

GUIDELINES TO REVIEW AND COMPLEMENT EIBIR APPLICATION FORM

We thank you in advance for taking time to provide additional information on your research institution. A comprehensive overview of Europe's research infrastructure will allow us to facilitate exchange and create synergies in the future.

The following guidelines will help you to fill in the application form.

Concerning name and affiliation:

We need to know exactly on behalf of which part of your organisation you are submitting the data below. In some cases senior-researchers have filled in the survey on behalf of the whole department, while in other cases the information provided was referring to a certain research group within a larger department. Therefore a clear specification of the name of the group or department and the institute it belongs to has to be filled in.

Ad 1. Research area:

Concerning question 1 we would like to know precisely the exact areas your group or groups of researchers are involved in. The more specific your answers will be the better we will be able to match your group with other groups with similar interests. So please list all the areas of research where you are already conducting projects and have built up expertise.

Ad 3 Research Infrastructure

We would like to know the number and kind of equipment dedicated to research. If the same piece of equipment is also used for patient care purposes then the proportion of time allocated for research projects will give the amount of available research equipment. For example when a MR unit is used a half day out of five working days in average per year for research purposes that would mean a 10% use and will give a 0.1 MR unit for research. We are convinced that many of the clinical departments have a lot of equipment in use for clinical work, however we are definitely interested in the allocated time for research or the pieces of equipment that are partially or fully dedicated to research purposes.

In order to be able to coordinate activities among groups having similar equipment as well as between researchers and industry, we would like to kindly ask you to let us know at this stage *the exact name of the manufacturer and type of each piece of research equipment*. Please email this information to the EIBIR Office at office@eibir.org.

Ad 4. Number of research personnel in your laboratory

The number of research personnel meant in question nr. 4 is definitely referring to the time allocated for research. In a clinical department a physician for example may devote an average of one day per week to research activities. If your Department has e.g. six of such persons that would mean a total of 1.2 fte (full time equivalent) dedicated to research. This number should be filled in under MDs. With senior scientists we mean researchers who dedicate at least 50% of their time to research purposes being either MDs or PhDs;. The same relates to postdocs, PhD-students and others. So when calculating the total number of dedicated personnel for research please only consider the effective research time of these people.

Ad 5. Average yearly amount of funding dedicated to research over the last 5 years (in EUR 1,000)

The question related to the amount of funding dedicated for research in 1000 Euros means indeed the amount of money dedicated for research purposes. It might be difficult to find out the exact amounts in some of the cases. But if e.g. an institution has no dedicated research funds, but 6 physicians who dedicate a day per week to research in total 1.2 fte, then you should calculate their average yearly salary multiplied by 1.2 as the funding for research. If this amount comes from external grants or industrial support then please specify there. And again do not forget that the question asks for a number multiplied x 1000 Euros, which means that 1 Million funding for research should mean an amount of 1000.

Ad 6 Research output

This means the numbers of publications of your whole group/department. First author means that the first author of the publication is a member of your department or has a clearly stated affiliation with your department, while co-authorship means that another department has primarily produced the publication, but one of your co-workers is a co-author of the paper. Updated information up to 2005 would be very welcome and if you would only submit the numbers of papers, than please also submit the average impact factor for those publications or just submit the total list of publications of your institution.

Ad 7 Formalised research education in your institution

With research education we mean formalised Master of Science or Ph.D.-training programs. We would like to precisely know the possibilities for education available in your Organisation (University). It would be good to know what the areas and requirements for Master of Science and/or PhD training programs available in your Organization are. You could also submit the webpage links related to this information to us.

Again thank you very much for your cooperation. We hope to be able to provide you with valuable support in your research activities.

Please send any amendments and additions to your records to the EIBIR Office
.) by postal mail: EIBIR Office, Neutorgasse 9/2a, AT 1010 Vienna
.) or by fax to +43 1 535 70 41
.) or by email to office@eibir.org

EIBIR Office