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 in **uneven years** (for this application period for Research Grants 2017), only projects dealing with **Fungal/Viral/Parasitic Infections & Diseases** (incl. diagnostics, pathogenesis antifungal/antiviral/antiparasitic susceptibility & resistance, , stewardship, vaccines) are accepted.
For the Research Grant programme in **even years** (starting with the Research Grant programme 2016), only projects dealing with **Bacterial Infections & Diseases** (incl. antibacterial susceptibility & resistance, diagnostics, pathogenesis, antibacterial stewardship, vaccines) are accepted.
<mark>**IMPORTANT: Please do not submit projects dealing with Bacterial Infections & Diseases this year. If you want to submit such projects, please wait until next year.**</mark>

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. If in doubt, please contact the grant secretariat (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? What if samples are collected elsewhere or part of the work is done outside Europe?
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/.
The main part of your work must be carried out in Europe, collaboration with partners outside of Europe and/or usage of samples/data sets collected outside of Europe is permitted.

Q: Who is eligible to write supporting letters for my project? May they be from my institute?
A: The supporters should know you professionally and be able to judge your work. They could include your advisor during your training or other collaboration partners, but not your current direct supervisor and/or anybody from the same department.

Q: What if supporters insist on sending the supporting letter directly to ESCMID?
A: Please submit your application online. For the pdf file with the letter, submit a pdf with the correct file name and please state in the file: „This letter will be submitted directly to ESCMID by the supporter". Upon submission, you will receive a confirmation with your name, project title, and email address. Please give this information to the recommending person, so they can refer to this data in their email to ESCMID. Let them know how to name the file they will send to the grant secretariat (henri.saenz@escmid.org).

Project timelines

Q: Is there a maximum/minimum duration of project?
A: There is no minimum, the usual length should be about 12 months, the maximum is 24 months. You may apply for an extension if you encounter unforeseen delays.

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

A: The project must begin in the year the grant is awarded. Usually researchers do not start the project before they receive the decision on the funding, but this is up to the researchers.

Eligibility

Q: Concerning eligibility criteria: is it possible for anyone (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: Concerning the age limitation, do you have special regulations for applicants with career breaks (e.g. maternity, paternity leave)?
A: No, currently, we do not have such regulations. The age limit applies without exceptions.

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 / profit-oriented hospitals or only from public or non-profit hospitals / research institutes?
A: Yes, applications are also accepted from private / profit-oriented hospitals.

Q: Do you accept applications also from companies / start-up research firms?
A: No, applications are not accepted from companies / start-up research firms.

Q: What do I have to do, if I move to another institution?
A: This depends on the point in time 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 on the planned solution. If this is not the case, the grant will need to be returned to ESCMID.
Case 1a: The grantee and the new institution send a joint letter to ESCMID asking for approval of the transfer of the grant to the new institution. A statement of agreement by the old institution should 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: The grantee and the new institution send a joint 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 the transfer of the remaining funds and usage at the new institution. A statement of agreement by the old institution should be enclosed with this letter. Upon ESCMID approval, the grantee must organise the transfer of funds between the institutions.
Case 1b: The grantee and the old institution send a joint letter to ESCMID asking for approval of the grant to remain at the old institution. The grantee will specify his/her new role in the project (no longer involved, supervising, collaborating) and the old institution will name a (co-)investigator running the project (enclose person's CV). ESCMID will evaluate whether or not to give approval and whether the original grantee will keep his/her grantee status or whether it will be transferred to the (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 send a joint letter to ESCMID asking for approval of the grant to remain in the old institution. The grantee has to give a progress report, a statement on the budget already used and specify his/her role in the project (no longer involved, supervising, collaborating)

and the old institution will 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: Is there a maximum number of files that I can submit online?
A: Yes, the maximum number of documents you may upload is four (main information, two support letters, and one picture). The document "'yoursurname'.pdf" must include all required information in one file. On the webpage http://www.mergepdf.net/ you may combine pdfs free-of-charge.

Q: Who is eligible to be proposed as reviewer for my project? Can 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 resident.

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; you should give the actual breakdown in the final report.

Q: Can I include travel expenses or contributions to course/conference costs?
A: This depends on how relevant the travel/event 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.

Q: Is it allowed and/or required to include overheads for the home institution in the project budget?
A: You are allowed but not required to include overhead costs, up to a maximum percentage of 10%.

Administration and payment of grants

Q: How is the grant paid out?
A: After approval, 50% of the funds are transferred to the institution one month to two weeks before start of the project or one month after notification if the project has already started. The remaining 50% of the approved funds are paid out after receipt of the final report or equivalent (s. call).

Q: What do I need to do if I need the grant 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 to receive all funds before the end of project. A detailed explanation of the reason for this request must be included.

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 the budget will cover overhead costs or taxes/VAT, the amount must already be included in the total grant amount.

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