

# **Guideline for EADV Project Proposal and Review Committee (PPRC)**

This guideline defines the administrative procedures with the tasks of the PPRC.

## **PURPOSE OF THE COMMITTEE**

The purpose of the PPRC is to provide an objective evaluation system for projects that are submitted to the EADV for financial support. Submissions are open for all applicants (both EADV and non-EADV members), even though those submitted by EADV members shall receive preference.

A specific set of information will be required from the proposer and a defined frame for review by the committee is available. The financial implications of the PPRC proposal for project funding shall be commented upon by the Finance Committee (FC). The treasurer presents it to the Executive Committee (EC) before it is sent to the Board for decision. Applicants of supported projects shall report each year on the project progress to the PPRC.

## **ADMINISTRATIVES REGULATIONS**

The project must relate to the objectives of the Academy as defined in the statutes.

The project can correspond to the various objectives of the academy including for example:

- Education
- Research
- Guideline development
- Charity
- Promotion of the Academy
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### **Project Application:**

Project application should be performed by completing the project application template available on the EADV website. The project application template is structured according to the following subheadings:

1. Target Audience
2. Project Objectives
3. Background
4. Methods
5. Work plan and timetable
6. Evaluation criteria and definition of success/failure
7. Participating countries and partners
8. Impact and benefits for the EADV
9. Project summary
10. Budget
11. Short CV and list of relevant publications by proposer and leading collaborators

## **Project Evaluation:**

**Objective:** To ensure an objective and standardized evaluation and ranking of projects submitted for funding to the EADV.

**Criteria for evaluation:** The following criteria have been considered as important by the PPRC members.

**A project which is in conflict with EADV or is in conflict with EADV initiatives pursued by other committees of EADV, will not be evaluated by the PPRC.**

1. The project benefits the EADV: the project will contribute to the mission and reputation of the EADV.
2. **The project benefits patients** with skin diseases and contributes to the understanding of skin diseases, physician capabilities or patient care.
3. **The project involves several expert groups from European countries** with a synergistic or complementary role in pursuing the objectives of the project.
4. **The project is co-ordinated** by investigators with sufficient background experience and/or training in the specific research field.
5. **The project is original** and carries true scientific or clinical interest
6. **The project is feasible:** the project objectives are realistic and can be achieved within a reasonable time frame (**1- 2 years**)
7. **The project management plan is adequate:** timing and resources are clearly specified and in line with the project requirements. Deliverables are clear and measurable.
8. **The project budget is adequate:** a detailed realistic budget with justification of all elements is provided.

**Progress and final evaluation reports** shall be sent to the Chairperson on a yearly basis. Continuous support will be dependent upon the ability to comply with the reporting and with meeting the project objectives.

1. An investigator cannot apply in more than one project as a Project Leader in a single round proposal.
2. An investigator cannot apply as a Project Leader if he/she already has an approved project that is being funded by the PPRC and has not been completed.
3. Executive officers of the EADV are not eligible to apply for a grant by the PPRC as Project Leaders.
4. Board members and Committee chairs/ members may apply as Project Leaders or co-investigators for PPRC funding but cannot be personally compensated through the grant.
5. Funding will be firstly allocated at the end of the submission year.
6. The funding period essentially starts at the beginning of the year that follows the submission. To consider this for the project time plan and budget.

## **Project Presentation**

Project leaders may be requested to present their project during the PPRC Sessions which are held during EADV Congresses.

**Fundings** : The budget limit on project funding: 100.000 Euros (update approved by FC and Treasurer Oct 2014 / Board meeting Amsterdam). The budget limit can be revised each year by the EADV Treasurer. Should a product issued from one of the PPRC projects require maintenance (ex: a website), the costs of maintenance should be covered by the Principle Investigator for a minimum of 3 years after project end.