

Appendix 6: Instrument for reporting of funding information

When filling this form, please report on all funding received to plan, conduct and/or report the research study under consideration, including the protocol, first and subsequent reports.

SECTION 1 STUDY INFORMATION

1. Name of corresponding author

First name:

Last name:

2. Manuscript title

SECTION 2 FUNDING RECEIVED

3. Did you receive any funding (monetary support, provision of supplies, assistance in manuscript writing, etc.) for the research study?

Yes

No

If yes, please answer the questions below and complete the form. Please see instructions provided in Section 7.

SECTION 3 FUNDING SOURCES

4. Please list the study's funding sources. For each source listed, please provide additional details and if applicable, report information on provision of supplies related to the research study.

Funding sources (include Grant ID if applicable)	Type of funder	Research phase(s) for which funding was received:			Monetary support (indicate value)	Provision of supplies (if applicable)	
		Planning	Conduct	Reporting		Type of supplies	Monetary value

5. Is the funding provided by any of the funding sources listed above supported by an entity other than/external to the listed source? (Please see examples provided in Section 7.)

Yes

No

Not known to the author

6. If Yes or No, please use the space below to provide additional details.

SECTION 4 INVOLVEMENT OF FUNDING SOURCES

7. Please indicate the involvement of the funder(s) in the following roles by checking the respective cells.

Funding source	Study planning and conduct						Study reporting (manuscript)				Authorship
	Design	Participant recruitment	Data collection	Data management	Data analysis	Quality control	Preparation	Review	Approval	Decision to submit	Are any of the authors employed by the funder?

8. If the funder was involved in any roles other than those listed above, please indicate them in the space below.

SECTION 5 ADDITIONAL INFORMATION

9. Please use the space below to provide any additional information related to the study's funding sources.

SECTION 6
GUARANTOR CERTIFICATION

This person, _____, acts as the guarantor of the study, certifies that the information in this form is accurate and complete, and confirms the following:

The co-authors approved and verified the form for accuracy and completeness of the information.

The form was updated at the time of submission of the manuscript for consideration for publication.

The form was updated at the time of acceptance of the manuscript for final publication.

Date of last update (dd-mm-yyyy):

SECTION 7 INSTRUCTIONS

Section 3

Question 4 addresses characteristics of the funding sources. Explanations on type of funder:

- **Internal funder:** refers to a funder that is the author's own institution or employer. This term typically refers to an academic institution. Conceivably, it could refer to a non-academic institution (e.g., pharmaceutical company) when it funded a study conducted by its employees.
Example statements: internal research account, support through being the "Chair of–", intramural fund, funding provided by the academic institution, university, or hospital.
- **External funder:** refers to a funder different than the author's own institution or employer. Types of external funders include:
 - **Government:** refers to governmental bodies, agencies, organizations, or associations at the national, regional (e.g., provincial), or local (e.g., municipal) levels.
Examples: National Institutes of Health (USA), the Danish Agency for Science Technology and Innovation.
 - **Inter-governmental:** refers to two or more government agencies.
Examples: European Union.
 - **Private-for-profit:** refers to an entity that operates to make profit.
Examples: drug or device industry, private company, insurance company, private laboratory.
 - **Private not-for-profit:** refers to an organization that is not conducted primarily to make profit.
Examples: Doctors Without Borders, Bill and Melinda Gates Foundation.

Questions 5 and 6 address whether the funding provided by any of the funding sources listed in Section 3 is supported by an entity other than/external to the listed source.

- **Example:** a private not-for-profit organization that is a partner of, or receives support (typically in the form of funding), from at least one entity other than itself.
 - *"The Epilepsy Foundation's mission is funded through the generous gifts of individual donors and many partner organizations, including corporations and corporate foundations, member organizations, and both state and federal government agencies, including the Centers for Disease Control and Prevention."*
 - *"The Pfizer Foundation is a charitable organization established by Pfizer Inc."*

Section 4

Questions 7 and 8 address the involvement of funding sources.

Funders may play a role in one or more steps of the research study. It is important to indicate whether a funder is involved in each of the following steps:

- **Study planning and conduct**
 - Study design and drafting the protocol
 - Study management
 - Participant recruitment
 - Data collection
 - Data management (e.g., verifying accuracy, storing data)
 - Data analysis
 - Quality control (e.g., oversight, auditing)

- **Study reporting (manuscript)**
 - Preparation: relates to drafting the manuscript or medical writing assistance (providing a medical writer or covering the writer's fees)
 - Review of the manuscript
 - Approval of the final version of the manuscript
 - Decision to submit the manuscript for publication (e.g., to what journal)

- **Authorship**
 - This relates to at least one of the employees of the funder being an author on the manuscript.

- **Other roles**

These include roles that are not captured by the steps listed above.