoroughness in the field as demonstrated by a continuous publication record in internationally recognized, peer-reviewed journals.

The grant amount applied for must not exceed<sup>2</sup>:

- **Australian Dollars** (AUD) 281,690 (applications from Oceania)
- **Euros** (EUR) 157,480 (applications from Africa and Europe incl. Russia and Turkey but without Switzerland and the United Kingdom)
- **Pounds Sterling** (GBP) 124,224 (applications from the United Kingdom)
- **Japanese Yen** (JPY) 15,600,000 (applications from Japan)
- **Swiss Francs** (CHF) 200,000 (applications from Switzerland)
- **US Dollars** (USD) 198,020 (applications from North, Central, South America and Asia but without Japan)

Applicants enter their country/region of origin on the application form, which will automatically determine the currency that applies to their country.

Once a grant has been awarded, research funds will be paid out in installments to be agreed upon by the First Applicant and ITI Headquarters. Ten percent of the awarded amount will be held back and transferred after receipt of the final report. Please refer to chapter 4 of this document for details on the invoicing practice.

For both SG and LG clear hypothesis and hypothesis testing is a prerequisite. A detailed description of the research plan and the various methods to be used must be provided. Funding and funding sought from sources other than the ITI must be disclosed.

**Status, intermediate and final reports:**

A status report must be provided to ITI Headquarters once a year and an intermediate report at the halfway point in the study. These reports will be presented to the members of the ITI Research Committee to inform them of the progress and results of the research project.

Should the project be delayed for any reason, the First Applicant must inform ITI Headquarters immediately in writing and provide a new projected end date for the study.

Upon completion of the research project a comprehensive final report must be submitted to ITI Headquarters, ideally in the form of a manuscript for publication. This report will be presented to the members of the ITI Research Committee to inform them on the results of the research project. The results of ITI-supported

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<sup>2</sup> The figures listed are valid for applications submitted by the 2020 deadlines and are adjusted annually for the following year based on purchasing power parity.

research are to be published in internationally recognized, peer-reviewed journals. A copy of the original publication resulting from the experiment funded must be provided to ITI Headquarters as soon as it is available.

Financial support provided by the ITI must be footnoted in the publication in the following manner:

**“This project was supported by a grant from the ITI Foundation, Switzerland.”**

Applications for the 2020 application deadlines must be submitted using the 01/2020 version of the ITI Research Grant Application Form. The form must be filled out in accordance with the 01/2020 version of the ITI Research Grant Application Guidelines. Only applications that meet these requirements will be presented to the ITI Research Committee for evaluation.

**Deadlines:**

The deadlines for ITI Research Grant applications are February 27 and August 31. Late applications will be deferred to the next application deadline.

### 3. Grant Restrictions

Grants are normally only awarded to applicants who are affiliated with an academic institution. Particularly relevant projects submitted by non-affiliated applicants will, however, be considered by the ITI Research Committee.

As a general rule, once a grant has been awarded, the First Applicant is barred from making any further grant application for a period of three years from the date on which the award was allocated by the Research Committee.

First applicants are restricted to **one** application per application deadline.

Only applications will be considered that are submitted using the 01/2020 version of the application form.

### 4. Provision of Research Funds

Grants are paid out in six currencies and their equivalent value is calculated annually for the following year in line with purchasing power parity. Please refer to chapter 2 of this document for the currency that applies to your country/region and the maximum grant amounts. The figures listed in chapter 2 are valid for applications submitted by the 2020 deadlines.

As a general policy, research grant money is only transferred to university accounts/accounts of academic institutions.

The account holder must be the First Applicant's university/academic institution at which the research project to be funded by the ITI will be carried out. In the case of a grant award, ITI Headquarters will provide the First Applicant with a document, the bank details form, which is to be completed and signed by the First Applicant and an authorized signatory of the First Applicant's university/academic institution. The bank details form serves to capture the account details of the First Applicant's institution into which the research grant is to be transferred. It also serves to confirm the acceptance of the ITI's terms and conditions governing ITI research grants by the First Applicant's institution.

Upon receipt of the completed and duly signed bank details form an official notice of ITI grant award will be issued by ITI Headquarters. Funds will only be made available once the bank details form has been signed. The same applies if portions of the grant should need to be paid out by the ITI to third party academic institutions involved in conducting the project. Payments will only be made once an authorized signatory of the third party academic institution involved as well as the First Applicant have signed a bank details form provided by ITI Headquarters.

**Invoicing:**

An invoice must be submitted electronically to ITI Headquarters to [research@iti.org](mailto:research@iti.org) by the First Applicant's institution on the dates agreed with ITI Headquarters for each installment to be paid. Detailed information on how to issue an invoice will be given in the official notice of ITI grant award.

**Unspent funds:**

Any unspent funds after completion of the project should be returned to the ITI.

**Additional funding:**

Once a grant has been awarded, no additional funding will be awarded to the grant recipient for the same study at a later point in time. Requests for such additional funding will be rejected.

**Ethical Committee Approval:**

If animal or human studies are approved by the ITI Research Committee, approval remains pending until the First Applicant provides proof of Ethical Committee approval to the ITI Research Committee via ITI Headquarters. Funds will only be made available after copies of the approval form(s) have been sent to ITI Headquarters. Should Ethical Committee approval not be granted and lead to the amendment of the study protocol, the First Applicant is obliged to re-submit the amended protocol to the ITI Research Committee via ITI Headquarters.

As a general rule, if the protocol of a funded study is amended, the First Applicant is obliged to inform the ITI Research Committee in writing and to re-submit the amended protocol if asked to do so.

## 5. Review Process

The ITI Research Committee is composed of ten members from various countries and disciplines. The names of the Research Committee Members are published on the [ITI website](#). The ITI Research Committee meets twice a year, in April or May and in October. At these meetings, the Committee members review the applications received by the most recent deadline.

The following criteria are applied by the Research Committee when reviewing applications:

1. Relevance to current clinical issues in implant dentistry
2. Originality of the hypothesis
3. Suitability of methodology proposed
4. Experience of the applying researchers/academic affiliation and research conditions/environment
5. Transparent and realistically formulated budget.

The quality of the application in terms of structure and completeness will be taken into consideration by the reviewers. Grant proposals that are not clearly structured and do not follow the application guidelines will not be considered.

Research proposals that comprise two or more consecutive, interdependent work packages (e.g. a laboratory study followed by an animal study) cannot be funded if the second experiment (i.e. the animal study) can only be designed based on the results of the first experiment (i.e. the laboratory study). In such cases, applicants are asked to apply for funding for the first experiment and apply again for funding for the second experiment upon successful completion of the first. Please also refer to "Continuing Projects" on page 9.

The decisions taken by the ITI Research Committee will be communicated to the applicants within six to eight weeks of the Committee meeting (in June/July or December/January) by ITI Headquarters.

One of three outcomes is possible:

1. Acceptance of the project as submitted
2. Request for revision according to given criteria
  - a) Minor revision (no need for re-application)
  - b) Major revision and re-application by the next application deadline
3. Rejection of the project

As a matter of policy, the Research Committee does not provide any reasons for not awarding a grant to any particular project. ITI Headquarters staff is bound by this rule and will therefore not give any information on the reasons why an application is rejected.

## 6. How to Fill Out the Application Form

Applications made by the 2020 deadlines must be submitted using the current version of the ITI Research Grant Application form (version 01/2020) which is available for download from the [ITI website](#). The Grant Application Form is to be filled out in accordance with this version of the ITI Research Grant Application Guidelines and emailed to ITI Headquarters to [research@iti.org](mailto:research@iti.org) by the application deadline.

An objective evaluation of an application is only possible if precise and complete information is provided by the applicant(s). The grant application form must be filled out in English, as thoroughly as possible and in accordance with these ITI Research Grant Application Guidelines. The number of pages must be limited to the absolute minimum and the guidelines below must be followed carefully.

Make sure that the latest version of the “Adobe Reader®” is installed on your computer before you save the application form. Before you start to fill out the application form, make sure that the “auto save” function is activated.

**Important: Always save your data before you leave or close the application form and don't forget to save your data periodically while working on the form.**

You may save the entries made in the application form and edit the application at any time until you submit it to ITI Headquarters. We expect **one** file in PDF format: the completed application form with all tables, graphs, figures, diagrams, charts and references. Please see chapter 7 for more detailed information on the delivery of the grant application to ITI Headquarters.

**When filling out the application form, please follow the instructions below precisely:**

### **0. Summary of grant application**

Do not fill out this section. For administrative reasons it is automatically generated using the information entered further below in the application form.

Start with your entries in Section “1. Application”.

Fields marked with an asterisk (\*) are mandatory fields and must be filled out.

### **1. Application**

#### **1.1 Country/Region of application:**

Select your country/region via the drop-down menu. The corresponding currency will be filled in automatically.

#### **1.2 Category of grant applied for:**

Check the appropriate box: SG (Small Grant), LG (Large Grant). The maximum

grant amount that can be applied for will automatically appear as soon as you have selected your country/region of application at 1.1

## **2. Project**

### **2.1 Project type:**

Check the appropriate box. If the application is a continuation of a prior project which received an ITI grant, provide the ITI project number, e.g. 123\_2010. A report detailing the results of the prior project, preferably in the form of a manuscript accepted for publication, has to accompany any application for continuation of funding. Save this report in PDF format and provide it to ITI Headquarters together with the final version of the application form.

### **2.2 Study type:**

Check the appropriate box and give information on the study type if it is not an animal or human study.

### **2.3 Project title:**

Fill in the project title, which should provide a short, but clear outline of the planned research project.

### **2.4 Former applications:**

Please provide the requested information on whether you or your co-workers submitted a proposal similar to or identical with the current one in the past that was rejected by the ITI Research Committee.

### **2.5 Keywords:**

Provide a maximum of ten key words that characterize the project.

### **2.6 Duration of project:**

Provide the expected starting date and the planned project duration. The study end date and its halfway point will then be generated automatically.

### **2.7 Conflict of interest statement:**

Provide information on possible conflicts of interest.

## **3. Summary of the research proposal**

The summary of the research proposal must include a clear but brief hypothesis (i.e. the question the group wants to answer with their research) and a definition and methods. It should also comment on the clinical relevance of the project. Background information must be kept to a minimum.

## **4. Research plan**

The research plan must provide all the information needed to evaluate the project, independent of any other document. Be specific and informative but at the same time concise. Avoid redundancies.



Please note that protocols for animal studies or human studies must include justification for the number of patients/animals.

Make sure your research plan answers the following questions:

1. What do the authors intend to do? (Hypothesis/Specific aims)  
Start by summarizing the hypothesis/specific aims in 1 – 2 sentences. Then list the broad, long-term objectives and what the specific research proposed in this application aims to accomplish, e.g., to test the hypothesis, create a novel design, solve a specific problem, or develop new technology.
2. Why is the work important? (Background and significance)  
Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and identify the gaps that the project intends to fill. State concisely the importance and health benefits of the research described in this application by relating the specific aims to broad, long-term objectives.
3. What research have the authors already completed on this subject?  
(Preliminary studies in connection with new projects/continuing projects)

#### NEW PROJECTS: PRELIMINARY STUDIES

For new applications, provide an account of the First Applicant's preliminary studies pertinent to the application. Include information that will also help to establish the experience and expertise of the investigator.

#### CONTINUING PROJECTS: PROGRESS REPORT

A progress report must be provided for continuing project applications, i.e. continuation projects of projects previously funded by the ITI Foundation. Provide the starting and finishing dates of the previous project period covered. Summarize the aims of the previous project and the importance of the findings. Discuss any changes in specific aims. Include complete references to relevant publications and manuscripts accepted for publication. If the continuing project application involves clinical research, report on the enrollment of research subjects and their distribution by ethnicity, gender and age. Provide a succinct account of published and unpublished results, indicating the progress towards their achievement.

List the titles and complete references to all publications, manuscripts accepted for publication, patents, and other printed materials that have resulted from the project.

4. How are the authors going to do the work? (Research design, materials and methods)  
Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include sample size calculation where appropriate, materials and methods, explain how the data will be collected, analyzed, and interpreted (statistical analyses) as well as the data-sharing

plan as appropriate (e.g. in the case of a multi center study). Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Point out any procedures, situation, or materials that may be hazardous to personnel and the precautions to be exercised.

The list of publications is to be limited to the five most current articles appropriate to the application.

The research plan must not exceed 3,000 words for Small Grant (SG) applications/6,000 words for Large Grant (LG) applications, including all references.

If you intend to include images in the research plan, please upload them to the designated areas in the application form at the end of your research plan and reference them in the text.

**MAKE SURE THAT THE FINAL SIZE OF YOUR APPLICATION FORM DOES NOT EXCEED 10MB.**

## **5. Budget**

There are specific guidelines and regulations to which, by law, the Foundation must adhere when allocating research funds. All monies provided by the ITI Foundation are to be allocated for research purposes only. If research funds are requested that include support for administration/overhead costs to the applicant's institution, these administrative costs/institutional overhead costs must not exceed 20% of the total budget applied for. Should administrative costs exceed 20% of the total budget, the excess will not be funded.

The guidelines below outline the structure of the budget and must be followed precisely. Any applications that do not comply with these guidelines will not be accepted.

Please note that all costs entered in sections 5.1 – 5.8 must include VAT where applicable.

### **5.1 Personnel costs**

Starting with the First Applicant, list the names of all employees in the applicant's organization who will be involved in the project, regardless of whether a salary is requested. Include all collaborating investigators, individuals in training and support staff. Include consultants and any positions that are still to be filled. Also list the names of all other individuals who will be involved in the project, regardless of whether a salary is requested.

NAME

Insert the first and last name of the project team member.

#### POSITION

Identify the institutional position of each individual listed on the project.

#### ROLE IN PROJECT

Identify the role of each individual listed on the project. Describe their specific functions. Provide information on all personnel by position, role, and contribution. This includes consultants and any positions that are still to be filled.

#### POSITION ALREADY FILLED

Indicate whether the position is already filled.

#### FACULTY MEMBER AT APPLICANT ORGANIZATION

Indicate whether the project team member is a faculty member at the applying organization. Salaries for faculty members should not exceed 10% of the total amount applied for.

#### TYPE OF APPOINTMENT/HOURS PER WEEK

Indicate the type of appointment (full-time or part-time) and list the number of hours per week defined in the individual's contractual appointment to the applicant organization. Individuals may have a split appointment, for example for an academic period and a summer period. For each appointment, identify and enter the hours/week to be spent on the project. Where no contractual appointment exists with the applying organization and salary is requested, enter the number of hours per week on the project.

#### SALARY REQUESTED

Indicate whether a salary is requested for the individual for the respective year. Enter the amounts for each position for which funds are requested for each project year. The salary requested is calculated by multiplying the individual's (institutional base) salary by the percent of work on the project. Explain if a smaller amount is requested (e.g. endowed position or institutional sources).

#### FRINGE BENEFITS

Fringe benefits (e.g. health insurance, pension contributions) may be requested for each position, in accordance with institutional guidelines, provided the costs are passed on by the applying organization as a direct cost to all the sponsors equally.

#### TOTALS

Totals will be calculated automatically.

## **5.2 Equipment/Items of lasting value**

*Equipment = devices, instruments or machinery intended for long-term use, e.g. measuring equipment, computer software, etc.*

Indicate the year of purchase and list each item separately. Justify each purchase. Cost estimates (quotations) from local distributors must be provided to ITI Headquarters if requested. Funding will not be approved for basic surgical equipment and computers. In the case of a grant award, original invoices for equipment/items of lasting value must be provided to ITI Headquarters if requested.

Unless otherwise specified, equipment/items of lasting value funded by the ITI becomes the property of the institution where the First Applicant is employed.

## **5.3 Supplies/Consumables**

*Supplies/Consumables = commodities that are intended to be used up relatively quickly, e.g. syringes, chemicals, test tubes, dental implants and implant components, bone substitute materials, tissue cultures, etc.*

Itemize supplies/consumables. Any implants, syringes, chemicals, bone substitute materials and other supplies/consumables included in the research project are to be specified and cost estimates (quotations) from local distributors must be provided to ITI Headquarters If requested.

Any supplies/consumables necessary to conduct the research project that are provided to the applicants by manufacturers or distributors at no cost and for the purpose of the conduct of the research project must be itemized and a letter from the manufacturer/distributor confirming provision of the supplies/consumables with no publication restrictions must be attached to the application.

If the grant is awarded, original invoices for implants, implant components and bone substitute materials must be provided to ITI Headquarters if requested.

The grant will be paid as agreed in installments into the university/institutional account given by the First Applicant only. The First Applicant is to purchase the items (i.e. equipment, supplies, consumables needed to conduct the research project) in his/her country from the grant money as budgeted. In the case of a multi-center study or similar, the First Applicant is responsible for supplying the co-workers as necessary.

## **5.4 Travel**

Travel requests must be kept to a minimum. Itemize travel requests and list the purpose and destination of each trip and the individual for whom funds are requested. Money for travel can only be included in the budget if it relates to carrying out the research. Only economy class tickets will be covered. Trips to

present the research results at symposia/congresses will not be paid for. Costs for food and accommodation will not be covered.

#### **5.5 Patient care costs**

If patient care costs are requested, indicate whether they are for in-patient or out-patient treatment, indicate the cost type, the cost per patient and the number of patients. Provide the names of any hospitals and/or clinics and the amounts. Patient care costs may also include patient travel or donor fees (please note in detail).

#### **5.6 Animal care costs**

If animal care costs are requested, provide the name of the organization providing animal care and list all the costs. If animals are to be purchased, state the species and the number to be used. Also list animal maintenance costs such as unit care costs and number of care days.

#### **5.7 Consortium/Contractual/Consultant costs**

Whether or not costs are involved, provide the names and companies/clinics of all consortiums and/or consultants. Each participating consortium/contractual organization or consultant (e.g. external, shared service such as consultant physician, histology or pathology service, statistician) must submit a separate detailed budget for the entire proposed project period.

Include consultant physicians in connection with patient care and persons who serve on external monitoring boards or advisory committees to the project. Describe the services to be performed. Include the anticipated numbers of days for consultation, the rate of compensation, travel, daily fee, and other related costs.

Consortium arrangements may involve personnel costs, supplies, and other allowable costs, including facility costs. Contractual costs for support services, such as the laboratory testing of biological materials, clinical services, or data processing, are occasionally sufficiently high to warrant a similar breakdown of costs by category.

#### **5.8 Other expenses**

Itemize any other expenses by category, unit/item and cost. These might include publication costs, rentals and leases, equipment maintenance, service contracts, and tuition remission in lieu of salary. Justify costs under "8.10 Budget for entire proposed project period" at "Additional comments/explanations".

#### **5.9 Overhead costs to the institution and VAT**

Detail the administrative/overhead costs your institution requires (if any) and the VAT your institution is required to pay on the **total** ITI Research Grant if applicable – this does not include the VAT that applies to any items budgeted in sections 8.1 to 8.8 for which the VAT has already been included. Normally, ITI Research Grants are **not** subject to VAT. If you are in any doubt, please consult with your institution's grant office.

### **5.10 Budget for entire proposed project period**

This section of the application form is automatically generated from the information entered further above.

Amounts shown in red indicate that the total costs exceed the maximum grant amount as indicated in Section 1.2 of the application form. If the total costs for the entire proposed project period at "D)" are indicated in red, the budget must be reduced until it no longer exceeds the maximum grant amount. Applications exceeding the maximum grant amount will be returned for revision and re-application.

### **5.11 Additional funding**

Disclose financial support and financial support sought from organizations other than the ITI and clarify how this support will affect the overall budget.

## **6. Project timetable**

A rough timetable must be included. Please detail the project milestones as it is particularly important for the Research Committee to be able to see how the work is planned, in terms of time, for the credit period. As the funds are paid out in installments, please indicate how you would like the installments to be scheduled during the course of your project. Ten per cent of the agreed amount will be held back and transferred after receipt of the final report at ITI Headquarters.

## **7. First Applicant (=Principal Investigator)**

The person listed here as Principal Investigator has primary responsibility for the design, execution, and management of the research project in accordance with the relevant legal requirements. Should funding be provided, the Principal Investigator will be ITI Headquarters' exclusive correspondence partner. Fill in the information on the Principal Investigator as requested.

### **Previous ITI support**

Please provide a description of any previous ITI Foundation support. List each grant separately and any publications that resulted.

### **Research support received over the last three years:**

List both ongoing and completed research projects from the previous three years (with governmental or non-governmental support). Begin with the projects that are most relevant to the research project proposed in this application. Briefly indicate the overall goals of the project as well as the responsibilities of the key person identified in the Biographical Sketch. Include the percentage of work and costs covered by each grant. Additional supporting information is required that should indicate whether and to what extent other sources (e.g. university credit, etc.) can be procured to cover research costs. In addition, applications for specific job appointments, which have been, or will be, submitted to other financial backers, should be listed. Where possible, the chances for their success should be estimated.

This information will be used by the ITI Research Committee to assess how well each individual is qualified for a specific role in the proposed project as well as to evaluate the overall qualifications of the research team.

## 8. Co-Applicant

The Co-Applicant works very closely with the First Applicant on the project and makes a significant contribution to the execution of the project.

Fill in the information on the Co-applicant as requested. Ignore it if there is no Co-applicant.

### 8.1 Further Applicants:

If further applicants will be involved in conducting the research project, provide the information for each further applicant involved as requested.

## 9. Consultants

Should consultants be involved in conducting the research project, provide the information as requested for each consultant involved.

## 10. Terms and Conditions

The Terms and Conditions portion of the application form must be printed and signed by the applicant(s) (only original signatures will be accepted) and then scanned and emailed to ITI Headquarters to [research@iti.org](mailto:research@iti.org) in PDF format. To print the Terms and Conditions, click on the "Print Terms and Conditions" button on the last page of the application form's Terms and Conditions portion.

### "Check application form" button:

To check whether all mandatory fields have been completed, click on the "Click here to check application form" button on the last page of the application form. Any instances of missing information will be listed under "Errors" together with the location of the field where the information should be entered. The heading "Warnings" indicates any items that should be checked and, if necessary, amended. Please check that the form is correctly filled in and complete using this function before submitting it.

## 7. Delivery of the Completed Grant Application/Deadlines

Submit your application electronically to ITI Headquarters to [research@iti.org](mailto:research@iti.org).

We expect **two** files in PDF format:

1. The **completed application form** (with all tables, graphs, figures, diagrams, charts and references plus possible further applicable documents)  
plus

2. The duly signed "**Terms and Conditions**" pages

Applications submitted by conventional mail cannot be accepted.

In 2020, only applications completed using the 2020 application form (version 01/2020) will be accepted. Any previous application forms are no longer valid.

Upon receipt of an application by ITI Headquarters, the following process is set in motion:

1. Within one to two weeks of receipt of the application:  
Confirmation of receipt of the application by ITI Headquarters
2. Within two to four weeks of confirmation of receipt of the application:  
Check that the application has been completed as necessary by ITI Headquarters and confirmation that the application has been accepted for consideration by the ITI Research Committee
3. Within three to six weeks of the Research Committee Meeting:  
Communication of the Committee's decision to the applicant

Please note that the First Applicant will be the ITI Headquarters' exclusive correspondence partner. ITI Headquarters will not enter into correspondence with any applicants other than the First Applicant. All communication will be carried out by email.

The deadline for grant applications is as follows: February 27 and August 31. The application deadline is binding. Late applications will be deferred to the next application deadline.

Should the First Applicant leave his/her institution, he/she must inform ITI Headquarters in writing immediately and also let ITI Headquarters know whether he/she will take the study with him/her or leave it at the former institution with an assigned person. Should this not take place and the ITI be left without an officially agreed contact partner, the ITI reserves the right to reclaim the funds paid to the award recipient's former institution.

#### **Final remark**

Submitted research proposals that do not adhere to the above guidelines and instructions (missing information or data, unclear budget, too many pages, missing signatures, outdated application forms etc.) will be returned for revision or rejected. Should this action, in connection with revisions, result in the deadline being missed, the proposal (in its complete form) will be deferred to the next application deadline.

Further applicable documents: ITI Research Grant Application Form, version 01/2020.



Further information can be obtained from:

**ITI International Team for Implantology**

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[www.iti.org](http://www.iti.org)