
STEP-BY-STEP GUIDE

For applying for an EHA Research Grant



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EUROPEAN HEMATOLOGY ASSOCIATION
Koninginnegracht 12b | 2514 AA The Hague | The Netherlands

Guidelines for the EHA Research Grant application

This document will guide you through every step of the process from applying to administering the EHA Research Grant. If you have any questions, please contact the grants administrators at grants@ehaweb.org.

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DEADLINE FOR APPLICATION:

11 January 2018, 23:59 (CET)

1. Introduction

EHA Research Grants support postdocs in advancing their career, e.g. towards becoming the leader of a research group.

If you have an ambition for advancing your career and you have the full support of your department and institute, please read further to understand what is required from you as an applicant and subsequently what will be required from you as a winner of an EHA Research Grant.

EHA's Fellowships & Grants Committee oversees the selection of the winners, with the help of external reviewers and the support of the EHA office. For any questions regarding the funding scheme or the process, please contact the EHA office at grants@ehaweb.org.

2. Which category of EHA Research Grants is for me?

Junior Research Grant: €50.000,- per year, for 2 years

For basic researchers within 4 years of their PhD graduation. The month of graduation must be less than 4 years before closing date of application, exceptions must be justified.

Advanced Research Grant: €80.000,- per year, for 2 years

For basic researchers 4-8 years after their PhD graduation. The time interval between month of graduation and closing date of application, exceptions must be justified.

Physician Scientist Research Grant: €80.000,- per year, for 2 years

For physician scientists who:

- are within 2 years (at the closing date of the application) of graduation for either MD, PhD, or hematology training.
- have protected time for performing the research project, to be justified in the letter of support by the institute where the research will be performed

MISCONCEPTION: EHA Research Grants are flexible.

In the application stage, there is flexibility in what you want to use the funding for. Once the award is granted, there is no more flexibility. You are to adhere to the approved budget!

3. Practical: how to apply, timelines and what to expect

You will need to download the template from the EHA website and complete it. The template accommodates all necessary information (see 4). This document must be uploaded as a pdf in your application online.

Creating a profile

Via the website for EHA Research Grants, you can apply online. When you create a profile, please do not use special symbols, e.g. \$%*?! in your password. Use sentence case (letters and numbers) only.

Applying online

You will fill out information online that is needed for the eligibility check of your application. Some information may be requested twice but we ask you not to skip any steps. Your mentor and institute are expected to submit their letters of support and required statements with the same deadline via separate links on the EHA website. In case your research will be performed at another institute, ensure that this host institute submits and signs. It is equally important that your mentor, head of department and relevant institute acknowledge EHA's terms and conditions at this phase. You are advised to contact them while preparing to ensure their support. Please note they will have to create their own accounts (see 5 and 6).

Once you press 'Submit', you will receive an automated message that you submitted your proposal. This message is produced every time you hit 'Submit'. However, you can log back in and make as many changes to your application as you like, up to the deadline. Your application will only then be final and no longer accessible to you. It is your responsibility to ensure that it is complete and that you have met the eligibility requirements.

IMPORTANT!

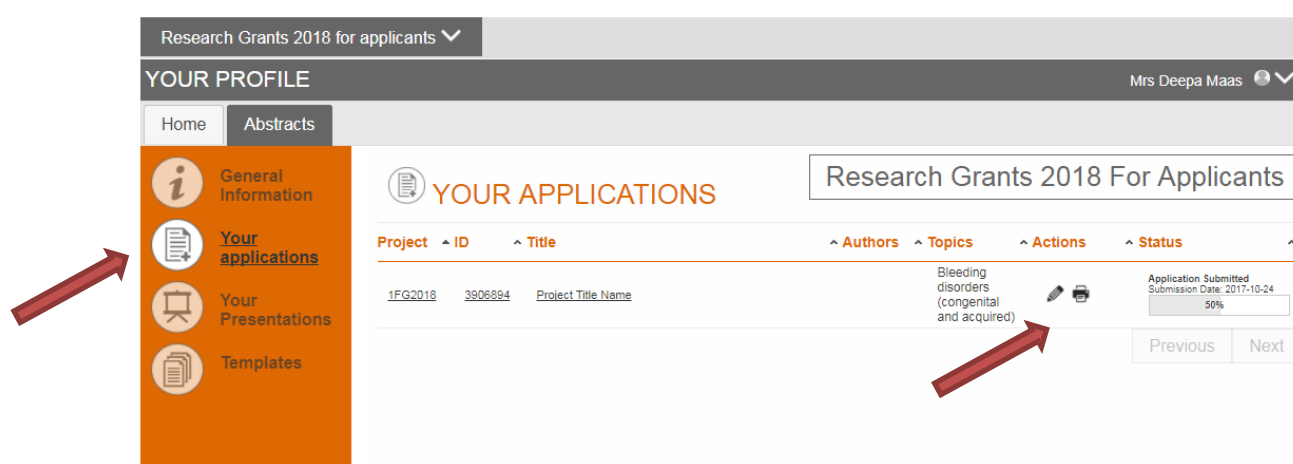
Before submitting your application, be sure that your mentor, head of department and the administrative authority of the institute where the research will be performed, have read the sections in this document intended for them. If they don't agree with the terms & conditions, your application will not be eligible!

How to access and edit an existing application

Go to <http://bit.ly/2h3l1YJ>, and use your log in credentials. You will see a similar screen as here:



Select 'Abstracts' and then 'Your applications'. Click on the pencil (under Actions).



Questions and concerns regarding the application process

If you have any questions or problems with submitting the application, please contact the EHA Career Development staff at grants@ehaweb.org or call during office hours: +31(0)70 3020 099.

Deadline and Eligibility check

After the deadline has passed, the EHA office will start checking whether your application is complete and whether it meets the eligibility criteria. Applications that are not complete (signatures missing, no budget, etc) or do not meet the criteria for eligibility (not a member of EHA nor an EHA guest, not working at an academic institute, etc) will not be reviewed.

You will be notified if your application did not qualify for review. This decision is final.

Preliminary Review

The Fellowships & Grants Committee will perform a preliminary review of the applications and decide which applications merit an in-depth review by external reviewers. You will be notified whether your application succeeded this first round of review. There will be no feedback at this stage.

External Review

At least 3 and up to 6 external reviewers will be reviewing your project in detail to assist the Fellowships & Grants Committee in the selection procedure. In your application, you will have indicated a maximum of 2 research groups and/or PI's that you wish to exclude from reviewing your application (e.g. a direct competitor) and this information will be considered. This external review will produce feedback for the committee as well as feedback for the applicant. Irrespective of the outcome of your application, you will receive this feedback after the winners are announced. There will be no further correspondence regarding this feedback. Based on the external review, the Fellowships & Grants Committee will decide who to invite for an interview and you will be notified of the results.

Interview meeting

If you are selected for an interview, your travel, and if necessary, accommodation will be arranged for you. Your interview will be 25 minutes long. You will be expected to present your proposal to the Fellowships & Grants Committee in 5 minutes, after which you will spend 20 minutes in a question and answer session with the committee. You are advised to spend some time rehearsing your presentation to give a quality performance at the interview meeting.

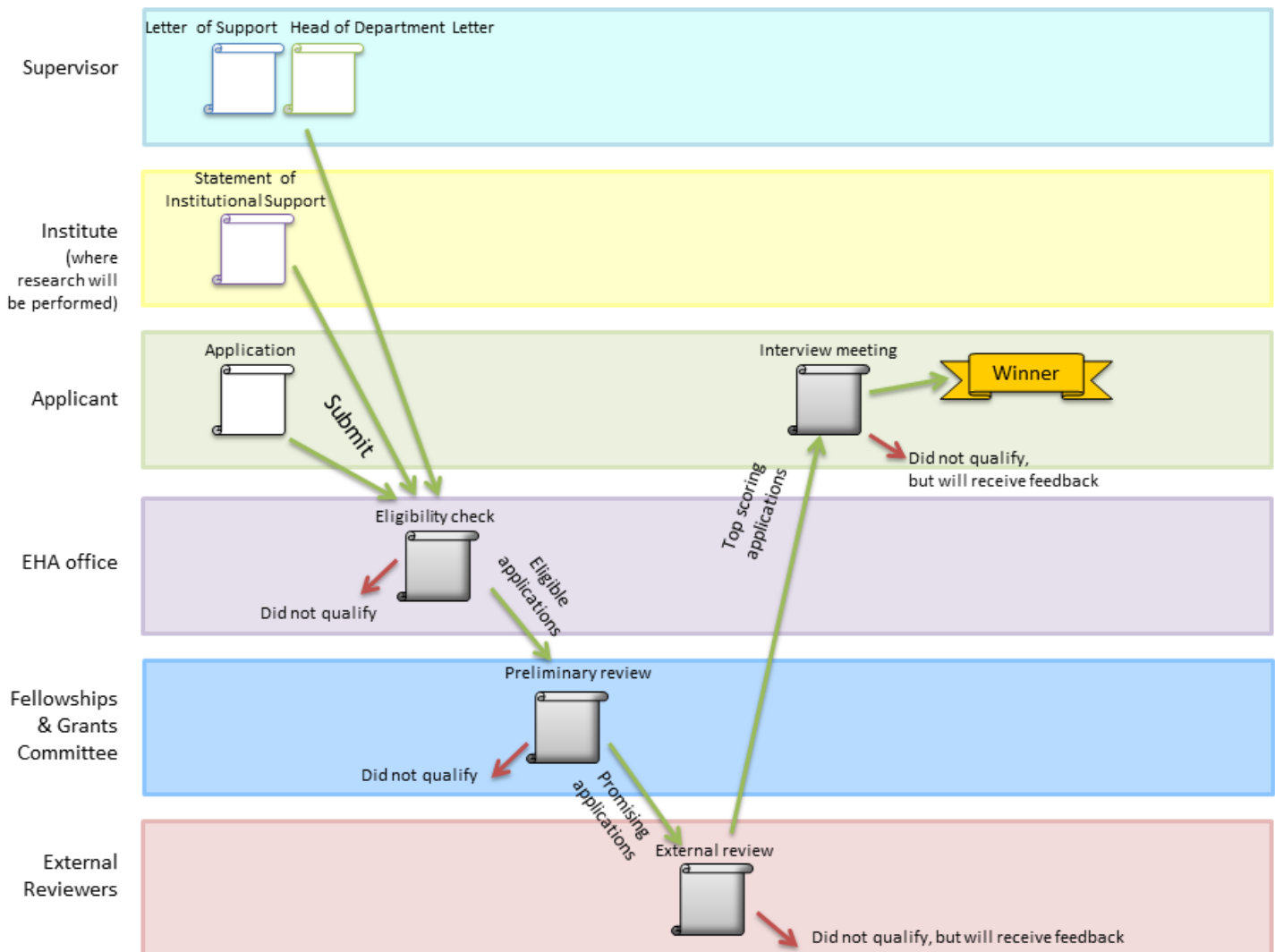


Illustration of the review and selection process

Applicants will be informed of the status of their application at every step.

4. Which information/documents do I submit?

You will be using a template (please download from EHA website) that allows you to fill in the following items. Please take note of the required format.

Required format

- Times New Roman, 11 pt, single space, please include page numbers at the bottom
- All documents should be collated into 1 pdf, and filename: First_Last Name.pdf
- Each page should have the applicants name and project title in the header/footer
- Scans not allowed

Data input (please use template as provided on the website)

1. Profile

- Personal information of the applicant
- EHA Guest or Membership number * of the applicant
- Dates (month and year) *
 - MD graduation or equivalent if applicable
 - PhD graduation or equivalent if applicable
 - Accreditation for hematology or equivalent if applicable
 - e.g. maternity leave, long sickness, natural disaster disabling the lab for a longer period, army service, etc. must be mentioned in the application and be confirmed with documents or statements in order to be allowed as valid reasons for being out of scope for the time since graduation requirements.
- Name of mentor and email address. EHA will invite your mentor to support your application.
- Address(es) of the home (and/or host) institute. One must be located within Europe*. The information must be filled in for the institute where you will be performing your research. If you are staying at the home institute, you do not need to fill in details for Host institute.
- Either home or host institute must be an academic institute (or proven equivalent) in different countries *
- Publications:
 - Total number of peer-reviewed publications
 - Number of publications
 - As first author
 - As second author
 - As last author
 - Five top publications and for each one:
 - Full citation
 - Impact factor of the journal
- Projects for which the applicant is PI
 - Number of projects
 - Titles of these projects
- Indicate max 2 names of research groups/persons that you would like to exclude from reviewing your proposal
- CV of max 2 pages, using the format in the template

2. Research Project

- a. Title of the research project for which the grant is requested
- b. Hematological specialty of the project e.g. AML
- c. Summary of the project (max 500 words)
- d. Budget as 1 page in Word
 - a. Justification of expenses per year
 - b. Categories: Consumables, Travel/congresses incl EHA congress, Publication costs, Personnel costs, end of project audit (see Terms & Conditions)
 - Per category, applicant will fill in how these costs are covered (e.g. by host institute, by other funding body, by this EHA grant)
 - c. Breakdown of other relevant funding
 - Status (e.g. waiting for decision, just applied)
 - Name of funding body
 - For what (use the categories as described in 10b)
- e. Project proposal of maximum 8 pages, including figures, abstract and references.

* indicates parameters relevant for eligibility

What EHA funds and what EHA does not fund

The funds may be used to provide support for salary and small items of equipment, supplies and/or travel, if this is necessary for advancing the research project. Traveling to and attending the EHA congress twice during the project period should be part of the budget.

The EHA Research Grants are only flexible at the time of application. After the funding has been awarded, the winner **MUST** adhere to the budget.

EHA does not fund:

- overhead costs
- budgets that are not accompanied by an accurate and sound justification in the application template
- costs that have not been approved (in the approved original budget or if changes have been requested, in an approved amendment)
- costs for research performed completely and solely by others, not by the applicant (merely overseeing the work while absent in the lab is not considered performing the work). In which case, the one doing the actual work should apply.
- costs that are covered by other funds, even if new funding is acquired during the project, making (parts of) the EHA grant redundant (any acquired funding must be communicated within 30 days after awarding to grants@ehaweb.org), detailing the amount, which items the funding has been approved for and how this impacts the overall funding of the project
- an excessive travel scheme for attending (scientific) meetings, including stay in excessively expensive hotels (5 stars and above) and business/first class flights
- costs that are not directly relevant to the research

5. Practical information for your mentor

Your support for the application

Your research fellow is applying for an EHA Research Grant to conduct research in your center. You are to submit the following via the specific application link for mentors on the EHA website:

1. Letter of Support from you on your institute's letterhead, including description of the mentoring plan, maximum length 2 pages
2. Head of Department letter, on the institute's letterhead, to include:
 - a. a description of the institutional commitment and facilities to support the project
 - b. a description of how the proposed project will fit into the current research of the department
 - c. acceptance statement that possible overhead costs for this EHA grant will be paid for with other funds than the EHA grant
 - d. acceptance statement that the Terms & Conditions as set forth on EHA's website, are agreed to
 - e. in case of a Physician Scientist Research Grant, a statement is required that explains what protected time will be allocated for performing the research project
 - f. signature by the chairperson of the department

If the mentor and the head of the department are the same person, please provide one letter including information required in point 1 and 2.

Please note you will have to create your own account. If you wish to make changes, you can go back into the system as many times as you want, up to the deadline, and make changes. Please see page 4 'How to access and edit an existing application'.

Relevant to know

The deadline for applications is 11 January, 2018 23:59 (CET)

6. Practical information for your institute

Your support for the application

A researcher at your institute is applying for an EHA Research Grant to support their research. For this application to be complete and eligible the administrative authority of the institute is to submit via the specific application link for Institutes on the EHA website a Signed Statement of Institutional Support for the application in which it agrees to the terms & conditions as set forth by EHA (see **Error! Reference source not found.**).

Please note you will have to create your own account. If you wish to make changes, you can go back into the system as many times as you want, up to the deadline, and make changes. Please see page 4 'How to access and edit an existing application'.

The deadline for the application is 11 January 2018, 23:59 (CET). We invite you to scrutinize the Terms & Conditions. If they are not acceptable to the institute, the applicant should be informed and asked to withdraw their application. The name of the institute and the details of the administrative authority must be accurately filled in, approved and signed by an authorized representative of the institute, as this information will be used for the funding agreement.

Administering the grants

If your applicant wins the research grant, you will be asked for bank details to be included in the funding agreement and for you to sign the funding agreement on behalf of the institute. Please see 7.

Relevant to know

The EHA Research grant is awarded to the applicant to further their career. The institute administers the grant.

EHA will not cover/fund overhead costs. These costs must be covered by another funds.

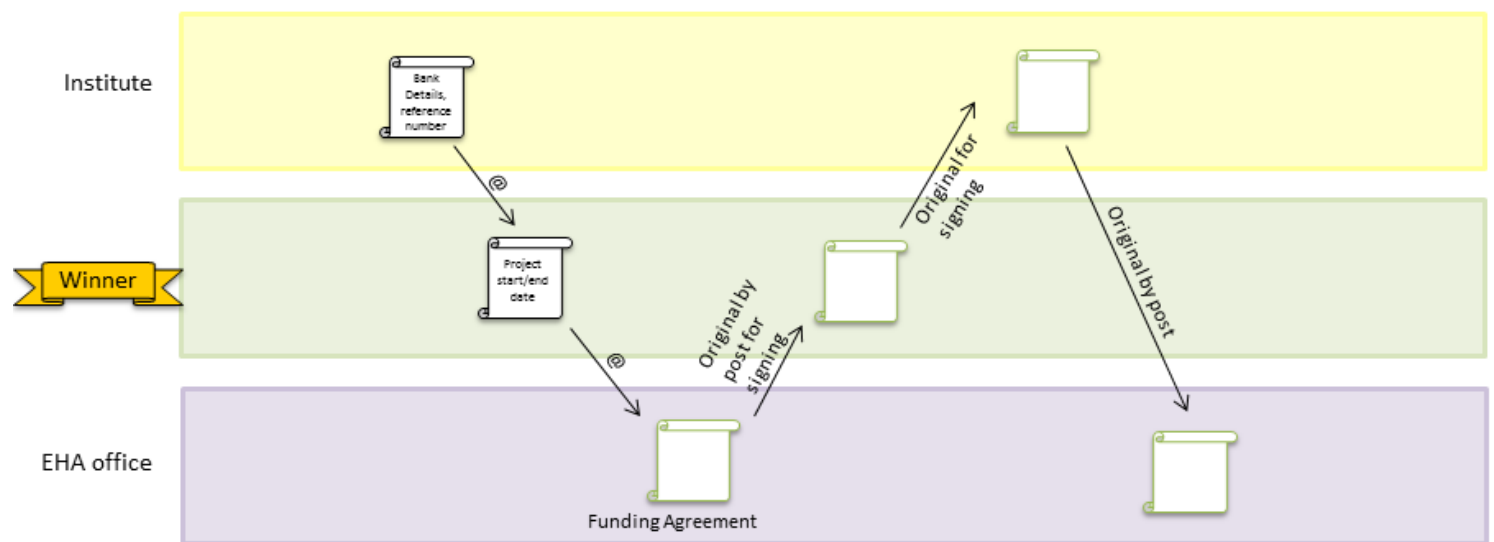
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7. Winning an EHA Research Grant

If you are selected as a winner, you receive a complimentary registration for the EHA annual congress. You will receive your award during the opening ceremony, and you will receive an invitation to the Laureates Dinner. In your budget (see d), you can include the costs for travel and accommodation to the EHA Congress.

Funding Agreement

As a winner, you will provide necessary information for the funding agreement, e.g. bank details, project start date, etc. You and your institute will be required to sign the funding agreement, which refers to the terms & conditions that will have been read and approved during the application phase. Withholding this approval can result in ineligibility of the applicant and the withdrawal of the award.



The winner is responsible for collecting the necessary information from the institute and sending to EHA

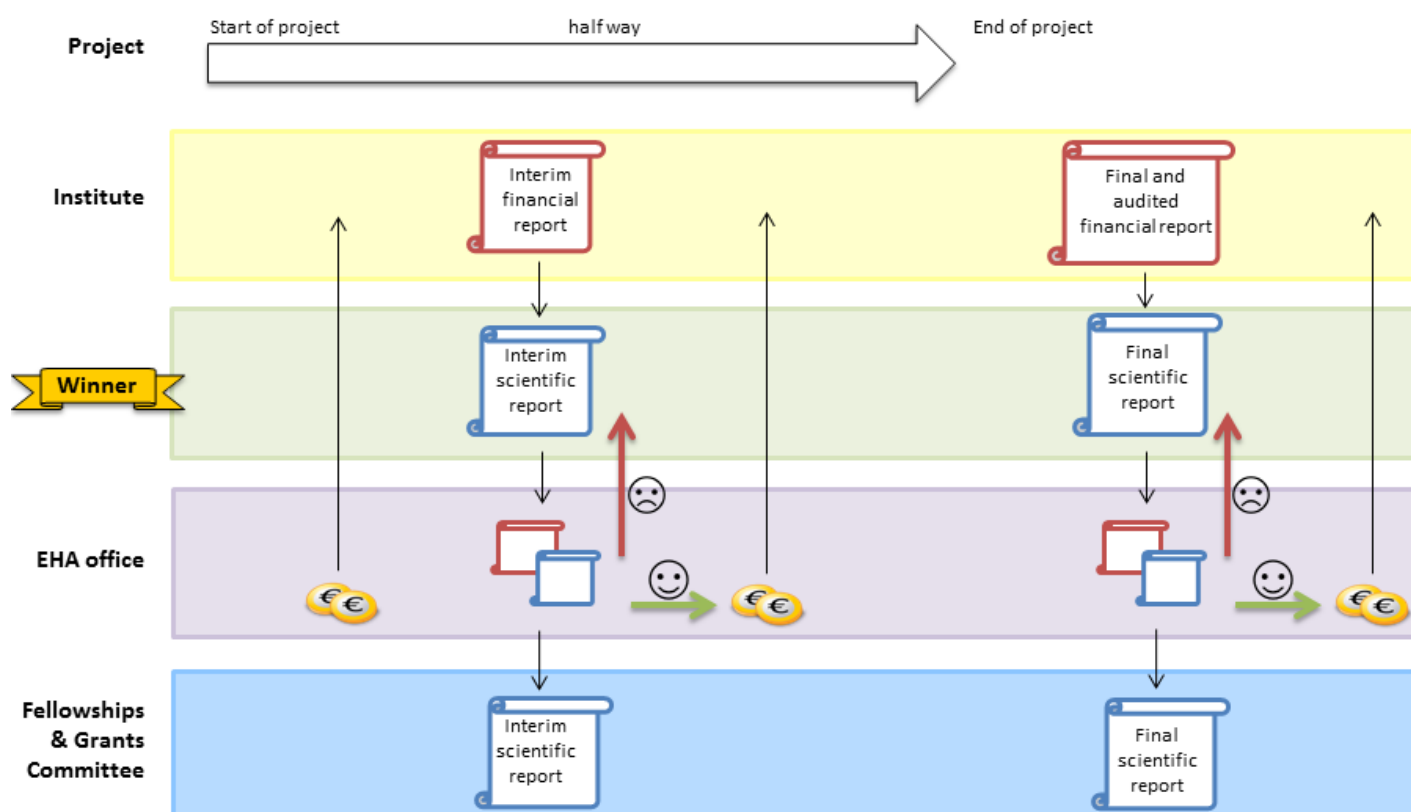
The funding agreement is to be signed on paper and sent by post to EHA.

Obligations

Once the funding agreement has been signed by all parties, EHA will transfer the first installment to the institute (according to the disbursement schedule in the agreement).

At the end of each project period, EHA should receive a scientific report and a financial report. Upon receipt of these reports, the next installment of the funding will be paid. The templates for these reports will be provided upon winning. The scientific reports get reviewed by the Fellowships & Grants.

Any publications arising from the work funded by EHA, is to have appropriate mention of EHA funding as stated in the Terms & Conditions.



The winner is responsible for collecting the financial reports from the institute and ensuring EHA receives the documents. Any changes requested by winner e.g. different start date or re-allocating funds, must be submitted via the Amendment request form.

Amendments

Any deviations from the approved project scope or budget are to be formally requested using an amendment request form, which will be provided upon winning the grant. Please see Terms & Conditions.

8. Finishing your grant period

After the project period ends, final reports are to be submitted within a month after the project period ends. Both financial and scientific reports are required. The financial report must be audited & signed off by an external auditor and the institute's financial head. Reporting templates are provided upon winning the grant.