

PLEASE ALSO CONSULT THE GRANT APPLICATION GUIDELINES

PROPOSAL FOR AN ENMC WORKSHOP ON

<insert workshop title>

The workshop title should reflect the main topic of the workshop. If this workshop follows on a previous workshop, the title should also state this.

WORKSHOP ORGANISERS

<insert the names of the workshop organisers and a rationale for involvement>

The CV's of the workshop organisers in ENMC format should separately accompany the proposal. A brief (max 100 words) outline of each organisers' background in relation to the scope of the workshop is desirable. Organisers should have the capacity to write the workshop publication in a timely manner, that is within 6 months after the workshop date. The maximum number of organisers is four. Organisers from a mixture of institutions and countries is a prerequisite.

WORKSHOP JUSTIFICATION

- **BACKGROUND AND AIMS FOR THE WORKSHOP** (max. 1000 words excluding references)

<insert information on background, aims and objectives of the workshop>

Concise and clear background information on the proposed topic / area of research should be provided leading quickly to the problem statement and resulting aim(s) of the workshop. Applicants are asked to state whether their application is merely basic research, clinical or translational. Focus on one theme is more efficient than trying to cover all themes in one workshop.

Describe how the workshop relates to ongoing collaborations and research in participating- or other centres. It should be described in this section why representatives from these known initiatives/ networks are invited or not.

There is a prerequisite for applicants to provide either the submitted or the published full report of previous ENMC workshop(s) from the same consortium or dealing with a similar topic.

- **WORKSHOP DELIVERABLES**

<insert information on expected deliverables of the workshop>

Provide in a bullet style the expected deliverables following this workshop.

Deliverables need to be realistic, focused and concrete. They should be written as measurable outcomes of the workshop, with a reflection to their usefulness for the patients with neuromuscular conditions.

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Applicants need to think ahead about successful follow up and implementation of the deliverables in the field (e.g. financial and human resources to follow up on the workshop deliverables). The lay and full reports should not be listed as workshop deliverables, they are grant obligations.

- TIMING OF THE WORKSHOP

<insert 2-3 preliminary dates for your workshop within 1-2 years' time after date of submission and a rationale for the justification of the timing of the workshop>

Describe why it is requested for the workshop to be conducted in this period. You need to propose possible workshop dates in your application and check with all participants *before* the application is submitted. Please indicate with an asterisk (*) in the list of participants if they have tentatively accepted your invitation.

- DISSEMINATION OR PUBLICATION PLAN

<insert with bullets the ways of dissemination of the results of the workshop and their planning>

By the workshop report in NMD, by additional publications anticipated to derive from the workshop, by care guidelines or hospital protocols, by study protocols, and/or by presentation at international conferences etc.

PROPOSED WORKSHOP PROGRAMME

<insert a detailed working programme, listing at least 15-minutes timeslots per session, including session topic, chair and presenter names>

A major aim of an ENMC workshop is to foster discussion, so leave plenty discussion time after each presentation in the programme and avoid lengthy didactic lectures. It is a prerequisite that every participant has an active role at and after the workshop; as presenter, chair, reporter etc.

Please check the different workshop formats in the Workshop Application Guidelines.

PROPOSED LIST OF PARTICIPANTS:

<insert the list of proposed participants, listing names, email addresses, discipline, place of work AND rationale for invitation>

The ENMC aims for a **balanced** group of participants particularly with regards to countries, but also of institutes and stakeholders: i.e. there should be an internationally-broad geographical balance and the group should consist of organisers, clinicians with relevant specialism, basic researchers, patients, patient representatives, early-career and mid-career researchers, physiotherapists, psychologists and if needed representatives from pharma,

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regulatory authorities, health economics. Please refer to the application guidelines for detailed instructions.

CO-SPONSORSHIP

< If co-funding is required to cover the flights for participants from non-ENMC member countries, organisers should indicate in their proposal which organizations are committed to help support the travel costs and follow up activities, and also list any relevant grant-supported work currently being carried out by the applicant (maximum ½ page).

PREPARATORY ACTIVITIES

<insert the contact details of the persons/resources consulted for preparatory work, as well as a very brief summary of the discussion>

<provide outline of materials/information that will be shared with the participants prior to the meeting>

REFERENCES

<list here only the relevant articles or reviews up to a maximum of 25 references. In addition, include the previous ENMC workshop report(s) either in published or submitted format>

REVIEW STIPULATIONS

Incomplete applications will not be processed. If the application should be checked for completeness, it should be send to the ENMC office at least two weeks before the deadline, i.e. before 1 March or 1 September. Applications submitted after the deadline will not be included in the review round.