Investigator Initiated Clinical Trials, Call for Proposals 2022

Letter of Intent

**INSTRUCTIONS**

***Please note that the submission of the letter of intent (LOI) is done via mySNF. The portal for submission will open on mySNF mid-April 2022.***

*The deadline for the submission of the LOI is on* ***20 May 2022 at 5pm*** *Swiss local time. Full proposals for which no letter of intent was submitted in due time cannot be considered for evaluation. Information in the pre-proposals are not binding such that changes in the content of the application (i.e. changes in the team of applicants, project partners, budget, etc.) between the letter of intent and the full proposal are allowed.*

*The letter of intent enables the SNSF to organise the forthcoming evaluation process and to provide preliminary, non-binding feedback on the formal eligibility of the applicants. The letters of intent do not serve as a pre-selection criterion.*

*For the submission of your letter of intent (LOI), the use of this template is mandatory. The structure of the template must not be changed, but subtitles may be added and formatting can be changed.*

*Submit the document in PDF format (not write-protected)**and name the file as follows: IICT2022\_LOI\_[Name of responsible applicant].pdf (e.g. IICT2022\_LOI\_Smith.pdf).*

*Delete the INSTRUCTIONS on the first page and in each textbox before submission.*

*When planning your clinical trial, please consider the following points:*

***Patient and public involvement (PPI)***

*We would like to draw your attention to the importance of PPI in all aspects of a clinical trial, ideally already starting during the study design For more information on PPI, please consult the SCTO webpage* [*https://www.scto.ch/en/patient-and-public-involvement.html*](https://www.scto.ch/en/patient-and-public-involvement.html)*. The applications submitted for the IICT Call 2022 are for the second time evaluated by members of the public.*

*After submission of the letter of intent, a preparatory grant for patient engagement of up to CHF 5000 can be requested. This grant aims to support activities during which PPI representatives can provide input for the development of the grant application/protocol. The budget must be outlined in a patient engagement plan and must include compensation of the PPI representatives for the time spent on providing input, as well as reimbursement of travel costs and expenses for accommodation and meals. In addition, the costs associated with the organisation of meetings for PPI activities can be charged to this grant.*

***CTU involvement***

*It is advisable to involve experts of the Clinical Trial Units (CTUs) or similar institutions at an early stage to develop the study protocol and ensure the quality of data collection. Please upload a letter from the CTU confirming their participation in the planned proposal under “LOI project description”.*

***Trial management***

*All projects are encouraged to appoint a dedicated trial manager.*

1. **Trial Synopsis** (*grey shaded fields marked by “\*” are mandatory but can be tentative)*

|  |  |
| --- | --- |
| Tentative title of trial\* | *Insert a descriptive title identifying the study design, population, interventions, and, if applicable, study acronym. Maximum 180 characters, incl. spaces.* |
| Responsible applicant\* | *Indicate the name, institution, position, role, phone number, and e-mail address of the applicant responsible for communication with the SNSF.*  |
| Other applicants\* | *Indicate the name, institution, and position of each applicant, as well as her/his specific role and responsibility in the project.* *The number of applicants (including the responsible applicant) is limited to 5 persons.* |
| Project partners\* | *Indicate the names, employers and roles of the project partners (please refer to the IICT call text for definition of project partners).*  |
| Clinical trial unit involvement\* | [ ]  Yes - Name of clinical trial unit:[ ]  No |
| Project management (optional) | *Describe role and employment level of project manager* |
| Sponsor\* | *Indicate the sponsor or sponsor investigator of the planned study including the contact information.* |
| Re-submission\* | [ ]  Yes – Application number:[ ]  No |
| Medical field(s)\* |  |
| Trial type\* | [ ]  Interventional (according to Article 2 letter b [ClinO](https://www.fedlex.admin.ch/eli/cc/2013/643/en))[ ]  Prospective[ ]  Randomized[ ]  ControlledNote: only trials that fulfill all the above mentioned criteria are eligible for the call |
| Trial duration (optional) | * (if applicable) Preparatory phase (months) max. 12 months:
* First patient in to last patient in/Recruitment period (months):
* Follow-up per patient (months):
* Duration of the entire trial (preparatory phase, recruitment, follow-up, analysis) max. 60 months:
 |
| Endpoints (optional) | Primary endpoint:Secondary endpoint: |
| Sample size (optional) |  |
| Recruitment sites (optional) | No. of centres to be involved:Names of cities and centres: |
| Approximate Funding requested  | Total amount: CHF |
| Co-funding, contributions and donations from third parties (optional) | [ ]  Co-funding – Type:[ ]  Donation – Type: Name of third party: Amount: CHFNote: all contributions and donations from third parties need to be confirmed in writing at the time of full proposal submission. Additionally, all points listed in the IICT Call text 2022 under 6.2 must be confirmed. |

1. **Abstract**

*Describe the background, rationale, aim(s) and the methodology of the planned study. The abstract should not exceed 4000 characters, including spaces.*

1. **Patient engagement plan**

*Please use the following template to explain the patient engagement planned until the proposal submission. Note: this plan is the basis for the budget that can be requested as a preparatory grant after the letter of intent submission.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activity*** | ***What is the role of the PPI contributor(s)?*** | ***What is the objective of the activity?*** | ***Budget****\_Compensation (hourly/half-day/day)**\_Reimbursement (travel/accommodation/meals)* |
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|  |  |  |  |
| *Total Sum* |  |  | *Total Cost* |