

**7<sup>th</sup> Joint call**  
**EQ Working Groups**  
**March 2019**

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## 1. Introduction

The EuroQol Research Foundation (henceforth “Foundation”) is inviting applications for funding by its competitive research funding programs. The Foundation aims to serve the public interest by supporting scientific research and development of instruments which describe and value health without an aim for profit.

The Foundation intends to fund high quality research that is of scientific and strategic interest to the EuroQol Group and its members. WGs have been set up to support the research agenda outlined by the Executive Committee (“Exec) that primarily focuses on the measurement and valuation of health. The WGs are appointed by the Exec to foster research within their remit, which can be found in the Working Groups document (Appendix 1). Proposals that seek to address one or more specific aims of the WGs will be considered for funding, but strategic priorities will influence decisions.

For this update, the WGs have reviewed coverage of their aims by the current research portfolio and identified priority areas. The targeted calls below result from that priority check. Addressing these topics will help the WGs to make progress towards their stated aims. However, submissions beyond the listed themes are also welcome. The Exec continues to give high priority to the development of the EQ-5D-Y value sets. Beyond this topic, this round of EuroQol foundation research grants will operate on a 'bottom-up' basis without predetermined priorities. If you have an excellent idea for a research project, we invite you to seek funding for it is through the current call. In the same spirit, it was decided that also non-members can submit research ideas under the current call, albeit with a requirement that at least one EQ members also needs to be part of the project team.

The deadline for submissions is **April 30<sup>th</sup>, 2019**.

## 2. Scope of this call

### 2.1. Descriptive systems

For this round of applications, the DSWG is calling for proposals on 3 distinct research topics (that were also included in the last RFP). These are:

- The performance of EQ-5D in conditions with different durations
- EQALY related projects
- Extending the EQ-5D with bolt-ons

Each research topic is detailed below.

#### 2.1.1 Performance of EQ-5D in conditions with different durations

Many diseases and conditions show variations in health over time with varying consequences for the measurement of health-related quality of life (HRQL). Some acute conditions last for a short time, and may have different illness progressions and resulting effects on HRQL. For example, various infectious diseases, or ‘event’ like conditions with a recovery time such as a stroke or an injury. There are many variants of episodic conditions where the timing of reoccurrence might be uncertain (epilepsy). Chronic conditions may be progressive or may be relatively stable over time but the severity may fluctuate.

There is relatively little known about how EQ-5D performs in these various conditions with regard to duration and fluctuations, and we welcome research in this area. One may think of using multiple measurements over time (e.g. intensive longitudinal data), cognitive debriefing or qualitative studies (e.g. on how patients experience their illness; how they use EQ-5D; how HRQL measurement or the instructions may be improved), using different modes of administration, varying the instructions (other timeframes than “your health today”), or comparisons with other instruments. Any innovative approach is welcomed.

#### 2.1.2 EQALY

##### a) Validity of the new measure

In order to test the performance of the new E-QALY measure, it is important to test its performance in comparison to other measures especially in evaluations (for example adding the measure to currently planned studies to allow assessment of its validity), and we welcome proposals in this area

##### b) Translation and face validation of the final classification in other countries

Selection of the items to take forward in the measure will be undertaken in early 2019 based on evidence from the face validation in different countries and the psychometric survey. Face validation, including translation where necessary, of the classification system would provide additional evidence on performance of the measure in different contexts. Proposals in this area are of interest to the DSWG, taking into account other similar work being conducted internationally (for further information about this work please contact John Brazier (details below))

For more information on the eQALY project see: <https://scharr.dept.shef.ac.uk/e-qaly/>

### **2.1.3 Bolt-ons**

#### *a) Development and psychometric testing of a bolt-on for “hearing”.*

Further research is required to develop the item and labels for the hearing bolt-on. For the hearing bolt-on, candidate items already exist; however, their development did not involve patients. Therefore, applicants are invited to submit proposals to develop and test item(s) on hearing involving patients in the process. In addition, applicants are invited to submit proposals on establishing the psychometric properties of candidate bolt-on item for hearing in relevant patient groups.

#### *b) Investigating the relation between the EQ-5D’s “pain/discomfort” item and bolt-ons targeting physical discomfort, such as “itching” or “nausea”.*

In the EQ-5D physical discomfort is captured by the “pain/discomfort item”. While pain is obviously a very important aspect of physical discomfort, other aspects such as itching or nausea are not explicitly mentioned, which could lead to underreporting of discomfort, if it is not clear that “discomfort” includes these types of issues patients can suffer from. Therefore the DS-WG is interested in research using bolt-ons for physical discomfort (such as the “skin irritation (itching)” item from the EQ-5D psoriasis bolt-on). In particular the DSWG is interested in comparing the standard EQ-5D item “pain/discomfort” to the addition of bolt-on items relating to physical discomfort (e.g. a “pain” item, an “itching” item, and a “nausea” item), and investigate the related psychometric properties. Research could also include different operationalisations of a compound item with explicit “examples” to make more explicit what is meant with discomfort (e.g. “physical discomfort (e.g. pain, nausea, itching)”).

### **Requirements for proposals**

This research will form part of a broader research agenda being co-ordinated by the DSWG. Applicants are advised to approach the DS-WG for advice and to work closely with the DSWG within their proposals. For general and project proposal based queries please contact Brendan Mulhern

([Brendan.mulhern@chere.uts.edu](mailto:Brendan.mulhern@chere.uts.edu)). If you have a query about an EQALY proposal please contact John Brazier ([j.e.brazier@sheffield.ac.uk](mailto:j.e.brazier@sheffield.ac.uk))

Researchers must also indicate a willingness for the EuroQol Research Foundation to hold the IP rights to any bolt-on developed through this initiative.

## 2.2. Valuation

The EuroQol Valuation Working Group (VWG) has one of the most challenging and broad remits, reflecting the importance of valuation methodology to all our instruments. The VWG is charged with multiple aims across a variety of areas that include:

- investigation of how our existing valuation approaches may be further refined;
- Investigation of new approaches to valuing health;
- examining the basis/rationale for value sets for patient groups; and
- collaboration with other WGs or approved groups that work on conceptual and practical issues concerned with valuation of EQ-5D technologies. Examples are valuation of bolt-ons or EQ-5D-Y.

Currently, the VWG has no urgent issues to address, and therefore we plan to allocate more research funds in the coming rounds to researcher-initiated, or 'bottom up', projects. We encourage all EuroQol members to present their own mainstream or non-mainstream ideas related to the VWG aims as listed in the WG aims document and summarized above, without constraints on research topic.

Despite being mainly interested in bottom up initiatives at the moment, for this call, we have also identified several specific issues that seem particularly relevant to address:

- Qualitative work exploring the reasons why differences exist in the valuation of health states between EQ-5D-Y and EQ-5D states when considered as being experienced by a child/an adolescent or an adult. This could be either in the context of a common valuation task applied to each instrument, or on the reasons underpinning different valuations under different perspectives.
- Appropriate standardised methods for accounting for heteroscedasticity in the modelling of EQ-5D health states (perhaps also in the context of autocorrelation of valuations between states within individual respondents). This is an issue both for the EQ-VT and the various DCE approaches being considered by different teams in the EuroQol group and beyond.

- Approaches for modelling data containing (or likely to contain) significant numbers of non-traders. Related to this, it is important to explore the impact and methods to incorporate such preferences (where rational) in value sets.
- Concerns have been voiced that valuation of health states that are considered worse than dead is problematic. Using cTTO, for instance, we find that the obtained negative scores do not vary much. We seek to understand why this is the case and whether the findings are a product of people's preferences or indicate a limitation of the method. Broader work on valuation of worse than dead is also welcome.

The VWG welcomes research proposals using a variety of different methodological approaches, but the priority is for projects that would provide practical guidance for the EuroQoL Research Foundation in the above areas.

### **2.3. Large Scale Health Applications**

Large Scale Applications (LSA) cover the use of large datasets that include the EQ-5D, or an application of the EQ-5D in a setting with a wide scope. Examples are so called Quality Registries (defined by various 'categories': condition, medical specialism, treatment, device, etc.), national health surveys, and large-scale multinational trials or cohort studies. Such data are often collected as part of a routine process not specifically dedicated to the EQ-5D, and aim to cover patient or regional populations.

The mission of the EuroQoL Group is to improve decisions on health and in health care, using information where EQ-5D is part of, or the single most important outcome measure. This also applies to LSA projects. While LSA data sets, whether clinical registries or population health surveys, allow for research on a particular medical condition, it should be noted that research with large datasets can also have a large methodological or otherwise innovative component, in particular if the research is multi-national and if results are aimed directly at improved decision-making by any stakeholder (i.e., patients, clinicians, administrators). This is visible in countries where the EuroQoL Group created opportunities for its members by large-scale contracts (APERSU in Canada, Sweden, UK, Norway and perhaps others to come).

This RFP includes two areas of interest:

#### **2.3.1 Patient Reported Outcome Measures (PROMs) in quality registries**

There is a growing demand for routine collection of generic health measures like the EQ-5D in the context of real time quality processes, along with routine high frequency health

measurement with digital devices aiming to let the client do the right (healthy) thing. The conversion of these data into 'information' for decision-making is a challenge. Hence we encourage a shift in scientific attention to optimal data-processing and data-presentation, in response to the user's demands.

EQ-5D 'PROMs data' could be held by individual hospitals, clinics, or primary care practices, by others such as regional or national health bodies or insurance organisations, or as part of national or regional patient registries. The foci of interest for these data may be comparative performance of providers or patient decision-making. We are therefore especially interested in research proposals in the following areas:

- Specific issues in analysing and reporting of EQ-5D as PROM. So far the pre-post difference between two EQ-5D scores (with its utility) and two EQ-VAS scores has not been investigated thoroughly in the context of use as PROM. One can think of how EQ-VAS scores relate to EQ-5D dimension scores over time, and how response shift might affect both. A related methodological issue is about the choice of thresholds or MIDs, which is different in the context of benchmarking.
- Reporting behaviour, or 'response heterogeneity'. This is a systematic response tendency of a person, in terms of the scale used, unrelated to the true health level. A commonly known tendency is to avoid extremes (e.g. elderly people, people from Asian background). As PROMs are used for quality purposes including checking of differential care performance among subgroups (e.g. by education or ethnic background), the detection and adjustment of response heterogeneity has become important.
- Another area is about presentation of EQ-5D information for different stakeholders, for different purposes. While the EuroQol Group has made progress in the technical possibilities to compare EQ-5D data, it is still not clear which presentational formats work best for the various user situations (e.g. for clinicians, decision makers, etc.).
- The conversion of registry data into decision tools for common decisions is largely uncharted territory (for EQ-5D), e.g., presenting patients for treatment A with available information on his/her relative position now, and on future information - personalized - given a decision concerning treatment A.
- A growing area is examining how PROMs are used in practice. Think of quality control at large; performance management (also at the managerial and individual provider level); and individual patient decision-making. In general this deals with comparing EQ-5D results with an estimated expectation. Here is much room for innovation, where a study should take generalizability of a tool or solution into account.

### **2.3.2. Inequalities in health / population health**

We are interested in studies that measure inequalities in health and health care using the EQ-5D, including the relationship of inequalities to social and individual determinants of health, and specific policies (local, national, international). If the EQ-5D is contrasted with other measures of morbidity, properties of the EQ-5D might be explored in this context. Another area of interest is population health, including changes in population health status, population risk factor models and population norms. We are interested in factors that determine population health status defined in EQ-5D terms, including demographic, cultural, epidemiological geographical and temporal factors, and disease impact/burden of disease initiatives.

This list does not exclude other research questions which may have specific merits, and can be proposed, bearing the rationale of LSA in mind. For advice or guidance in developing your research proposal, please feel free to contact the Co-chairs of the LSA WG (info listed at the end of this document).

## **2.4. EQ-5D in Children**

### **2.4.1 Validation of the EQ-5D-Y-5L**

The Younger Populations Working Group (YPWG) calls for proposals to carry out validation studies for the newly developed, extended version/version(s) of the EQ-5D-Y in non-English speaking countries.

Over recent years, a YPWG study team has developed an extended 5L version of the EQ-5D-Y. Two proposals for validation studies using the English version have been approved but we are interested in receiving further proposals to test the measurement properties of the extended version (e.g. its sensitivity, validity, feasibility) in populations of children and adolescents in non-English speaking countries. We would particularly welcome proposals that aim to:

- Test the psychometric properties and performance of the extended EQ-5D-Y-5L in disease areas that cover the whole range of possible health impairments
- Compare the EQ-5D-Y-3L to the extended EQ-5D-Y-5L and therefore help to show whether instrument validity and sensitivity are improved in the extended version

### **2.4.2. Valuation**

A valuation protocol for the EQ-5D-Y will be agreed and published soon. If EuroQol members are interested in a national valuation study for the EQ-5D-Y-3L, they should contact Elly Stolk

at the Office (stolk@euroqol.org). If a large number of applications are received, the Younger Population Working Group and the Office will prioritise the requests. Requests for funding for valuation studies should also include a further (explorative) research question, in addition to the standard protocol. Candidate topics for consideration as research questions include:

- Framing/Wording of the valuation tasks which require respondents to take a ‘child health perspective’ (e.g. descriptor term, “a hypothetical child”, “a child you know”, “you as a child”, etc.)
- Whether and how the age of the child/adolescent described within the task affects valuations
- Impact of respondent background characteristics on the valuation of younger people’s health
- Whether people’s valuation of child health states (vs. adult health states) reflects their wider views about how health care resources should be prioritized
- People’s priorities for children vs. adults

#### ***2.4.3. Proxy version for very young populations***

The YPWG is also interested in studies around the development of a version of EQ-5D-Y for very young populations, i.e. those under approximately 5 years of age. There might be an investigation of new versions of the tool or of new aspects which are relevant in younger age-groups, e.g. additional domains, changes in the instructions or language etc.).

We welcome both proposals to undertake primary data collection and proposals to analyse existing datasets. We also welcome both qualitative and quantitative research.

#### ***2.4.4. Further specific research questions***

There are further specific research questions in which the Younger Population Working Groups is interested and would like to receive proposals.

- *Testing an interviewer-led version of the EQ-5D-Y for children aged 5 or 6 to 7 years old*

During a past validation study of the EQ-5D-Y proxy version, the Italian team studied some properties of a slightly modified version of the EQ-5D-Y to be used in children who are still able to report their state by themselves but who not able or not willing to self-complete the EQ-5D-Y, e.g. children aged 6-8 years. This version contains some guidance /information for an interviewer (how to use the version, how to ask, etc.). The Working Group calls for proposals to test such an interviewer-led EQ-5D-Y version. The aim of this version would be to enable self-report by children below the age of 8.

- *Exploration of the feasibility and “improvability” of the instructions in the EQ-5D-Y*
- **Testing the VAS instructions and maybe two different VAS versions in children and adolescents aged 8-15 years.**

During a harmonisation process, the Younger Population Working Group and the Version Management Committee discussed changes in the VAS of the EQ-5D-Y. The instruction ‘Write the number you marked on the line in the box below’ in the EQ-5D-Y self-complete paper versions (as in the adult version EQ-5D-5L) was added. After some explorative pilot testing, there is doubt about whether younger children could actually understand or do this task. For now, it was agreed to just retain the instruction to mark the line. However, it might be aimed for a harmonized solution with the adult version, and also with the Y digital version, where such a box is used. Overall, evidence is needed whether all age groups between 8 and 15 years are able to understand all instructions given for the VAS and especially if they are able to use the “box” version of the VAS or whether we should stick to the original version, “Mark an X on the line”. If EuroQol members are interested, the Version Management Committee needs to be contacted to get information about the wording that needs to be tested.

- **Testing whether the instructions of the descriptive system are appropriate for children aged from 8 years**

Past observations of data and discussions with colleagues developing and using the EQ-5D-Y have suggested that the instructions included in the descriptive system (heading, domains label, levels) in the might not be always appropriate and might need to be adjusted. For instance, a better explanation, in the heading, about what is mentioned in the questionnaire and how to answer it, or a more clear explanation of the meaning “problems” might improve the validity of the tool. Research focusing on investigating whether a different wording of the descriptive system should help to ensure the comprehensibility for the target children.

## **2.5. Education and outreach**

The EuroQol Education and Outreach Working Group has a mandate that supports part of the EuroQol mission unrelated to Research & Development but is vital in sustaining the EuroQol membership and its goal: education and outreach. EuroQol members may submit plans for organizing educational meetings around any topic relevant to the EuroQol mission. Proposals may also request for support to present a workshop or short course at a conference. To receive funding for meetings or collaboration efforts, a deliverable should be clearly defined, such as a research proposal or a publication. Funding applications received

for education and outreach initiatives will be prioritized based on the strategic relevance of reaching out to the targeted population, the suggested topic, and the overall efficiency of the recommended educational or outreach approach.

## **2.6. Innovative research**

While the Executive Committee has prioritized specific scientific and strategic initiatives which are supported by the WGs, there is always the opportunity to seek funding for innovative research. Such research proposals will be reviewed at the same time as proposals in response to the joint call. If the research topic falls outside of the remit of the WGs, it will be reviewed directly by the Executive Committee and/or delegated to those with expertise in the area.

### **3. Guidelines**

#### **3.1. Who can submit?**

In this round, the EuroQol research foundation accepts proposals that are submitted by research teams or individual researchers affiliated to different institutions/organisations (Universities, NGOs, companies, etc.). The Principle investigator does not need to be a member, but at least one EuroQol member has to be involved in the project (at least) as co-investigator.

#### **3.2. Submission procedure**

Proposals should be submitted using the usual application form. Please submit completed application forms to the EuroQol Office at [stolk@euroqol.org](mailto:stolk@euroqol.org)

All researchers are strongly encouraged to contact the WG Chair to discuss plans for proposals, to ensure alignment with ongoing and planned research, and alignment with the research objectives of the WG. If you would like input or have questions about the preparation of your proposal, please email the relevant WG contact below, or for general questions, contact Elly Stolk at [stolk@euroqol.org](mailto:stolk@euroqol.org).

#### **3.3. Timelines**

The deadline for your proposals is 30 April 2019. After the deadline,

1. the Scientific team leader will check whether your proposal meets the call's eligibility criteria.
2. experts will review all the eligible proposals.
3. your proposal will be discussed by the Exec at their meeting of June 26th, 2019.
4. Applicants will normally receive further information about the decision of the Exec within three weeks after the Exec meetings.

#### **3.4. Budgets**

This call invites applications for funding for regular research applications and fast track proposals for small projects. Details about fast track proposals are provided below. Budgets will be required to follow the standard proposal guidelines.

Fast track proposals: the maximum amount for a fast-track proposal is €15K. The scope extends beyond small scale research projects: members can also submit plans for organizing educational meetings as indicated in paragraph 2.6 of this call.

### 3.5. Review procedure

The Exec will follow its standard procedures and criteria to make decisions about funding. WGs will support the decision making process by reviewing applications. The obtained review reports may be used to decide on the order in which proposals will be discussed and the amount of time allotted to each. Funding applications will be judged by their overall strategic relevance, alignment with current research priorities and scientific quality.

### 3.6. Further information

For further information, you can contact Elly Stolk (EuroQol Scientific Team Leader) the relevant working group chairs and Office scientist who support that WG, or any other members of that WG. The primary contacts of each WG for questions about this call are:

Descriptive system	John Brazier	<a href="mailto:j.e.brazier@sheffield.ac.uk">j.e.brazier@sheffield.ac.uk</a>
	Brendan Mulhern	Brendan.Mulhern@chere.uts.edu.au
Valuation	Richard Norman	richard.norman@curtin.edu.au
	Elly Stolk	<a href="mailto:stolk@euroqol.org">stolk@euroqol.org</a>
Large Scale Applications	Gouke Bonsel	bonsel@euroqol.org
	Bas Janssen	janssen@euroqol.org
EQ-5D in Children	Wolfgang Greiner	wolfgang.greiner@uni-bielefeld.de
Education and Outreach	Jan van Busschbach	j.vanbusschbach@erasmusmc.nl

If you are interested to seek collaboration and/or get access to the data which may become available as part of the agreements with researchers/authorities in Sweden and Alberta, Canada, please contact the local contact persons (copying the WG chair):

Emelie Heintz (Sweden)	<a href="mailto:emelie.heintz@ki.se">emelie.heintz@ki.se</a>
Jeffrey Johnson (Alberta)	<a href="mailto:jeffreyj@ualberta.ca">jeffreyj@ualberta.ca</a>
Arto Ohinmaa (Alberta)	<a href="mailto:arto.ohinmaa@ualberta.ca">arto.ohinmaa@ualberta.ca</a>

## 4. Appendices

- 4.1. Working Group (WG)s aims
- 4.2. Guidance for applicants
- 4.3. Budget guidelines
- 4.4. Research Proposal Application Form
- 4.5. Workshops and Symposia Application Form

**Revised Working Group (WG)s for 2015-18**

**Guided by Scientific Priorities**

**2015 Executive Committee**

*Last update: 16-2-2018*

*In this document, informed by the Strategic Research Priorities and WGs Review documents, we describe the current scope of each WG. The purpose of this section is to explain why and how the Working Group (WG) structure has been introduced, what the current objectives are, and how WGs will work. The WGs will be generating Requests for Proposals (RFP), which will be calls for targeted research, to which any EuroQol Group members may respond. These will represent important new opportunities for members of the EuroQol Group to obtain funding for research.*

## **1. Background to Working Groups as an Initiative**

- The continued success of the EuroQol Group and non-profit status requires that our revenues and the substantial reserves be invested in research and development.
- The Executive Committee has a responsibility for establishing the scientific direction of the EuroQol Group, and in promoting and funding a research programme consistent with the overall scientific strategy.
- A few years ago the Executive Committee decided to introduce a new structure, by introducing WGs, each to be charged with clearly defined, specific objectives relating to the scientific agenda of the EuroQol Group.
- The WGs were set up to represent the principal means by which we channel ideas and proposals to the Executive Committee for consideration for research funding.
- The WG structure matches the research priorities the Executive Committee and the Board have jointly defined in the Strategic Research Priorities.
- WG Chairs will report progress towards the stated aims of a WG annually to the Executive. Informed by progress towards stated aims and strategic priorities, the WG structure or objectives states for WGs can be revised by the Executive Committee.
- The performance of WGs will be reviewed on a periodic basis (e.g., every 2 years).
- Overall, the WG structure has proved to be an effective and productive source of research deliverables for the EuroQol organization.

## **2. Implementation of the WG structure**

- WGs Chairs and members will be selected by the Executive Committee. An appeal for nominations from the membership be made for WG Membership can be part of the selection procedure.
- Although WG Chairs may independently reach out and contact a potential member directly to nominate him/herself for a WG position, EuroQol members are encouraged to nominate themselves. Those EuroQol members who are interested in working on a particular WG should express their interest through the Business Office. Subsequently, the WG Chairs will submit a list

with the proposed WG members from the list of nominees to the Executive Committee for their feedback and to finalize the Work Group teams. Membership in more than one WG is permissible.

- The membership of each WG will be revisited at least annually to ensure a collaborative and productive team-based approach. EuroQol members may express their interest to join a WG at any time to the Business Office.
- Our goal is to engage *all* members of the EuroQol Group in the research activities being coordinated by the WGs. Note that the mandate of each WG is not to conduct research, but to coordinate and facilitate it. The WGs are encouraged, but not required to, establish a Special Interest Group (SIG), which comprises EuroQol Group members with a demonstrable research interest in the relevant area. The SIGs will provide a wider network of researchers with which the WG can liaise, seek input from and keep informed about the RFPs being developed. SIG members will be able to share with the WG any information or topic that has relevance for its research agenda. EuroQol Group members who are interested in being a member of a given SIG should contact the relevant WG Chair, explaining their expertise and research activities in the area of work. For reasons of efficiency, the number of persons participating in a SIG may be limited. A current example of a SIG lies within the Children WG.
- From time to time, a Taskforce of Program Team (PT) will be initiated, charged with a specific aim. The PT differs from the SIG by the fact that it is an ad-hoc team to conduct specific studies that generate evidence on strategically important research questions in a short period of time. If considered necessary to realise their objectives, a WG can propose the need for an PT to the Executive Committee. This approach has proven to be very effective in getting a lot of work done in a short period of time. A taskforce or PT reports to, and works in close cooperation with, the WG. The taskforce or PT will be dissolved once the objectives have been achieved. A WG can send out nomination calls for Taskforce or PT membership. After receiving a proposal by the WG the Executive Committee will formally appoint the members. Recent examples of a Taskforce was the 3L/5L Taskforce charged with investigating the consequences of transitioning from 3L to 5L. An older example was the team that conducted a series of studies to improve the TTO module of EQ-VT, under supervision of the Valuation Methodology WG.
- Lastly, we consider it essential to promote and support novel, innovative research, whether it is covered by the Strategic Research Priorities or not. Proposals for innovative research are welcome and can be submitted at any time. They will be reviewed directly by the Executive Committee.

### **3. How can members of the EuroQol Group find out more about the activities of the WGs?**

Information about the progress of each WG and calls for proposals will be posted on the members' area of the website and updates will be emailed to all EuroQol group members.

EuroQol Group members are encouraged to email the WG chairs if they are wondering which WG would be best aligned with a research idea or proposal. If in doubt, please contact the Scientific Team Leader, Elly Stolk (stolk@euroqol.org), or the Executive Director Bernhard Slaap (slaap@euroqol.org), for guidance or feedback.

#### 4. Summary of WGs for 2015-18

The WG structure currently includes five WGs:

Proposed 2015-2018	Aim
Descriptive Systems WG	This WG focuses on exploring the conceptual basis for generic preference-based HRQL measures.
Valuation WG	Focus on valuation methods. However, the activities have been extended to include international initiatives related to prospective valuation studies and international initiatives using data collected from valuation studies.
EQ-5D for Children WG	Validation and valuation of the EQ-5D-Y versions
Large Scale Applications WG	Charged with the aim to support clinical and population based initiatives
Education and Outreach WG	As part of the broader mission of the EuroQol group, this WG leads initiatives to educate members, and the broader scientific community/ policy maker to promote better understanding of the uses of EQ-5D and its underlying science.

#### 5. WG Principles

- The WGs are intended to be relatively small, **focused** groups, with specific objectives to be agreed with the Executive Committee.
- Unless otherwise stated, the WGs will provide a progress report and future plans on an annual basis, and will under a formal review after 2 years, but the Executive Committee reserves the right to revise the terms, membership, and viability of each WG at any time.
- The WGs vary in terms of scope, timelines and budgets.

- The WGs will be **responsible for leading and driving forward research** and development that falls within scope of their mandate. Through Requests for Proposals (RFPs) and Program Announcements (PAs) developed by the WG with input from the Executive Committee, each WG will **actively create opportunities to involve others with relevant expertise in the EuroQol Group wherever possible**. Members of WGs can also apply, but the WG is not expected to lead the research as a team.
- A PA encourages research on a given topic but is largely generic, such as new methods to value health or the development of apps for the EQ-5D, where the specific aims are composed by the investigator. In contrast, an RFP is directive, eliciting “proposal bids” from members for a proposal on a specific topic where the aim is stated in the RFP, e.g. to develop a EQ-Y instrument for children <5 years of age (this example is strictly illustrative).
- The WGs are **accountable to the Executive Committee**. Each WG Chair will keep the Executive periodically updated regarding the team’s status and progress. Additionally, a EuroQol Office scientist will serve as ‘liaison’ to facilitate communication between the EuroQol office and the WG. The Office scientists are not automatically considered as WG members but can nominate themselves to become a formal WG Member in a manner consistent with other members.
- To further ensure good communication, the Executive Director and Chair of the Executive Committee, or their designee, should in principle have access to WG meetings as needed.
- In the remainder of this document, we provide details on the remit of each WG, provide justification as it relates to the 2015 strategic research priorities, and list ideas about the scope of activities of each WG. These aims may be revised by the WGs over time with approval from the Executive Committee as time progresses.

Linkage between the Strategic Research Priorities and the new WGs:

	Strategic Research Priorities	New WGs
1.	Explore the conceptual basis for generic preference-based HRQL measures	1. Descriptive Systems WG
2.	Investigate new approaches to valuing health (not necessarily associated with the conventional QALY paradigm).	2. Valuation WG
3.	Examine large scale health systems applications for EQ products (e.g., in Routine Outcome Measurement)	3. EQ-5D Large Scale Applications WG
4.a	Support the development and dissemination of EQ-5D-5L value sets in key regions.	2. Valuation Methodology WG
4.b	Explore valuation research in specific patient groups	2. Valuation Methodology WG
5.	EQ-5D-Y: refine descriptive systems, valuation studies	4. EQ-5D in Children WG
	(Broader Strategic Priority: related to Mission statement)	5. Application Development WG
	(Broader Strategic Priority: related to Mission statement)	6. Education and Outreach WG

## 6. Details of each proposed Working Group.

### A. WG 1: Descriptive Systems Working Group

- i. Aim 1: to explore the conceptual basis for generic preference-based HRQL measures (i.e., descriptive and measurement work)
- ii. Aim 2: Investigate the conceptual basis and develop a framework to rationalize the development of various bolt-ons and bolt-offs

*Rationale:* At the Strategic meeting in March 2014 it was decided by the joint Board and Executive Committee that a top priority for the EuroQol Group is the explore the conceptual basis for generic preference-based HRQL measures. Although the need for another generic preference-based measure of HRQL is not self-evident, the expertise and interest within the group is well-suited to support an initiative guided by scientific frameworks that explores whether a new initiative should be pursued, such as an entirely reconceptualised generic health state classifier system. Much progress has been made in the field in the 25 years since the EuroQol Group was initiated, and there was consensus among the Executive and Board that there was opportunity to explore and evaluate the conceptual basis for generic measures of health, including the EQ-5D. There is also a need for conceptual clarity on future work related to bolt-on initiatives, such as a conceptual basis to guide decision-making related to extensions of the descriptive system. However, it is also conceivable that the EQ-5D is a well-designed and validated measure suited for many different applications and will remain viable and widely used in the far future. This WG will promote research that explores the current and future needs for generic preference-based HRQL measures, and help to evaluate whether alternative descriptive systems should be pursued. The WG will use PAs to encourage EQ members to think about proposing topical research *program* proposals, besides regular research *project* proposals, as their primary objective requires both broader and deeper work, which typically takes more than 1 year.

### B. WG 2: Valuation Working Group

- i. Aim 1: To initiate RFPs and PAs that investigate new approaches to valuing health (including approaches within scope of the QALY framework, as well as methods not necessarily associated with the conventional QALY paradigm).
- ii. Aim 2: Support the development and dissemination of EQ-5D-5L value sets in key countries. To stimulate interest in producing EQ-5D (3L and 5L) value sets in key countries across the world and assist the Executive in prioritising value sets requesting support.
- iii. Aim 3: To support methodological research examining the basis/rationale for value sets for patient groups.
- iv. Aim 4: To provide scientific guidance and support for existing protocols related to valuation studies.

- v. Aim 5: To collaborate with other WGs or approved groups that work on conceptual and practical issues concerned with valuation of EQ-5D technologies.
- vi. Aim 6: To appraise the methodological reporting rigor of published value sets for approval by the Executive that the Business Office can post as guidance for users/user support.
- vii. Aim 7: To provide scientific guidance and support for valuation of bolt-on studies.

*Rationale:* This WG has one of the most challenging and broad remits, reflecting the importance of valuation methodology to all our instruments. As a consequence, clear communication lines are needed with the other WGs involved in valuation particularly the Descriptive Systems WG. We would expect this team to work closely with the **EQ-5D in Children WG**. Work on this team also continues on improving our standard valuation protocol EQ-VT.

It is possible that a wide range of countries will be interested in developing value sets for the EQ-5D-5L (and also the 3L) in the future. One task of this WG is to identify countries where HTA systems are sufficiently allowed and/or where there may be a need for a 5L value set in the foreseeable future. The WG should aim to get value set studies started in these countries. This could be done by RFP, initially among EQ members.

With a series of 5L value sets conducted, the focus for this WG has been extended. Reporting standards of 5L value set studies have been developed through the EuroQol Research Group (Checklist for Reporting Valuation Studies of the EQ-5D: CREATE) and this WG will appraise the quality of reports of valuation studies using that checklist and indicate whether the EQ-VT protocol was followed. This appraisal will help the Executive Committee provide guidance to the Business Office on how help users and provide user support. Another aim of this WG is to promote secondary analyses of pooled data across different 5L value set studies that facilitate insights into the protocol and methods used in those studies, such as generalizability of issues across countries.

Lastly, we want to encourage the use of our 3L and 5L valuation protocols and EQ-VT, with associated technical, IT and translation issues. This WG will also promote research and collaboration on (pooled) secondary data from international value sets that could inform study design and methods related to future valuation EQ-5D studies. As an aside, undertaking value set studies is complex and costly. Coordinating these studies across different countries requires considerable logistical and technical skills. The Office EQ-VT Support Team conducts this more operational side of value set studies.

### C. WG 3: Large Scale Applications Working Group

- i. Aim 1: To initiate RFPs and PAs that promote and examine large-scale health systems applications for EQ products (e.g., in Routine Outcome Measurement)
- ii. Aim 2: To stimulate methodological and applied research relating to the use of EQ-5D in measuring provider/health care system performance.
  1. Methodological research in health care system applications that include, but not limited to, measurement properties, data collection, presentation formats, communication strategies, etc.
  2. Applied research in health care system would include, but not limited to, evaluation of specific interventions or programs, case-mix adjustment, relationship etc.
- iii. Aim 3: To focus on beyond health care applications (i.e, not to just focus on health applications like PROMS)
- iv. Aim 4: To stimulate methodological and applied research relating to the use of EQ-5D in assessing populations.
  1. Methodological research in population health applications would include, but not limited to, measurement properties, data collection, presentation formats, etc.
  2. Applied research in population health applications would include, but not limited to, evaluation of population health interventions, assessing disparities in health status across jurisdictions or sub-populations, etc.
- v. Aim 5: To explore the development and use of new and existing EQ-5D products for large-scale health applications in conjunction with the Business Office and Application Development WG.

*Rationale:* Recent years have seen the introduction of routine collection of EQ-5D data across the whole health care systems, via ‘PROMs’-type programmes (eg. the English NHS; Alberta Health Services) and in large patient registries (eg in Sweden). In terms of sheer numbers of observations, these sorts of uses of EQ-5D probably now dominate the use of the instrument.

We need to ensure that these uses of our instrument are supported by the appropriate business practices, relevant scientific developments and ensure we capitalize on the opportunities these uses of the instrument present as ‘laboratories’ for research. Interested EuroQol Group members can send a request for invitation to participate in the SIG to the WG Chair.

Additionally, the EuroQol WG will investigate how a generic instrument could be used in beyond health care applications.

#### **D. WG 4: EQ-5D in Children Working Group**

- i. Aim 1: To develop EQ-5D instruments suitable for use in children of various age ranges. This includes the validation of the EQ-5D-Y in younger age groups (using the proxy version).
- ii. Aim 2: To promote research to explore the validity of the EQ-5D-Y as a measure of health status in children.
- iii. Aim 3: To work closely with WG on Valuation Methodology in developing a work programme for the valuation of EQ-5D-Y states.
- iv. Aim 4: To promote research in the field of application studies. This might include studies comparing EQ-5D-Y to other instruments as well as doing some basic research in paediatric disease areas in need.
- v. Aim 5: To update the user guide for the 5-level Youth version.

*Rationale:* While we now have an EQ-5D-Y, there remains important work to be done to further develop and establish an evidence base to support the use of EQ-5D-Y as a measure of health status in children of various ages; and to develop a 5L version of the EQ-5D-Y. We would also expect this WG to liaise closely with the **Valuation Methodology WG** regarding the valuation of EQ-5D-Y. Interested EuroQol Group members can send a request for invitation to participate in the SIG to the WG Chair.

#### **E. WG 6: Education and Outreach Working Group**

- i. Aim 1: Organize semi-annual meetings that would educate interested EuroQol members on specific topics related to research and application of EQ-5D and other elements of the EuroQol Research Foundation Mission.
- ii. Aim 2: Organize and promote regional meetings of researchers, decision makers and users interested in EQ-5D outside Europe and North America.
- iii. Aim 3: Propose additional educational and uptake initiatives to the Executive Committee that could be supported by the Foundation.

This new WG will have a mandate that supports part of the EuroQol mission unrelated to R&D but is vital sustaining the membership and its goal: i.e education and outreach. Two initiatives are proposed: for members, a second meeting with an educational focus would be initiated, perhaps staggered 6 months from the scientific plenary. The focus would be on providing educational sessions and workshops that help members gain a greater understanding of the EQ Group's ongoing research agenda and encourage involvement in research initiatives.

A second initiative, related to outreach, would be to set up regional meetings of researchers and others interested in EQ-5D outside Europe and North America. There appears to be an increasing mass of researchers using EQ-5D in Asia, and to a lesser extent in South America. Given the costs involved and the limited access to the yearly Plenary Meeting, there would appear to be a justification for setting up regional meetings to facilitate exchange of ideas, experiences and results

between researchers and those with an interest in using the instrument (government, insurers, etc) from the same region. Involvement of core EQ members from that region would be encouraged. Finally, educational and outreach initiatives could be proposed by the WG for consideration by the Executive Committee.

**If you would like more information on any aspect of the WGs, please contact:**

**Bernhard Slaap, Executive Director: [slaap@euroqol.org](mailto:slaap@euroqol.org)**

**Elly Stolk, Scientific Team Leader: [stolk@euroqol.org](mailto:stolk@euroqol.org)**

**Jan Busschbach, Chair of the Executive Committee: [j.vanbusschbach@erasmusmc.nl](mailto:j.vanbusschbach@erasmusmc.nl)**

## Guidance for applicants: Procedures for research funding applications

1. The EuroQol Research Foundation will fund high quality research that is of scientific and strategic interest to the EuroQol Group and its members.
2. Proposals should be submitted to the EQ Office using the Research Proposal Application Form provided on the members' area of the website. If you want to apply for funding of a workshop, a symposium or a presentation please use the Workshop and Symposium Application Form. Please review the Proposal Budget Guidelines before submitting a proposal. Please download the latest forms from the website, as these forms are updated periodically.
3. For clarity, applicants should ensure that when they refer to EuroQol instruments they use the correct terms – see <http://www.euroqol.org/about-eq-5d/eq-5d-nomenclature.html>
4. Unless stated otherwise in a Request for Proposals, the lead applicant must be a member of the EuroQol Group, in principle.
5. Applications for funding can be submitted at any time. Any proposal targeting one of the specified aims for the WGs is consistent with the overall scientific strategy and thus will be considered for funding.
6. Twice a year the Executive Committee (Exec) issues a Request For Proposals, highlighting the current research priorities. These will be circulated by email and posted on the members' area on the website. Funding will be awarded on a competitive basis.
7. The proposal scope extends beyond research projects: applicants can also submit plans for organising educational meetings around topic relevant to the EuroQol mission.
8. To receive funding for meetings or collaboration, a deliverable should be defined, such as a research proposal or a publication. Proposals can range from a request for support to present an EQ-5D related workshop or symposium at a conference, to a stipend for staying at some other institution for a couple of months that will result in a publication or deliverable of scientific or strategic relevance to the Group. Note that regular oral- or poster presentations at conferences are not mention above: the proposed activity should be more outreaching than just an oral- or poster presentation.
9. Proposals are reviewed every quarter in March, June, September and December. Please note that:
  - a. High priority proposals, earmarked as such by the Exec Chair, will be reviewed at the earliest possible Exec meeting.
  - b. Fast track proposals, with a budget of €15,000 or less, see below, will normally be reviewed within two weeks, unless issues are noted during the review. Note that the regular process will be followed for fast track proposals submitted within two weeks before an Exec meeting where proposals will be reviewed.

If you have any questions on the review process or submission deadlines you can send an email to the Executive Director ([slaap@euroqol.org](mailto:slaap@euroqol.org)).

10. The **regular proposal review process** is as follows:

- a. Two Exec reviewers will independently review each proposal.
- b. The relevant Working Group (WG) will also review each proposal. The WG Chair may delegate the reviewing task to a WG member or to a member of the EQ Group with special expertise on the topic. However, the Exec wants to be assured that this review represents the considered view of the WG.
- c. When proposals are received on a topic that falls outside the immediate remit of the WGs (e.g. 'innovative' proposals), The Exec Chair, together with the Scientific Team Leader from the EQ Office, will identify a member of the EQ Group with relevant expertise and invite this member to review the proposal. When submitting a proposal outside the scope of the WG, applicants will be invited to suggest potential reviewers from within or outside the EuroQol Group, but not directly involved in their proposed research.
- d. All three reviews will be conducted independently, using the Proposal Review Form. Once the EQ Office has received these forms, they will be pre-circulated with the proposal to all members of the Executive Committee.
- e. In case discussion is needed, the Exec members who reviewed the proposal will be asked to summarise the proposal and her/his recommendations.
- f. The WG Chair may be invited to join the Exec meeting when proposals are discussed that are in the WGs remit, to ensure informed decision making by the Exec. If the WG Chair is unable to attend the meeting and the Executive Committee decision conflicts with the recommendation of the WG, then the final decision by the Executive Committee may be postponed until the WG Chair can be consulted.
- g. Any person who has a conflict of interest will be excluded from being involved in any part of the reviewing and decision-making process regarding funding.

11. The **fast track review process** is as follows:

- a. Applicants should use the regular Application Forms, see point 2.
- b. Where proposals seek budgets less than €15,000, a review will be sought from just one member of the Exec. The Chair, or the Deputy Chair, of the Exec will consider that review and will send a recommended decision via email, along with the proposal and the review, to members of the Exec with request to respond to within 48 hours in case of concerns.
- c. If there are important concerns raised by any member of the Exec about the Chair's recommended decision, the proposal will be deferred for discussion at the next Exec meeting. If not, the applicant will be informed of the Exec decision to fund/ not to fund the proposal.

12. Applicants will normally receive feedback within three weeks after the Executive Committee meetings. Reviewers' comments will be anonymized when fed back to principal investigators by the EQ Office.

13. Executive Committee decisions will be either:

- a. Funding awarded;
  - b. Funding awarded, subject to satisfactory revisions and clarifications (confirmed by Chair's action, on the basis of reviewers' recommendations; and reported to the following Executive Committee meeting);
  - c. Invited to revise and re-submit for consideration by the Executive Committee at its next meeting;
  - d. Funding declined.
14. Abstracts of applications that are awarded funding will be published on the public website.
15. When funding is awarded, the Executive Director will follow-up with a letter confirming Executive Committee approval. Half the budget will be transferred to the applicant(s) at the start of the project, once all signatures are in place on the approval letter. Co-applicants may invoice separately. The Principle Investigator (PI) should be copied in, as the PI is responsible for the study budget.
16. **Once a project is completed**, the process is as follows:
- a. As specified in the Executive Committee approval letter, at the completion of the project, a final report should be submitted to the Executive Director, using the Research Project Final Report Form, together with the original proposal, all deliverables described in the proposal and all reviewer reports, if applicable. All documents should be bundled in one PDF file.
  - b. For symposia and workshops the Workshop and Symposia Report Form should be submitted, together with the original proposal, information on the number of attendees and their evaluation of the presentation/workshop. A Workshop and Symposia Attendee Evaluation Form can be found here. All documents should be bundled in one PDF file.
  - c. The final report will be reviewed by the relevant WG. The WG Chair may delegate the reviewing task to a WG member or to a member of the EQ Group with special expertise on the topic. However, the Exec wants to be assured that this review represents the considered view of the WG.
  - d. In case of a final report on an 'innovative' proposal, or any other proposal outside the scope of the WGs, the Exec Chair, together with the Scientific Team Leader from the EQ Office, will identify a member of the EQ Group with relevant expertise and invite this member to review the report.
  - e. The reviewers should use the Report Review Form. In the accompanying email the reviewer should provide a summary of the review and a recommendation (Sign-off, or Revise and Resubmit).
  - f. The final report and its review will not be discussed at length in the Exec, unless any Exec member wants to discuss it. Once the Exec signs off on the final report the remaining budget will be transferred.
  - g. Final project reports will be published on the members' website and an abstract of the final report will be published on the public website, unless the Exec and the project team agree otherwise.

- h. If the funding applicants fail to deliver output of sufficient quality in a timely way, payment of the second budget instalment may be withheld and, in some circumstances, the first instalment may be required to be repaid. Failure to deliver output will be taken into account in consideration of future applications.

Lastly, the Executive Committee reserves the right to deviate from these guidelines when required by circumstances.

If you have any questions about applying for funding, please contact the Executive Director ([slaap@euroqol.org](mailto:slaap@euroqol.org)).

## Proposal Budget Guidelines (annex to 01 Guidance for applicants.pdf)

Wolfgang Greiner & Bernhard Slaap

The Executive Committee studies budgets in applications in detail. The guidelines below are provided to ensure a smooth review process.

In **section 18, Proposed budget**, in the Research Proposal Application Form, or in the **Budget proposal** section of the Workshop and Symposia Application Form, you are requested to provide a breakdown of the proposed budget.

Please split up your study budget in the following categories:

- Personnel costs
- Data acquisition costs
- Material costs and other preparation costs
- Dissemination costs

If you are **applying for a workshop or a symposium**, please also provide details about:

- Honoraria, including preparation time
- Venue costs and entrances fees
- Travel costs and expected costs for hotel costs and meals

### ***Personnel costs***

Personnel costs are typically the largest cost constituents in proposal budgets. These can be budgeted for the preparation of the study or workshop, data acquisition and data analysis. Try to estimate the numbers of hours/days that will be spent on the project to the best of your knowledge. Please apply appropriate local hourly or daily rates when calculating personnel costs, but note that these should not exceed the EuroQol Group Foundation's 3 categories for **maximum daily rates**, i.e.:

- (1) €100.00 per hour/ €800 per day, including overheads, for **senior researchers**, e.g. for investigators with leadership roles, who are at least associate professor level: experienced researchers with PhDs and a substantial publication list.
- (2) €75.00 per hour/€600 per day, including overheads, for **less experienced researchers**, e.g. post-docs.
- (3) €37.50 per hour/€300 per day for **students and office staff**.

Please note that the Executive Committee expects applicants to use the 3 categories for budgeting personnel costs. Applicants must provide a justification if they choose to budget research staff at higher daily rates that described above. Furthermore, a justification should be provided for any team member budgeted at the maximum daily rate. At the discretion of the Executive Committee, the budget for personnel costs will be approved, or a lower budget proposed.

EQ Office staff members can participate in EQ-funded studies. Please discuss your plans with the Scientific Team Leader or the Executive Director prior to submitting such a proposal.

# Application for research funding

## PART A: Background

1. Title of Project:

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2. Principal Investigator:

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3. Address:

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4. E-mail:

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5. Co-investigators:

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6. Proposed start date (DD/MM/YYYY)

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7. Duration of project (months)

--

8. Total project budget:

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9. Budget requested from EuroQol:

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## 10. Abstract of research

Provide a brief summary of your research proposal, including the aim and general methods proposed (max 250 words). Please note that the abstract of research will be posted on the Members' Area of the EuroQol website for successful applications.

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## **PART B: PROPOSED RESEARCH METHODS**

### **11. Details of your research plan**

Please structure your description as follows:

- (1) Background to the problem;
- (2) Aim of the research;
- (3) Proposed methods;
- (4) What will the EuroQol Group learn/gain by funding this research proposal.

For primary research, please clearly state your proposed methods of data collection including sample size. For secondary research please clearly state the proposed data sources for the research. If there are potential risks to the research describe how these will be minimized and describe alternative research plans where relevant. There is no minimum or maximum page limit, but as a guide please aim for 3 A4 pages.

### **12. Describe the deliverables from the research**



**16. Data security:** Will any personal data be collected and stored in the study? Yes  No

If yes, how will confidentiality and security of the data be assured?

**17. Ethics Approval:** Not Required?  Received?  Approval Pending?

It is recommended to obtain Ethics Approval, or to obtain a waiver letter from the Ethics Committee stating that Ethics Approval is not required for this study.

Which ethics board will provide approval (e.g. University board, Health system board)? If ethics approval is not required please state why.

#### **PART C: BUDGET**

**18. Proposed budget** Provide a detailed breakdown of the proposed research budget.

*Please review the Proposal Budget Guidelines before submitting a proposal*

**19. Is the project being co-funded by another Institution? If yes, please provide details. Note that this question is also relevant if this project is part of another project, see Question 15.**

#### **PART D: INVESTIGATOR DETAILS**

20. For all applicants (principal investigator and co-applicants) provide for information about (i) current positions held, (ii) relevant publications and (iii) relevant research grants currently or previously held. CVs containing this information may be included as attachments.

**21. Are subcontractors being used to undertake any of the research? If yes, describe what aspects of the project they will undertake and describe their competence in this area.**

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**Principal Investigator's Signature:**

**Date:**

*Please submit completed application forms to the EuroQol Office at [stolk@euroqol.org](mailto:stolk@euroqol.org).*

When EQ Office staff is participating in your project, please insert a line item under Personnel costs titled 'EQ Office Staff' to specify their hours, using €100.00 per hour/ €800 per day. In **section 9, Budget requested from EuroQol**, specify this amount separately. The total amount will determine if the fast-track review process can be followed (requested budget  $\geq$  €15.000).

Under the category of **Data acquisition costs** it is acceptable to have the following costs as line items:

- Respondent's fees and travel costs
- Interviewer costs and their travel costs
- Office/room rent for data acquisition outside the University
- If an agency/ outside company is used, please provide a copy of their invoice/ cost proposal

As a rule, it is not acceptable to request funding for buying computer hardware or software to be used for data acquisition. Renting computer hardware for a study is acceptable.

For EQ-VT studies please add €25.000 for EQ-VT costs (software development, training, support etc.). Upon approval by the Exec this will be provided as in-kind support. In **section 9, Budget requested from EuroQol**, specify this amount separately as in-kind support.

Under the category of **Material costs and other preparation costs** it is acceptable to have the following costs as line items:

- Secretarial support, stationary, telephone costs etc. (usually not more than 5 % of total budget).
- Processing costs for human subject protection/ethics approval, if applicable

It is not acceptable to request funding for computer hardware or software to be used for data analysis or manuscript writing.

Under the category of **Dissemination costs** it is acceptable to budget for one researcher to attend an international congress to present the results of the study. Allowable costs include:

- (1) An economy class airline ticket
- (2) Meeting registration fee.

The applicant is required to seek funding from other sources for other dissemination costs, such as board and living, hours spent away the office, co-presenters of the study results etc. As a rule, costs of publishing e.g. in open access journals, are not reimbursed, although exceptions are possible for strategic important studies.

Please contact [Bernhard Slaap](#) if you have any comments, questions or suggestions on Research Proposal budgeting.

## **Application form: funding of workshops and symposia with a strategic value to the EuroQol Group**

This form can be used for applying for funding of presentations or workshops that have a strategic value to the EuroQol Group and its members. Please note that this form is not intended for regular oral- and poster presentation at conferences. Examples of previously funded initiatives are symposia and workshops at ISPOR conferences, educational short courses and national presentations of EQ-5D value sets. When in doubt, please contact the Education and Outreach WG prior to submitting a proposal

### **Title of workshop or symposium**

[Insert title]

### **Name of conference, date and place**

[Insert name]

### **Approval of the conference organization**

Does your attendance depend on the approval of a conference organization, such as ISPOR? If yes, when will you hear that if your submission is approved?

### **Format**

- Presentation
- Symposium / workshop
- Other:

### **First author and email**

[Insert name and email address]

### **Co-authors**

[Insert co-author names]

### **Summary of presentation and rationale for funding**

Describe the form of your presentation (workshop, symposium, exercises, demonstrations etc.) including an agenda/timeline and provide an explanation of your aims. For instance, what is the strategic value of this presentation/workshop to the EuroQol Group and its members? If

the conference is not well known, explain also what the potential of the conference is. Describe the form of presentation and why you think that the presenters are qualified for this particular presentation. Describe the target audience and estimated the expected numbers of attendees.

### **Budget proposal**

Distinguish honoraria, including preparation time, venue costs, entrance fees, travel costs, hotel costs and costs for meals. Please review the Proposal Budget Guidelines before submitting a proposal. Indicate also any co-funding.

### **Please also submit your presentation/workshop application for the conference organization**

[Add application and any other information relevant for the reviewers.]

### **Signature and date**

[Sign and date your proposal]

***Please submit completed application forms to the EuroQol Office at [stolk@euroqol.org](mailto:stolk@euroqol.org).***