

STEP BY STEP GUIDE

For applying for an EHA Research Grant



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Guidelines for EHA Grant management system

This document will guide you through every step of the process to apply for an EHA Research Grant using the EHA Grants management system.

If you have any questions, please contact the Grants Manager at EHA-Grants@ecorys.com.

Contents

1. Creating a profile.....	3
2. Submitting your grant application	4
3. Applicant information, eligibility and Scientific Proposal	5
4. Budget	9
5. Documents to be uploaded and formatting requirements	11
6. How to access and edit an existing application	12
7. How to submit an application	12

1. Creating a profile

Keep in mind that once you register, it may take **up to two business days** before you get access to the system. You are advised to plan accordingly as delays occasioned by late registration will not exempt you from the deadline. Registrations are approved between 8:00- 18:00 hrs. CET/CEST.

Access the grantee portal and register yourself via <http://eha.fluxx.io>.

Should you be the recipient of an EHA Research Grants, a mentoring program or SWG membership in the past 5 years, and want to apply for another grant, you most likely already have an account.

If you have forgotten your password, you can retrieve it by selecting **'Reset or create password'**. Just be sure to use the email address that EHA had on file. If you encounter any issues, please contact the Grants Managers at EHA-Grants@ecorys.com.

The screenshot shows the EHA Portal login and registration interface. At the top, the EHA logo (European Hematology Association) is displayed. Below it, the text 'EHA Portal' is visible. The page is divided into two main sections: 'Login Now:' and 'New to the EHA Portal?'. The 'Login Now:' section includes fields for 'Username' and 'Password', a 'Sign in' button, and a link for 'Reset or create password'. The 'New to the EHA Portal?' section includes a 'Create Your User Profile' heading and a detailed instruction block about the registration process, stating that users will receive an email within two business days to create a password and that successful registration grants access to the portal and application forms. At the bottom of this section is a 'Create an account now' button. The footer of the page includes the FLUXX logo and links for 'Privacy Policy' and 'Accessibility'.

Be sure to fill in the details accurately, as this registration cannot be edited later.

You should receive an email **within 2 business days** that has your username and instructions to reset your password. Use these credentials to access the application system.

This screenshot shows the 'Host Institution' section of the EHA Portal registration form. It includes fields for 'Your Institution', 'Institution Information', 'Re-Enter your Institution's Name', 'Department/Institute', 'Mailing Address 1', 'Mailing Address 2', 'Mailing City', 'Country' (with a dropdown menu showing 'Netherlands'), 'State/Province' (with a dropdown menu), and 'Mailing Postal Code (Zip)'. The EHA logo and 'EHA Portal' text are at the top.

This screenshot shows the 'Applicant Information' section of the EHA Portal registration form. It includes fields for 'First Name', 'Last Name', 'Nationality', 'Birthdate' (with a date picker), 'Gender' (with a dropdown menu), 'Your Department', 'Mobile Phone', and 'E-mail'. Below these fields is a 'Graduation Dates' section with a note: 'If your PhD, MD or Hematology Training Graduation date is beyond 2011, please do not use the drop-down menu to select the date but manually fill it in'. This section includes a 'Please select all degrees (or equivalents) earned' area with checkboxes for 'MD', 'PhD', and 'Hematology Training', and a date input field. At the bottom, there is a field for 'EHA membership or EHA Guest number' and two buttons: 'Cancel' and 'Submit Request'.

2. Submitting your grant application

Now that you have a profile, you can apply for an EHA Research Grant. Select 'Apply for a Research Grant' in the menu on the left and then click the green button at the bottom of the main screen.

The screenshot shows the EHA Research Grants application portal. The left sidebar contains a menu with 'Apply for a Research Grant' highlighted. The main content area displays the 'RESEARCH GRANTS' section, which includes a notice about a closed call for applications in 2022, a link to the terms and conditions, and a list of grant categories. An orange box with the text '1. Navigate & apply for funding' points to the 'Apply for a Research Grant' menu item. Another orange box with the text '2. Click to start (and remember to save!)' points to the 'Apply for a Research Grant' button at the bottom of the main content area. A third orange box with the text '3. Edit an existing application' points to the 'Applications to Edit' link in the sidebar. The main content area also includes a list of requirements for the research proposal, such as a letter of support from the mentor, a head of department letter, and a signed statement of institutional support. The bottom of the page features the FLUXX logo and a settings icon.

RESEARCH GRANTS

The call has closed. Please check back in the fall of 2022.

Please visit <https://ehaweb.org/research/grants/research-grants/> for terms and conditions, EHA's policy on double awarding and the guide to apply.

1. Navigate & apply for funding

2. Click to start (and remember to save!)

3. Edit an existing application

REQUIREMENTS:

- Letter of Support from mentor on your institute's letterhead, including description of the mentoring plan (max 2 pages).
- Head of Department letter, (max 1 page) on the institute's letterhead, to include:
 - a description of the institutional commitment and facilities to support the project
 - a description of how the proposed project will fit into the current research of the department
 - acceptance statement that possible overhead costs for this EHA grant will be paid for with other funds than the EHA grant
 - acceptance statement that the Terms & Conditions as set forth on EHA's website, are agreed to
 - in case of a Physician Scientist Research Grant, a statement is required that explains that at least 50% protected time will be allocated for performing the research project
- signature by the chairperson of the department (max 1 page)

If the mentor and the head of the department are the same person, please provide one letter including information required in both points (max 3 pages).

- A signed Statement of Institutional Support for the application in which it agrees to the terms & conditions as set forth by EHA, signed by the Administrative Authority of the Institute (max 1 page)

FORMATTING REQUIREMENTS:

Research proposal:

- Times New Roman, 11 pt, single space, each page should have a page number, the applicant's name, grant category, and project title in the header/footer.
- Combine these into 1 pdf and name it FirstName.LastName_ResearchProposal.pdf
- Project proposal (max 8 pages, including figures, abstract and references)
- SWOT analysis (max 2 pages)
- Timeline (max 1 page)

Scans not allowed for the project proposal, SWOT and timeline

Support letters:

name.LastName_SupportLetters.pdf

Once you have collected these documents, you are ready to

Apply for a Research Grant

If you have started an application, remember to keep saving your work.

To go back and edit content into your application, click on the 'Edit' button on the top of the screen, do not start a new application.

If you 'Submit' your application you are not able to edit it anymore.

If you encounter any issues, please contact the Grants Managers at EHA-Grants@ecorys.com

3. Applicant information, eligibility and Scientific Proposal

Make sure you read the portal instructions and save your application regularly.

To be eligible, your application needs to be complete, with all mandatory fields completed and all required attachments uploaded in the correct format. Please refer to the “Step-by-step guide for applying for an EHA Research Grant” to find out more.

The online application will cover:

- Applicant information
- Scientific Proposal Overview
- CV information
- Budget
- Evaluation of the portal
- Section to upload mandatory documents

The screenshot shows the top section of the application portal. At the top, there is a dark blue header with the ID 'R-202009-00079' and the Program Lead 'Research Grant'. Below this is a 'Request Status' section with three tabs: 'Draft' (highlighted in teal), 'With Applicant' (grey), and 'Closed' (grey). An orange arrow points from the 'With Applicant' tab to a text box that says 'See the status of your application'. Below the status section is a 'Table of Contents' section with a list of links: 'Portal Instructions', 'Applicant Information', 'Registration', 'Scientific Proposal Overview', 'Scientific Proposal', 'Budget', and 'Documents'. An orange arrow points from the 'Applicant Information' link to a text box that says 'Jump directly to any section of the application'. Below the table of contents is a 'Portal Instructions' section with a list of instructions. An orange arrow points from the 'Portal Instructions' section to a text box that says 'Read these instructions thoroughly'. Below the instructions is a 'How to Upload Attachments' section with a list of steps. Below the steps is a note: 'Once you have uploaded an attachment, it will be removed from the list of required documents and will appear in the Documents section below. You may upload additional attachments using the + icon available under the Request Documents section.'

ID: R-202009-00079
Program Lead:
Research Grant

Amount Recommended:

Request Status

Draft With Applicant Closed

See the status of your application

▼ Table of Contents

Portal Instructions
Applicant Information
Registration
Scientific Proposal Overview
Scientific Proposal
Budget
Documents

Jump directly to any section of the application

▼ Portal Instructions

Read these instructions thoroughly

- Use the Table of Contents to quickly advance to a particular section
- All fields in bold lettering are required
- Click on a section's arrow to expand or collapse that section
- Print a copy of this form by first selecting the **Save** button (if in Edit mode) at the bottom right corner of the form, then select the **Print** icon at the top right
- **Save often** at the bottom right corner of the form (Click **Edit** at the top right corner to re-open the form)
- When you have completed your application, carefully review your entries and click **Submit** at the bottom right corner
- If you need to make edits to a request already submitted please contact us
- During our review process, we may contact you if edits are necessary or if additional information is needed.
- Please refer to our website for our current Call for Proposals and deadlines.

Please Note: To edit a draft, respond to a revision request or request for additional information, select the **Edit** button at the top right

How to Upload Attachments

1. Select the + icon next to each required document
2. Browse to the location of the document saved on your computer
3. Highlight the document, and click "open" or "OK"
4. Click Upload

Once you have uploaded an attachment, it will be removed from the list of required documents and will appear in the Documents section below. You may upload additional attachments using the + icon available under the Request Documents section.

The screenshot shows the 'Applicant Information' section of the application portal. It has a title '▼ Applicant Information' and two input fields: 'Name of Institution' and 'Department'. An orange arrow points from the 'Name of Institution' field to a text box that says 'For verification purposes, please fill this in'.

▼ Applicant Information

Name of Institution

Department

For verification purposes, please fill this in

▼ Registration

Name of Mentor	<input type="text"/>
Email address of Mentor	<input type="text"/>
Name of Department Head	<input type="text"/>
Email address of Department Head	<input type="text"/>

If the Mentor and Head of Department are the same person, please duplicate the details so all fields are filled.

Mandatory pdf upload of collated Support letters:

Combine these into 1 pdf and name it FirstName.LastName_SupportLetters.pdf
-Mentor Support letter (max 2 pages)
-Head of Department letter (max 1 page)
-Administrative Authority letter (max 1 page)

Select the + icon next to each required document. Once you have uploaded an attachment, it will be removed from the list of required documents and will appear in the Documents section below. You may upload additional attachments using the + icon available under the Request Document

Collated Support Letters

Name of Administrative Authority	<input type="text"/>
----------------------------------	----------------------

This must be the same person that signed the Administrative Authority Letter

Click this + to upload the collated support letters

Publications

Number of Peer reviewed publications as the first author	<input type="text"/>
Number of Peer reviewed publications as the second author	<input type="text"/>
Number of Peer reviewed publications as the last author	<input type="text"/>
Total citations (Google Scholar)	<input type="text"/>
H-index (according to Google Scholar)	<input type="text"/>

Five Top Publications

Full citation should be given and the impact factor of the journal.

<input type="text"/>

Selected peer-reviewed publications (max 10)

<input type="text"/>

Number of projects
for which the
applicant is PI
(principal investigator)

Titles of these projects

Provide up to two Individuals or Research Groups to exclude as external reviewers

Reviewer Exclusion
#1

Reviewer Exclusion
#2

You may indicate here
who should NOT review
your application.

Education and Employment

Position title (current position at institute)

Personal statement (optional)

Positions and Employment

Out of Scope

Do you have any relevant reasons for being out of scope for the time since graduation requirements (e.g. maternity leave)?

Yes

If you have any reason, select 'yes'.

Reason(s) for being out of scope

Please share the reason(s)– review EHA policy regarding life events and eligibility

Duration Out of Scope

Please indicate the duration of out of scope. E.g., if you had 2 children since relevant graduation and you are their mother, $2 \times 18 = 36$ months. If you are the father, $2 \times 3 = 6$ months. If your lab was flooded by a hurricane and it caused a 6-month delay, fill in 6 months.

Please upload a pdf document to justify copy of a child's passport showing date of birth, or a letter from a doctor that the lab was closed for 4 months, or a proof of reason for being out of scope

To complete this section, please upload relevant documentation here.

Other Experience

Other experience and professional memberships

Honors and Awards

EHA has a policy regarding life events and eligibility:

- For each child/pregnancy, a mother can add 18 months to the time since graduation and a father can add 3 months
- Other life events, e.g., military service, disease or lab closure can also extend the period of eligibility and must be justified.

Scientific Proposal Overview

Research Project Category

Project Title

Project Summary (max 500 words)

Advanced Research Grant
Junior Research Grant
Physician Scientists' Research Grant
Topic-in-Focus Junior Research Grant
Topic-in-Focus Advanced Research Grant
Topic-in-Focus Physician Scientists' Research Grant

Make sure you select the appropriate category. If your research is in a Topic-in-Focus, please select that in combination with your category. Topics-in-Focus for this round is Hemoglobinopathies

Characters left for field: 4000

Add Budget for this EHA Grant

Organization Name: Test University
Amount:
Request ID: R-202009-00080
Start Date:
End Date:

Name

Budget Details

Item	Budgeted
Optional (click to edit)	
Optional (click to edit)	
Optional (click to edit)	

Save

This is the pop-up window where you have to fill in your budget for the **funding you want from EHA**. Be clear and don't forget to include the **mandatory items** (see next screenshot)

Funding Request for this EHA Grant

Amount Requested (in Euros)

Budget for this EHA Grant

Budget Period	Budget
:	115,750
Total	115,750

Budget Snapshot

Item	Budget		
Custom: Mandatory: Financial Audit costs	2,000		
Custom: Mandatory: Attendance and participati...	4,000		
Custom: Technician salary	84,000		
Custom: Consumables	10,000	8.64%	10,000
Custom: Publication costs	750	0.65%	750
Custom: Animal housing	15,000	12.96%	15,000
Custom: 7		0%	0
Custom: 8		0%	0
Custom: 9		0%	0
Custom: 10		0%	0
Total	115,750	100%	115,750

-Mandatory: Max €2000 for attendance of EHA congress for each year of your grant during the project year (includes travel, registration, accommodation).
 -Mandatory: Max € 2000 for final project financial audit costs.

5. Documents to be uploaded and formatting requirements

The following documents are mandatory for your application to be considered:

Project proposal

- Combine these into 1 pdf and name it FirstName.LastName_ResearchProposal.pdf
 - o Project proposal (max 8 pages, including figures, abstract and references)
 - o SWOT analysis (max 2 pages)
 - o Timeline (max 1 page)

Scans not allowed for the project proposal, SWOT and timeline

- Each page should have a page number, the applicant's name and project title in the header/footer

Supporting letters

- Combine these into 1 pdf, include page numbers and name it FirstName.LastName_SupportLetters.pdf
 - o Mentor Support letter (max 2 pages)
 - o Head of Department letter (max 1 page)
 - o Administrative Authority letter (max 1 page)

Required formatting: Times New Roman, 11 pt., single space

The screenshot shows a web interface for uploading documents. At the top, there is a section titled '▼ Documents'. Below it, a section titled 'How to Upload Attachments' provides four numbered steps: 1. Select the + icon next to each required document above or select the + icon below to add extra attachments; 2. Browse to the location of the document saved on your computer; 3. Highlight the document, and click "open" or "OK"; 4. Click Upload. Below these steps, a note states: 'Once you have uploaded a required document, it will be removed from the list of required documents and will appear in the Documents section below..'. There are two main sections for document uploads: 'Request Documents' and 'Organization Documents'. Each section has a header bar with a '+' icon in the top right corner and a list of document names below it. An orange arrow points from a text box to the '+' icon in the 'Request Documents' section.

▼ Documents

How to Upload Attachments

1. Select the + icon next to each required document above or select the + icon below to add extra attachments
2. Browse to the location of the document saved on your computer
3. Highlight the document, and click "open" or "OK"
4. Click Upload

Once you have uploaded a required document, it will be removed from the list of required documents and will appear in the Documents section below..

Request Documents +

Organization Documents +

All you've uploaded, will appear here.

The footer of the interface contains three buttons: 'Cancel', 'Save And Close', and 'Save And Continue'.

Cancel Save And Close Save And Continue

Remember to Save while filling in your application or you risk losing your work.

6. How to access and edit an existing application

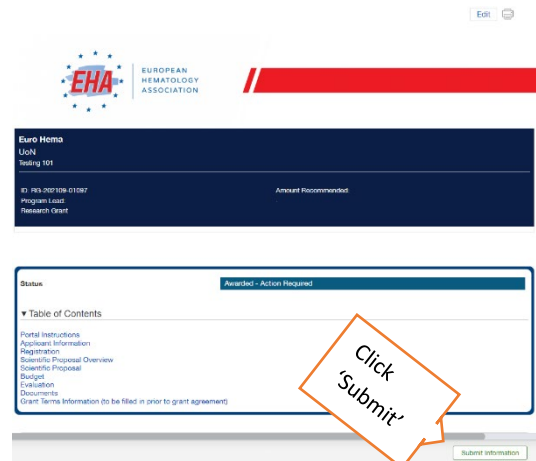
You can re-access your application and make changes until the deadline. Seek 'Pending Requests' in the grantee portal for access.

7. How to submit an application

Remember to click 'Submit' before the deadline!

Only submitted applications will be taken into consideration.

Once the deadline has passed or you have submitted, you will have 'read only' access. See page 8 of this guide for the snapshot.



Questions and concerns regarding the application process

If you have any questions or problems with submitting the application, please contact the EHA Talent Accelerator Department at EHA-Grants@ecorys.com or call during office hours: +31(0)70 3020 099.