

## Research Grants – Frequently asked questions (FAQ)

### Thematic rotation for submissions

**Q: What does this rotation mean for my submission?**

A: For the Research Grant programme of **even years** (starting now in 2016), only projects dealing with **Bacterial Infections & Diseases** (incl. antibacterial susceptibility & resistance, diagnostics, pathogenesis, antibacterial stewardship, vaccines) are accepted.

For the Research Grant programme of **uneven years** (starting in 2017), only projects dealing with **Fungal/Viral/Parasitic Infections & Diseases** (incl. antifungal/antiviral/antiparasitic susceptibility & resistance, diagnostics, pathogenesis, antifungal/antiviral/antiparasitic stewardship, vaccines) are accepted.

**Q: What if my project spans both separated areas, e.g. a diagnostic assay for bacteria and fungi? And what if the project's main focus is in one area, but it also touches the other area?**

A: In the first case, you may apply for the Research Grant programme in even and uneven years. In the second case, please apply for the programme, where your main focus is covered. When in doubt, please contact the grant secretariat ([henri.saenz@escmid.org](mailto:henri.saenz@escmid.org)).

### General

**Q: In the “Project criteria” it is stated that “Research must be carried out in Europe“. Are there any country restrictions? How is Europe defined?**

A: ESCMID has an inclusive definition of Europe. Please check the definition of European geographical regions for details:

[https://www.escmid.org/profession\\_career/parity\\_commission/guidance/](https://www.escmid.org/profession_career/parity_commission/guidance/).

**Q: Who is eligible to write supporting letters for my project? May they be from my home institute?**

A: These persons should know you professionally and be able to make a judgment of your work, such as your advisor while you were in training or other collaboration partners but should not be your current direct supervisor and/or from your home institute.

### Project timelines

**Q: Is there a maximum/minimum duration of project?**

A: There is no minimum, the usual length should be around 12 months, and the maximum is 24 months. Upon unforeseen delays, an extension can be applied for.

**Q: When is a reasonable time to start the project?**

A: The project must start in the year the grant is awarded. Usually researchers do not start the project before hearing about the decision, but this is up to the researchers.

### Eligibility

**Q: Concerning eligibility criteria: is it possible for anyone (e.g. someone with a MSc) to apply or do you need to have a PhD/MD title?**

A: A PhD/MD title is not required. The principal investigator must be working in the fields of Clinical Microbiology or Infectious Diseases or a combination of the two, and be at least enrolled in a MD or PhD programme. The project must be supervised by the head of department/group.

**Q: Do I have to be affiliated with an institution to apply?**

A: Yes, researchers need to have the backing of an institution for their project to apply.

**Q: How close does my project need to be to the fields of CM and ID?**

A: The project proposal should be related to CM and/or ID. Translational research proposals will be given priority, but the project does not have to focus on clinical application.

**Q: Do you accept applications also from private / for-profit hospitals or only from public or not-for-profit research institutes?**

A: Yes, applications are also accepted from private /for-profit hospitals.

**Q: What do I have to do, if I move to another institution?**

A: This depends on the time point when you move (between application and start of project = Case 1; while project is already running = Case 2) and whether you want to take the project with you to the new institution (Case a) or whether you agree with your old institution that the project remains there (Case b). In any case, all parties involved (grantee, old and new institution) must agree to the planned solution. If this is not the case, the grant will be completely taken back by ESCMID.

**Case 1a:** Grantee and new institution write an official letter to ESCMID asking for approval of the transfer of the grant to the new institution. A statement of agreement by the old institution shall be enclosed to this letter. Upon ESCMID approval, ESCMID will issue a new Grant Acceptance Agreement to be signed by the grantee and the new institution.

**Case 2a:** Grantee and new institution write an official letter to ESCMID asking for approval of the transfer of the grant to the new institution. In this letter, the grantee has to give a progress report, a statement on the budget already used and a plan for remaining funds transfer and usage at the new institution. A statement of agreement by the old institution shall be enclosed to this letter. Upon ESCMID approval, the grantee will have to organise the transfer of funds between the institutions.

**Case 1b:** Grantee and old institution write an official letter to ESCMID asking for approval of the remaining of the grant in the old institution. The grantee shall declare his/her role in the project (not involved any more, supervising, collaborating) and the old institution shall name a (co-)investigator running the project (enclose CV of this person). ESCMID will evaluate whether or not to give approval and whether the original grantee will keep his/her grantee status or whether this will be transferred to the named (co-)investigator. If necessary, ESCMID will issue a new Grant Acceptance Agreement to be signed by the relevant parties.

**Case 2b:** Grantee and old institution write an official letter to ESCMID asking for approval of the remaining of the grant in the old institution. The grantee has to give a progress report, a statement on the budget already used and declare his/her role in the project (not involved any more, supervising, collaborating) and the old institution shall name a (co-)investigator running the project (enclose CV of this person). ESCMID will evaluate whether or not to give approval and whether the original grantee will keep his/her grantee status or whether this will be transferred to the named (co-)investigator. If necessary, ESCMID will issue a new Grant Acceptance Agreement to be signed by the relevant parties.

## Application process

**Q: Concerning files to upload, is there a maximum number of files that I can submit online?**

A: Yes, the maximum number of documents you can upload is 4 (main information, 2 support letters, and picture). The document "yoursurname'.pdf" must include all required information in one file. On the webpage <http://www.mergepdf.net/> you can combine pdfs free-of-charge.

**Q: Who is eligible to be proposed as reviewer for my project? May they be from my home institute?**

A: They may not be directly involved in the project proposal or be employed at the same department/institution as you. Preferably they should not be from the country where you are based.

## Budget

**Q: May I use at least part of the grant for personnel costs (temporary worker), consumables, services like sequencing?**

A: Yes, these types of costs are eligible. Please detail in the budget; in the final report the actual breakdown should be given.

**Q: Could I include travel or assistance to course/conference costs?**

A: This depends on how relevant the travel is to the project. If the travel can be considered absolutely necessary to the project, then yes. For coverage of course/conference costs, ESCMID provides a number of attendance grants for this purpose upon separate application.

**Q: Is it allowed and/or obligatory to include the overhead for our home institution in the project budget?**

A: You are allowed but not required to include overhead costs, to a maximum percentage of 10%.

## Administration and payment of grants

**Q: How is the grant paid to the recipient?**

A: After approval, 50% of the funds are transferred to the institution 1 month to 2 weeks before start of the project or one month after notification if project has already begun. The remaining 50% of the approved funds are paid out after receipt of the final report or equivalent (see call).

**Q: What do I do if the grant needs to be paid in full upon the start of the project?**

A: If more than 50% of the funds are needed at the beginning of the project, the recipient may submit a request for receipt of all funds before end of project which must include a detailed explanation of the reason for this request.

**Q: Does the grant have to be paid into my institutional account?**

A: Yes, we do not allow any bank transfers to individual accounts.

**Q: May we include VAT in the calculations?**

If overhead costs or taxes/VAT are included, this amount must be included in the total grant amount and is not given in addition to the grant money.

*Last update: June 2015*