

**Networking Support Scheme**

Small support scheme for networking initiatives to share knowledge on rare diseases

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| **Application template** |

**July 2025**

**Submission on a continuous basis**

**Collection of applications every 6 months, starting from October 7, 2025**

**For further information**

**The Call** text, the Frequently Asked Questions (FAQ) and the link to the online submission platform can be found at the [ERDERA website](https://erdera.org/nss/).

An application consists of two parts:

1. An online submission on the submission platform, with information on the applicants and practical information on the event (a preview of the online submission platform can be found at the [ERDERA website](https://erdera.org/nss/))
2. Additional documents to be uploaded on the online submission platform as PDF files:
	1. This completed application template
	2. Completed ethics self-assessment table
	3. Signature page with the names, dates and signatures of all applicants in a consortium
	4. Draft programme of the networking event (not mandatory)
	5. Signed Declaration of Honour (only if the principal applicant is a PAO)

The Principal applicant should register on the ERDERA NSS online submission platform in due time. The Principal applicant is the responsible person for completing the information needed on the ERDERA online submission platform and for compiling and uploading all documents.

**For questions concerning content:**

Read the Frequently Asked Questions (FAQ) on the [ERDERA website](https://erdera.org/nss/)

Or contact the Networking Support Scheme Secretariat (NSSS):

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**Please note:**

* Applications that do not meet the eligibility criteria and requirements will be declined without further review.
* All fields must be completed using Arial 11 single-spaced, margins of 2.54 cm.
* Incomplete applications, applications using a different format will be rejected without further review.
* When sections are exceeding length limitations, information above the maximum of allowed characters will be deleted and not sent to the evaluators of the Networking Evaluation Committee.
* Once completed, the application template must be converted into a single PDF document, by saving the document as ADOBE PDF, before being uploaded to the submission website.

In case of inconsistency between the information registered in the online submission platform and the information included in the PDF of this application template, the information in the online submission platform shall prevail.

General Information

**Title of the networking event**

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| Click or tap to enter text. |

**Acronym**

|  |
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| Click or tap to enter text. |

**The application is** *(please select an item from the list below)***:**

|  |
| --- |
| **Choose the correct option** |

*\*A satellite networking meeting has a goal that meets the aims of the Networking Support Schem*e.

*\*\*The new networking event/satellite meeting has different objectives.*

*\*\*\** *Applicants of a follow-up event must clearly demonstrate the success of the first event and justify the need for a follow-up event.*

**Previous title if applicable**

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| Click or tap to enter text. |

Lay summary

*Please give a comprehensive and readable summary of the networking event. Describe who, what, where, when, why, how of the event, the target group/medical domain, and the proposed impact of the networking event. Use short sentences, avoid abbreviations and write in plain English.*

*Please note that if the application is funded, the lay summary will be published on the ERDERA website.*

*(max 2.000 characters, including spaces)*

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| Click or tap to enter text. |

Organization of the networking event

**The networking event will be organized as**

[ ]  Face-to-face networking event

[ ]  Hybrid networking event

**The networking vent will address:**

1. The following (group of) rare disease(s)

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| Click or tap to enter text. |

1. The following (group of) rare cancer(s)

*Please use the names as indicated in* [*the list of RareCARENet*](https://web.archive.org/web/20240715025337/https%3A/www.rarecarenet.eu/rarecarenet/cancerlist)*)*

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| Click or tap to enter text. |

1. Cohort(s) of undiagnosed patients (ORPHAcode 616874) that are suspected of suffering from a rare disease(s) within the following medical domain(s)

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| Click or tap to enter text. |

**Country and place where the networking event will be held:**

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| --- |
| Click or tap to enter text. |

**Proposed date(s) of the networking event and number of expected participants**

|  |  |  |  |
| --- | --- | --- | --- |
| Day No\* | Proposed date(s) and year\*\* | # Expected participants per day in face-to-face part of the meeting, including applicants | # Expected participants per day in online part of the meeting, including applicants |
| **1** | Click or tap to enter text. | Click or tap to enter text. | Click or tap to enter text. |
| 2 | Click or tap to enter text. | Click or tap to enter text. | Click or tap to enter text. |
| 3 | Click or tap to enter text. | Click or tap to enter text. | Click or tap to enter text. |

*\*You can apply for one event; it is not possible to apply for a series of events. Your event can consist of several days; you can add or delete lines as appropriate.*

*\*\*The networking event should be planned not later than 15 months after selection. The selection takes up to six months from the collection date.*

**Please indicate if an ERN is involved or linked to the networking event:**

|  |  |  |
| --- | --- | --- |
| [ ]  Endo-ERN | [ ]  ERKNet | [ ]  ERN BOND |
| [ ]  ERN CRANIO | [ ]  ERN EpiCARE | [ ]  ERN EURACAN |
| [ ]  ERN eUROGEN | [ ]  ERN EURO-NMD | [ ]  ERN GENTURIS |
| [ ]  ERN GUARD-HEART  | [ ]  ERN PaedCan | [ ]  ERN RARE-LIVER |
| [ ]  ERN ReCONNET | [ ]  ERN-Rita | [ ]  ERN TRANSPLANT-CHILD |
| [ ]  ERN-EuroBloodNet | [ ]  ERN-EYE | [ ]  ERN-ITHACA |
| [ ]  ERN-LUNG | [ ]  ERN-RND | [ ]  ERN-Skin |
| [ ]  ERNICA | [ ]  MetabERN | [ ]  VASCERN |
| [ ]  None |  |  |

Description of the Networking event

Introduction and background

*Describe the background of the networking event and the current state of the art. Please give a description of the unmet need that is addressed by the networking event.*

*(max. 7.000 characters, including spaces)*

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| Click or tap to enter text. |

Event description

**Objectives**

*Give a clear description of the vision and objectives of the networking event (rationale, novelty, originality, and focus). In case of organizing a satellite networking meeting, please explain what the specific goal in relation to the Networking Support Scheme is.*

*(max. 1.500 characters, including spaces)*

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| Click or tap to enter text. |

**Format and methodology of networking event**

*Justify/explain the choice of the format of the event (face-to-face, hybrid). In case a hybrid meeting has been chosen, indicate how the collaboration and networking/interaction will be secured, what kind of systems or tools will be used for the interaction. Describe the feasibility of the networking event.*

*(max. 2.500 characters, including spaces)*

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| Click or tap to enter text. |

**Draft programme of the event**

*Please describe the programme of the event: structure, potential topics and speakers and other specifics.*

*(max. 1.500 characters, including spaces)*

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| Click or tap to enter text. |

*A (draft) programme of your proposed event can be uploaded as separate PDF document in the online submission platform (max. 2 pages).*

**Impact**

**Expected outcomes**

*Give a clear description of the expected outcomes of the networking event and how the knowledge generated in the event will be disseminated.*

*(max. 1.000 characters, including spaces)*

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| Click or tap to enter text. |

**Added value of the transnational collaboration**

*Describe the added value of the transnational collaboration. Include the competence, experience and complementarity of the applicants, choice of participants to be invited, communication channels to invite participants.*

*(max. 1.000 characters, including spaces)*

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| Click or tap to enter text. |

**Inclusivity and equity**

*Give a description of the individual and collective benefits that could be expected. Active and meaningful engagement of underrepresented groups and countries, Patients Advocacy Organisations (PAOs), Early Career Researchers (ECRs), knowledge users, industry and other key stakeholders.* *(max. 2.000 characters, including spaces)*

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| Click or tap to enter text. |

**Sustainability**

*Describe the potential for sustainability or extension of the network after the event, as well as the effectiveness of the proposed networking event in exploiting, disseminating, and communicating its results.*

*(max. 750 characters, including spaces)*

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| Click or tap to enter text. |

**Risk management plan**

*In case the objectives of the event cannot be met, what kind of solutions/contingency plans do you have.*

*(max. 500 characters, including spaces)*

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| Click or tap to enter text. |

**Networking event open to public**

[ ]  **Yes,** please provide a URL with further information to be published online on the ERDERA website if the application is granted.

[ ]  **No,** please explain why the networking event will not be opened for interested parties.

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| Click or tap to enter text. |

List of references

*Include a list of relevant references (max. 5) in relation to the objectives of the networking event.* *Please use Vancouver Style (see: International Committee of Medical Journal Editors. Uniform Requirements for manuscripts submitted to Biomedical Journals. NEJM 1997; 336:309-15) and include PUBMED IDs.*

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| Click or tap to enter text. |

In case OF previous NSS applications

Results of previous EJP RD or ERDERA funded NETWORKING EVENT

*Please describe the results of the networking event that was granted earlier. Complete only if applicable.*

*(max. 1.000 characters, including spaces)*

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| Click or tap to enter text. |

Re-application of previously rejected application in the NSS

*Please indicate your revisions in the current application – Use the suggestions of the summary review of the rejected application. Complete only if applicable.*

*(max. 1.000 characters, including spaces)*

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| Click or tap to enter text. |

Brief CVs of principal applicant and co-applicants

*Please provide a brief CV of the principal applicant and each co-applicant.*

*The consortium should comprise of at least 1 principal applicant and two co-applicants of three different, eligible countries of which one country should be an underrepresented country. For more Information, see* [*Annex 1 of the Call tex*](https://erdera.org/wp-content/uploads/2025/05/Annex-1-of-Call-text-ERDERA-NSS-FV-May-2025-1.pdf)*t on the ERDERA website.*

*Please complete the tables below and replicate the table for the co-applicants (max 9) as required.*

*In case of a PAO, it is understandable that it is not possible to list five relevant publications.*

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| Principal applicant  |
| Personal information *(first and last name)* |  |
| Type of applicant*(please remove what does not fit you)*  | Clinician/ PAO/ Research manager/ Researcher |
| Institution |  |
| Country |  |
| Expertise (max: 2.000 characters) |  |
| Role within the consortium:*(please define the role and responsibilities of the principal applicant in the networking event)* |  |
| Publications*(please list your up to five most relevant publications of the last ten years if applicable)* |  |
| Registration number of organisation at Chamber of Commerce *(if not possible to give, please explain)* |  |

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| Co-applicant |
| Personal information*(first and last name)* |  |
| Type of applicant*(please remove what does not fit you)* | Clinician/ PAO/ Research manager/ Researcher |
| Institution |  |
| Country |  |
| Expertise*(max: 2.000 characters)* |  |
| Role within the consortium*(please define the role and responsibilities of the applicant in the networking event)* |  |
| Publications*(please list your up to five most relevant publications of the last ten years if applicable)* |  |

|  |
| --- |
| Co-applicant |
| Personal information*(first and last name)* |  |
| Type of applicant*(please remove what does not fit you)* | Clinician/ PAO/ Research manager/ Researcher |
| Institution |  |
| Country |  |
| Expertise*(max: 2.000 characters)* |  |
| Role within the consortium*(please define the role and responsibilities of the applicant in the networking event)* |  |
| Publications*(please list your up to five most relevant publications of the last ten years if applicable)* |  |

Financial information, plan and justification

The budget plan consists of 4 (four) parts:

A Expenses

B Co-funding

C Budget plan summary

D Additional Information/Justification on the budget plan for the networking event

*Please justify the estimated costs. The maximum budget to be requested from the Networking Support Scheme is €30,000 for a single networking event, inclusive of any applicable VAT and regardless of the chosen format. Funding can be used to cover activities such as the organisation of a face-to-face or hybrid meeting or workshop, as well as covering travel and accommodation costs for participants from ERDERA eligible countries or for speakers and chairs inside/outside ERDERA eligible countries.*

***See*** [***Annex 3 of Call text***](https://erdera.org/wp-content/uploads/2025/05/Annex-3-of-Call-text-ERDERA-NSS-FV-May-2025-1.pdf) ***for eligible expenses and indicative amounts.***

*Please note that experimental research activities (e.g. costs for research equipment or consumables), salary costs for scientific or other staff or student stipends are not eligible for funding.*

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| --- | --- |
| **A. Expense type** | **Amount (€)** |
| **Face to face part of the meeting** |  |
| Meeting room | 0 |
| Audio-visual equipment | 0 |
| Catering | **0** |
| Dinner (the costs for 1 dinner allowed per networking event) | 0 |
| Travels and hotel | **0** |
| Accessibility (disabilities)  | **0** |
| Materials (e.g. programme booklet) | **0** |
| Miscellaneous (e.g. visa) | **0** |
| **Online part of the meeting** | **0** |
| Meeting services (hosting, streaming, etc.) | **0** |
| Additional networking services (breakout rooms, brainstorming tools, etc.) | **0** |
| Technical support and moderation | **0** |
| Translation services | **0** |
| Miscellaneous  | **0** |
| **A. Total expenses\*** | 0 |

*\*You do not have to calculate Total expenses (A), Total cofunding (B) or Requested budget from the NSS (C) yourself: if you click the cell ‘Amount €’ and use keyboard F9 Function Key then the total expenses will be automatically calculated.*

*Please specify each item in Table B.*

|  |  |
| --- | --- |
| B. Co-Funding in cash \*\* | Amount (€) |
| **Fees** | **0** |
| **Industry sponsor** | **0** |
| Click or tap to enter text. | **0** |
| Click or tap to enter text. | **0** |
| Click or tap to enter text. | **0** |
| B. Total co-funding in cash\* | **0** |

*\*\*Co-funding (e.g. asking a registration fee or receiving a financial contribution of an industry partner) is allowed. However, making a profit out of the event is not allowed.*

*In case of co-funding by a private-for-profit organization, the applicants of the Networking Support Scheme should take care that the content of the networking event is not influenced by this organization.*

|  |  |
| --- | --- |
| **C. Budget Plan Summary** | **Amount (€)** |
| A Total expenses for the networking event | 0 |
| B Total co-funding in cash expected | -**0** |
| Requested budget (max. €30.000) | 0 |

*Please check if the amounts of A (Total expenses) and B (Total co-funding) coincide with the amounts in the tables A en B above. If this is not the case, please use F9 Function Key again in the tables A and B and then in C.*

Additional information

*Please provide a justification and additional information on the budget plan for the networking event.*

*(max 2.500 characters)*

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| Click or tap to enter text. |

Additional documents to upload

**Mandatory annexes to be uploaded in the online submission platform**

* Completed ethics self-assessment table
* Signature page with the names, dates and signatures of all applicants in a consortium

**Mandatory annex to be uploaded in the online submission platform if the Principal applicant is a PAO**

* Signed Declaration of Honour

**Not mandatory annex to be uploaded in the online submission platform**

* Draft programme of the networking event