

## Application Guidelines

### Production and Distribution of Health Information

This document provides information relevant for submitting Proposals to the Harvard Medical School – Portugal Program in Health Information. FCT Application Forms are not HMS-Portugal Program specific, which makes the following guidelines suggestions rather than mandatory procedures. The current text explains how specific Program Application details fit in the current FCT Application Form.

Applications to the HMS-Portugal through the FCT platform (<https://concursos.fct.mctes.pt/projectos/>) is a two-step process:

1. completion of on-line FCT form according to the following guidelines and information available (please refer to the Terms of Reference 2010 document at <http://alfa.fct.mctes.pt/apoios/projectos/concursos/harvard/2010a/docs/terms.pdf> for specific information on each of the program's initiatives
2. Attachment of the “Annex to Application” to item 9 of the on-line FCT form with all the items requested in the document Terms of Reference. The content of this document is of extreme relevance to the evaluation panel as it was specifically created for that proposes.

Important note: All sections of the FCT form must be filled. Except where mentioned all should be in English. Please make sure that text entered in the on-line form is formatted and comprehensive.

## **Section 1. Project Description / Section 2. Institutions and their roles**

One investigator is designated as the “Principal Applicant” and the other investigators as “Co-Applicants.” The Principal Applicant will be located in Portugal. The Principal Applicant will be responsible for coordinating the research on behalf of the team. He/she will also act as the team’s liaison with the HMS-Portugal Program and will be required to submit annual budgets and progress reports.

## **Section 3. Scientific Component**

This section should include an overview of the proposed research emphasizing how it meets the aims of the HMS-Portugal Program. The objectives of the team as a whole should be clearly stated while indicating the specific role played by each member in achieving the goals of the team. Advantages of conducting the proposed studies as a collaborative effort should be explained - *use the space provided in section 3.1.b: executive summary.*

Include a detailed outline of the proposed research, including preliminary results. The detailed presentation must delineate the specific contributions of each member of the team - *use the space provided in sections 3.2.2 (Plan and Methods) and 3.2.3 (Tasks)*

*Please refer to instructions to section 9, below , for possible use of same wording in both annex to application and section 3.*

**①** *If copy/pasting from word processors to the web application, please make sure to preserve as much as possible formatting, particularly line breaks and bullet lists, as the jury will receive a printout of the online forms.*

## **Section 4. Research Team**

Only members of Portuguese groups are to be indicated in the FCT form. To complete this, all members should obtain the Public Key at the FCT SIG website.

## **Section 5. Funded Projects**

This section of the FCT form should concerns only Portuguese groups.

## **Section 6. Expected indicators**

This section of the FCT form is applicable for the whole team (Portuguese and international members).

## **Section 7. and 8. Budget**

This section is applicable only to the Portuguese institutions participating in the call and it does not involve the Harvard's team budget. Make sure the total budget don't exceed the supported funding.

## **Section 9. Attachments**

A single pdf file with the following content should be uploaded. Structure of this pdf is the following:

**I. Project title; Principal contractor and participating institutions;** Name of **Project Leader** (no more than 1/3 of page);

### **Scientific Component:**

**II.** *(Can be used to complete section 3.1. PT and EN of the FCT on-line form)* A brief summary of what the *topic(s)* of the content will be, and what the chosen *audience* (general public, students or professionals in the health sciences) will be (**1/3 page**);

**III.** *(Can be used to complete section 3.2.1 of the FCT on-line form)* A description of the need for this information: a survey of what information on the chosen topic for the chosen audience already exists in Portugal, and what this proposal will add to the existing information (**1-2 pages**);

- IV. (Can be used to complete section 3.2.2 of the FT on-line form)* A detailed description of the subtopics to be covered, within the broad overall topic: the Table of Contents for the entire content to be developed **(3-4 pages)**;
- V. (Can be used to complete section 3.2.3 of the FCT on-line form, although it requires additional information not foreseen by this annex sub-item)* A clear statement of the *type* of content to be created—text, art, animations, quizzes, interactive tools, videos, information in spoken form (with static art or videos on the screen), etc. **(1-2 pages)**;
- VI.* A description of the role of each member of the project team, including a description of each member’s past experience with producing health information for the intended audience and of the intended type (text, animations, videos, etc.) **(1-2 pages)**;
- VII.* A budget that includes the names of all personnel already identified to work on the project, and that includes a justification for any new equipment worth more than 500 Euros, and any travel costing more than 1,000 Euros;
- VIII.* For projects that will produce health information for the *general public*, a sample of the type of content that will be produced, written in Portuguese (4 pages, single spaced, with left and right margins of 2.5 cm and 11 point font).

General Comments:

If URLs with references or other material pertinent to your proposal is mentioned in the application, please make sure these are on-line for the duration of the review process.

PDF files cannot be larger than 5Mb. Avoid using large images or bitmaps to keep under this size.

Please use the FCT on-line tools for general information on the application filling, namely instructions guidelines: <http://alfa.fct.mctes.pt/apoios/projectos/concursos/instrucoes>

For general inquires and comments please contact the program at [contact@hmsportugal.pt](mailto:contact@hmsportugal.pt)

For more information on the specific content related to the application filling, please contact HMS-Portugal Project Manager (André Fernandes – [andre.fernandes@hmsportugal.pt](mailto:andre.fernandes@hmsportugal.pt)).