



Procedure and Terms for Applicants

Longfonds Consortium Grant 2025

Timeline	
Publication of Call for Pre-Applications:	November 21, 2024
Deadline for Pre-Applications:	January 21, 2025, 12:00 PM (noon)
Notification of Rejection or Request for Full Proposal:	March 7, 2025
Deadline for Full Proposals:	May 15, 2025, 12:00 PM (noon)
Grant Allocation/Rejection Decision:	September 15, 2025

Steps in the Procedure for Applicants

1.	Submission of a Preliminary Application	3
2.	Screening for Eligibility Criteria	3
3.	Assessment of Preliminary Applications	3
4.	Preliminary Application Meeting and Assessment Methodology	3
5.	Prioritization and Decision-making on Preliminary Applications	4
6.	Outcome of the Preliminary Application Meeting	4
7.	Submission of a Grant Application	4
8.	Assessment of Grant Applications	4
9.	Right of Reply	4
10.	Final Assessment of Grant Applications	4
11.	Final Meeting and Assessment Methodology	4
12.	Prioritization and Decision-making on Full Applications	5
13.	Approval or Rejection of Your Application	5

General Concepts for Applicants

A.	Declaration of Intent	5
B.	Rapporteurs	5
C.	Patient Experience Experts (LED)	5
D.	Scientific Advisory Committee (WAC)	5
E.	Conflict of Interest	5
F.	Grant Application	5
G.	Referees	5
H.	Chairperson	5

Procedure Steps for Applicants

1. Submission of Preliminary Application

The consortium grant process begins with submitting a preliminary application, also referred to as a "Declaration of Intent." In this document, you briefly outline your research proposal, including its timeline and budget.

2. Screening for Eligibility Criteria

At this stage, Longfonds checks whether your preliminary application aligns with the research agenda of Longfonds and whether it meets the eligibility criteria. These criteria and the research agenda are outlined in the document titled "Eligibility Criteria for Preliminary Applications." If your application meets these requirements, Longfonds forwards it to the rapporteurs and the Longfonds Patient Experience Experts (LED).

3. Assessment of Preliminary Application

In this step, rapporteurs and the Longfonds Patient Experience Experts review your preliminary application. No action is required from you during this stage.

For each application, three rapporteurs provide a written evaluation focusing on:

- **Scientific quality:**
This includes clarity of the research question, originality, quality of the work plan and methodology, alignment of the methodology with the research question, feasibility regarding project duration, and budget. A SWOT analysis of scientific quality is also included.
- **Consortium quality:**
This includes the quality of consortium partners and the added value of the consortium.
- **Societal relevance:**
The societal impact of the research, such as better prevention, faster diagnostics, cost reduction, or increased workforce participation.

The rapporteurs also verify whether your application fits the selected research theme and whether the proposed referees are suitable. If there are insufficient appropriate referees, Longfonds will contact you.

The rapporteurs submit their evaluations to the Scientific Advisory Committee (WAC) and Longfonds ahead of the preliminary application meeting.

4. Preliminary Application Meeting and Assessment Methodology

During this meeting, the Scientific Advisory Committee (WAC) discusses the preliminary applications. The committee is carefully selected by Longfonds and includes members with scientific and/or clinical expertise in pulmonary research, Patient Experience Experts (LED), and an independent chairperson. Longfonds strives to avoid conflicts of interest.

- Rapporteurs lead discussions on scientific content;
- Patient Experience Experts focus on patient participation;
- Other committee members contribute to the discussion;
- The chairperson manages time and process.

Committee members read the applications in advance and discuss their quality and relevance during the meeting. Scores are assigned on a 1 (insufficient) to 6 (excellent) scale:

- Scientific experts provide scores for quality and societal relevance;
- Patient Experience Experts score relevance for patients and societal relevance.

5. Prioritization and Decision-making for Preliminary Applications

Longfonds prioritizes applications based on committee scores. Total scores for quality and relevance are calculated, with societal relevance incorporating both societal and patient impact.

Minimum scores of 4.0 for both scientific quality and relevance are required. Longfonds aims for a funding approval rate of approximately 20% based on prioritization.

6. Outcome of the Preliminary Application Meeting

If both quality and relevance scores exceed 4.0, Longfonds invites you to submit a full Grant Application. If either score falls below 4.0, the application is rejected. Feedback from rapporteurs and Patient Experience Experts will be provided.

7. Submission of a Grant Application

If invited, Longfonds sends you a form to submit a detailed Grant Application.

8. Assessment of Grant Application

The Grant Application is sent to international referees for evaluation. These referees are pre-approved by you and verified by Longfonds. Ideally, three referees assess each application.

Referees provide feedback on originality, clarity, feasibility, consortium quality, and budget. Patient Experience Experts evaluate societal and patient relevance. Their assessments consider factors such as public summaries, societal and patient impact, risks, ethics, and the potential for implementation.

9. Right of Reply

Longfonds sends you the referees' feedback and evaluations from the Patient Experience Experts. You are asked to submit a written response addressing their feedback.

10. Final Assessment of Grant Applications

Rapporteurs provide a final assessment based on:

- Your Grant Application
- Comments from the WAC during the preliminary application meeting
- Referees' evaluations
- Your response

Rapporteurs may adjust their judgment based on the response but must substantiate any deviations.

11. Final Meeting and Assessment Methodology

During the final WAC meeting, you present and defend your research proposal. Presentations are ideally in Dutch, with up to three consortium members allowed to participate, and a patient representative may provide input on patient participation.

The WAC assigns scores on a 1 (insufficient) to 6 (excellent) scale for quality and relevance. Final scores guide funding decisions.

12. Prioritization and Decision-Making for Full Applications

Longfonds prioritizes applications using a scoring matrix. Only proposals scoring above 5.0 for both quality and relevance are eligible for funding.

13. Approval or Rejection of Your Application

Following the final WAC meeting, you will be notified of the outcome and receive feedback from rapporteurs, referees, and Patient Experience Experts. Successful applications are granted funding under specific conditions outlined in the award letter.

General Concepts for Applicants

A. Declaration of Intent:

Preliminary application form to be completed in English, with a Dutch public summary for Patient Experience Experts (LED).

B. Rapporteurs:

WAC (Scientific Advisory Committee) members with scientific backgrounds who assess quality and relevance.

C. Patient Experience Experts (LED):

Trained patients evaluating societal and patient relevance.

D. Scientific Advisory Committee (WAC):

Includes scientific, clinical, and patient experts; oversees application evaluations.

E. Conflict of Interest:

Longfonds ensures impartiality by verifying potential conflicts among evaluators.

F. Grant Application:

Detailed application submitted following a positive preliminary evaluation.

G. Referees:

International experts providing written assessments, selected to avoid conflicts of interest.

H. Chairperson:

Manages WAC meetings and procedural integrity, ensuring balanced discussions and evaluations.