EUROPEAN HEMATOLOGY ASSOCIATION

EHA RESEARCH GRANTS PROCESS

STEP BY STEP GUIDE

For applying for an EHA Research Grant

SEPTEMBER 1, 2022

EHA Executive Office

Koninginnegracht 12b
2514 AA The Hague
The Netherlands

Tel: +31 (0)70 3020 099
info@ehaweb.org

EHA | POWERED BY YOU!

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 grants@ehaweb.org.

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

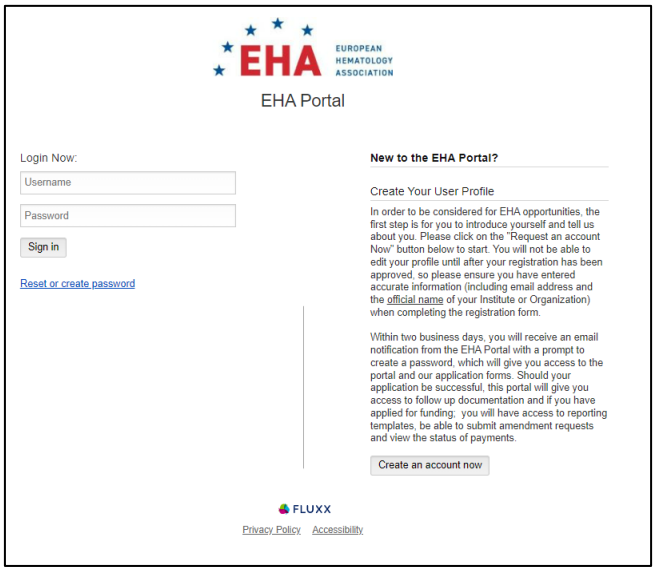
1. Creating a profile

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.

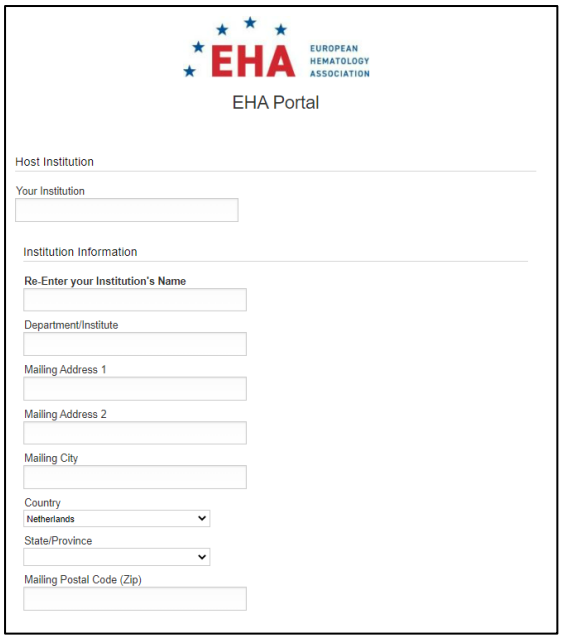
Should you be the recipient of an EHA Research Grants, a mentoring program or SWG membership in the past 5 years, and want to apply for another grant, you most likely already have an account.

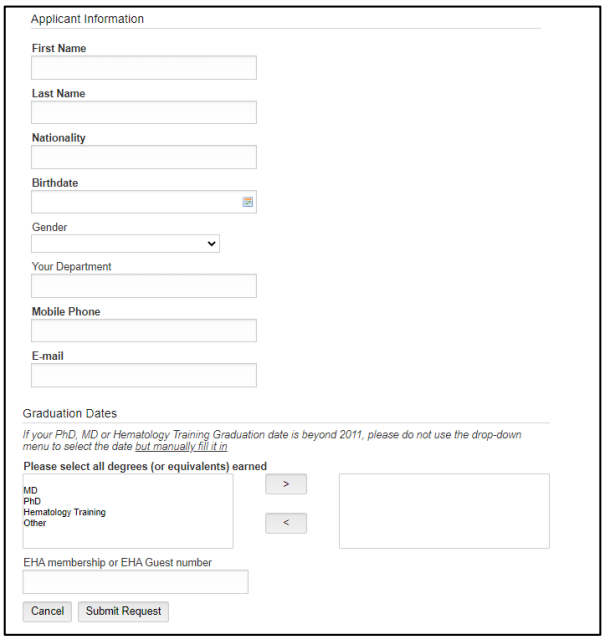
If you have forgotten your password, you can retrieve it by selecting '**Reset or create password'**. Just be sure to use the email address that EHA had on file. If you encounter any issues, please contact the Grants Managers at grants@ehaweb.org .



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

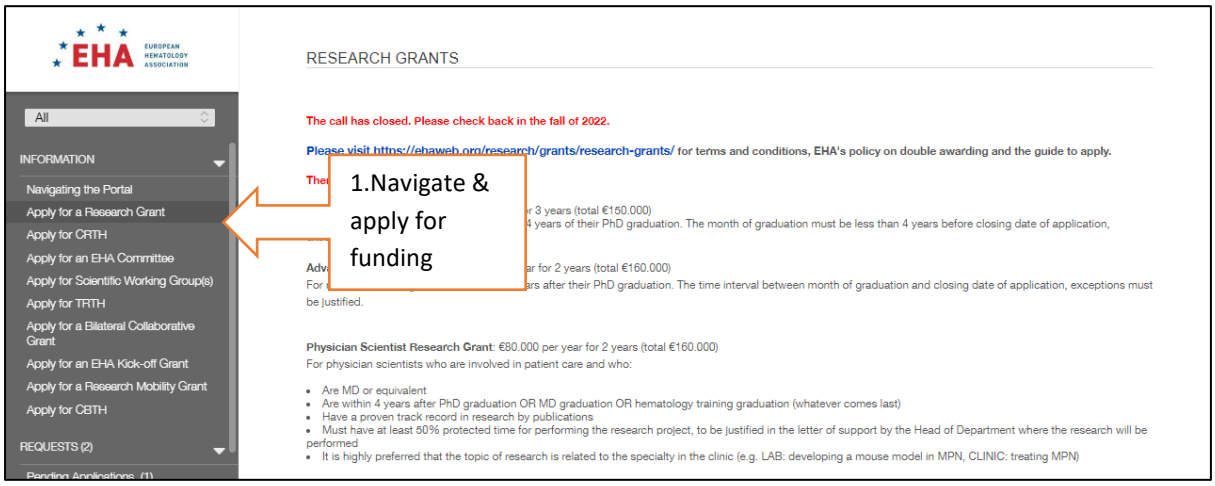
You should receive an email **within 2 business days** that has your username and instructions to reset your password. Use these credentials to access the application system.

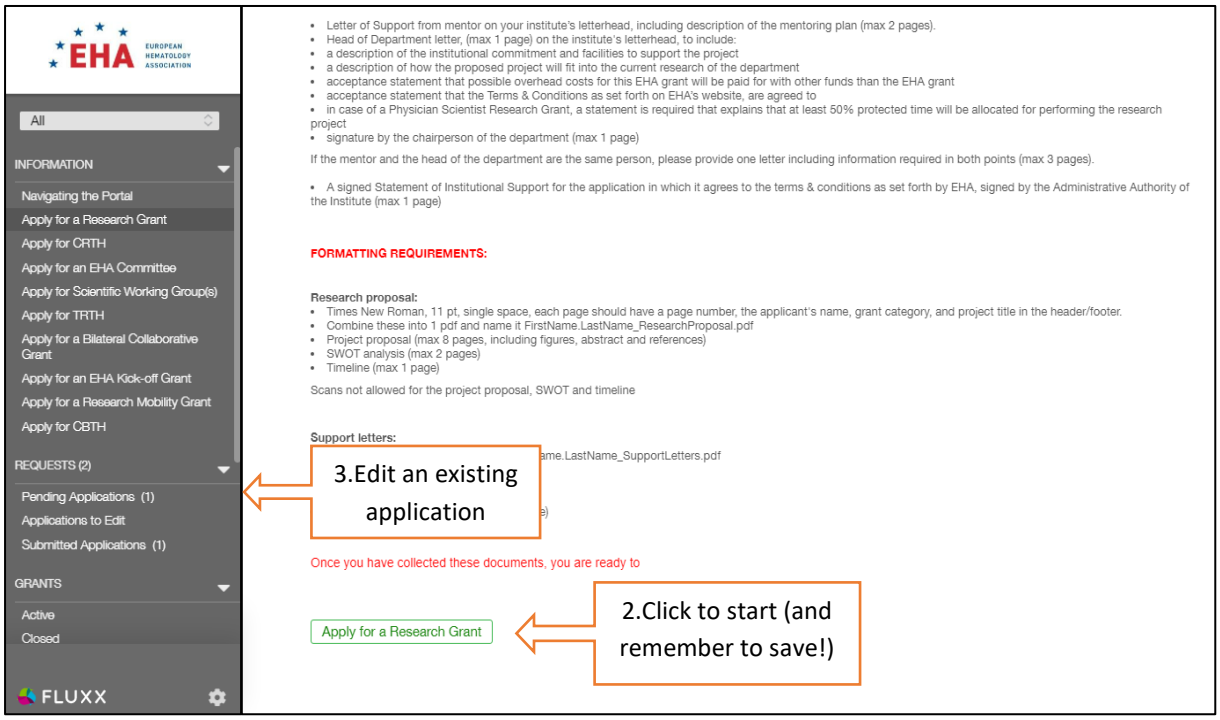




2. Submitting your grant application

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.





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.

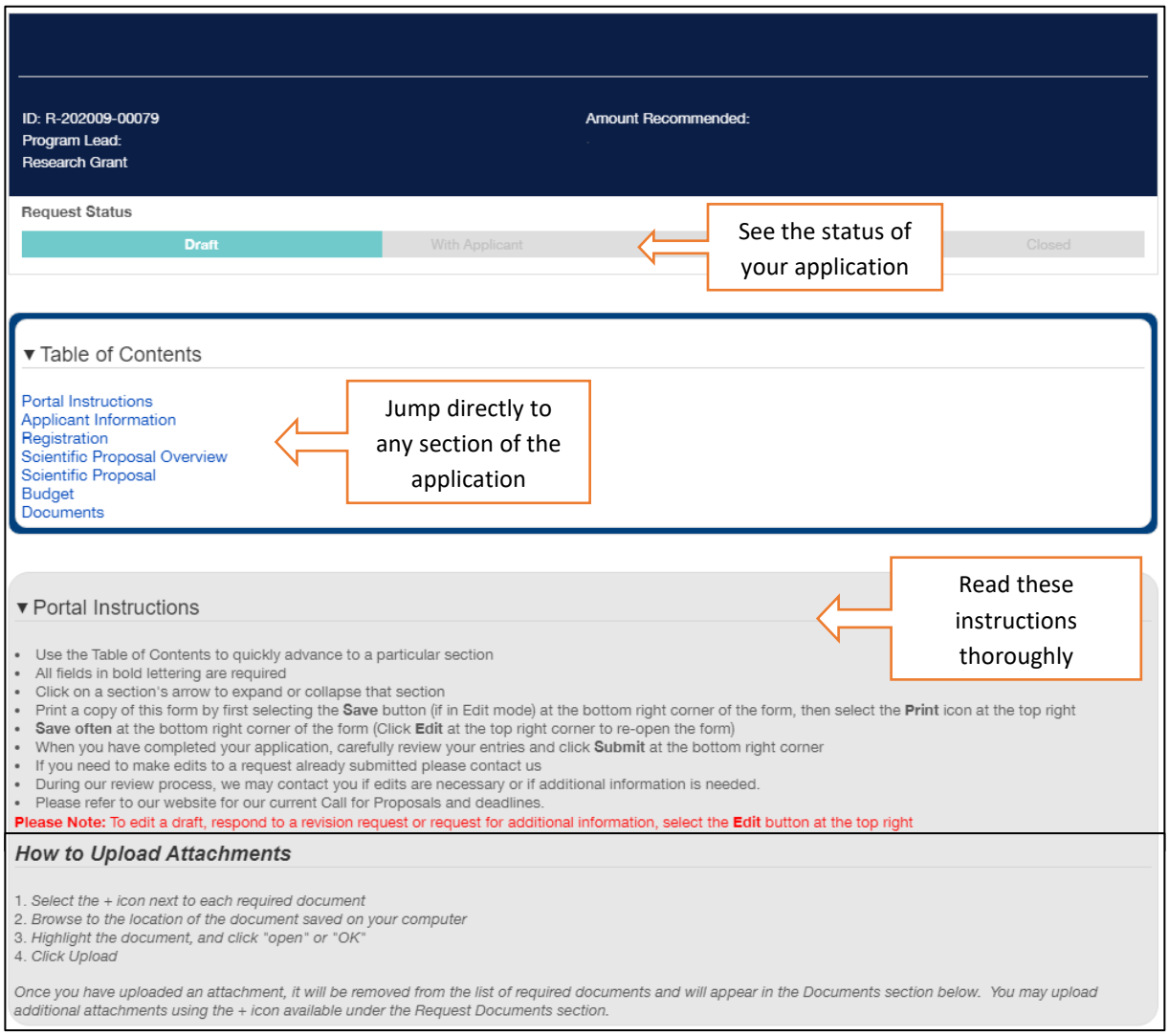
If you encounter any issues, please contact the Grants Managers at grants@ehaweb.org

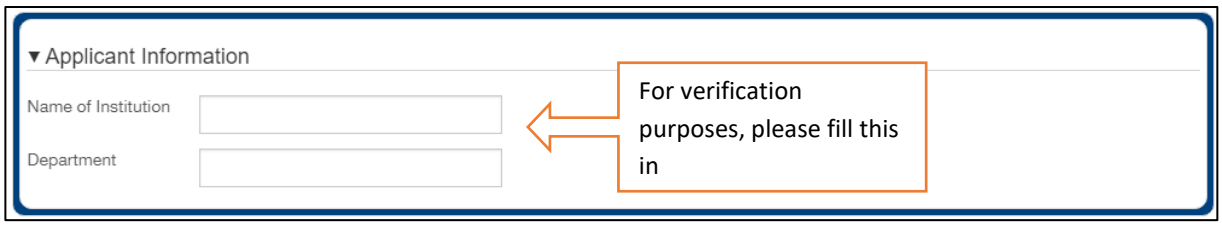
3. Applicant information, eligibility and Scientific Proposal

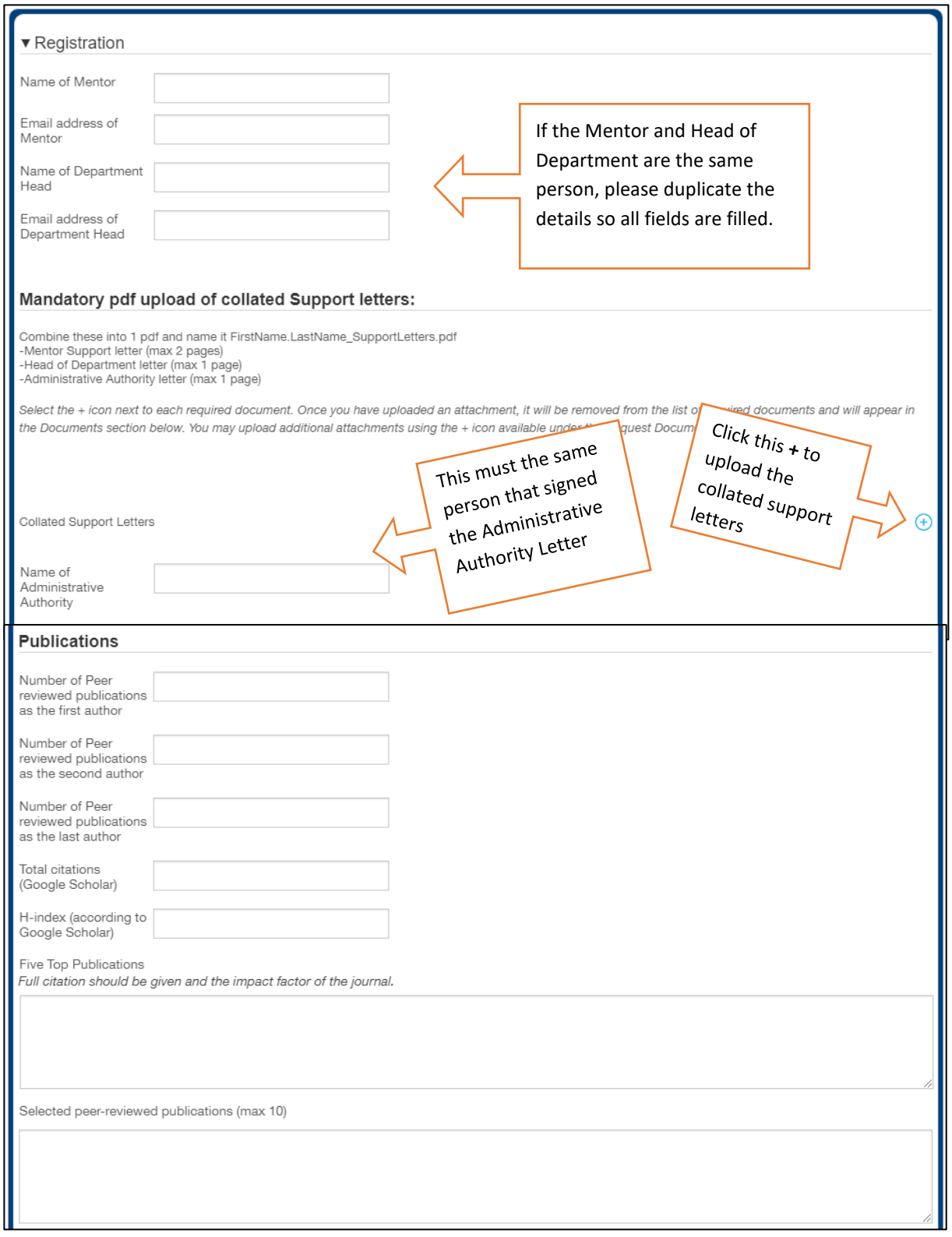
Make sure you read the portal instructions and save your application regularly.
To be eligible, your application needs to be complete, with all mandatory fields completed and all required attachments uploaded in the correct format. Please refer to the “Step-by-step guide for applying for an EHA Research 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






▾ Registration
Name of Mentor
Email address of Mentor
Name of Department Head
Email address of Department Head
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
ired documents and will appear in the Documents section below. You may upload additional attachments using the + icon available under
quest Docum
This must the same person that signed the Administrative Authority Letter
Click this + to upload the collated support letters
Collated Support Letters
Name of Administrative Authority
Publications
Number of Peer reviewed publications as the first author
Number of Peer reviewed publications as the second author
Number of Peer reviewed publications as the last author
Total citations (Google Scholar)
H-index (according to Google Scholar)
Five Top Publications
Full citation should be given and the impact factor of the journal.
Selected peer-reviewed publications (max 10)

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

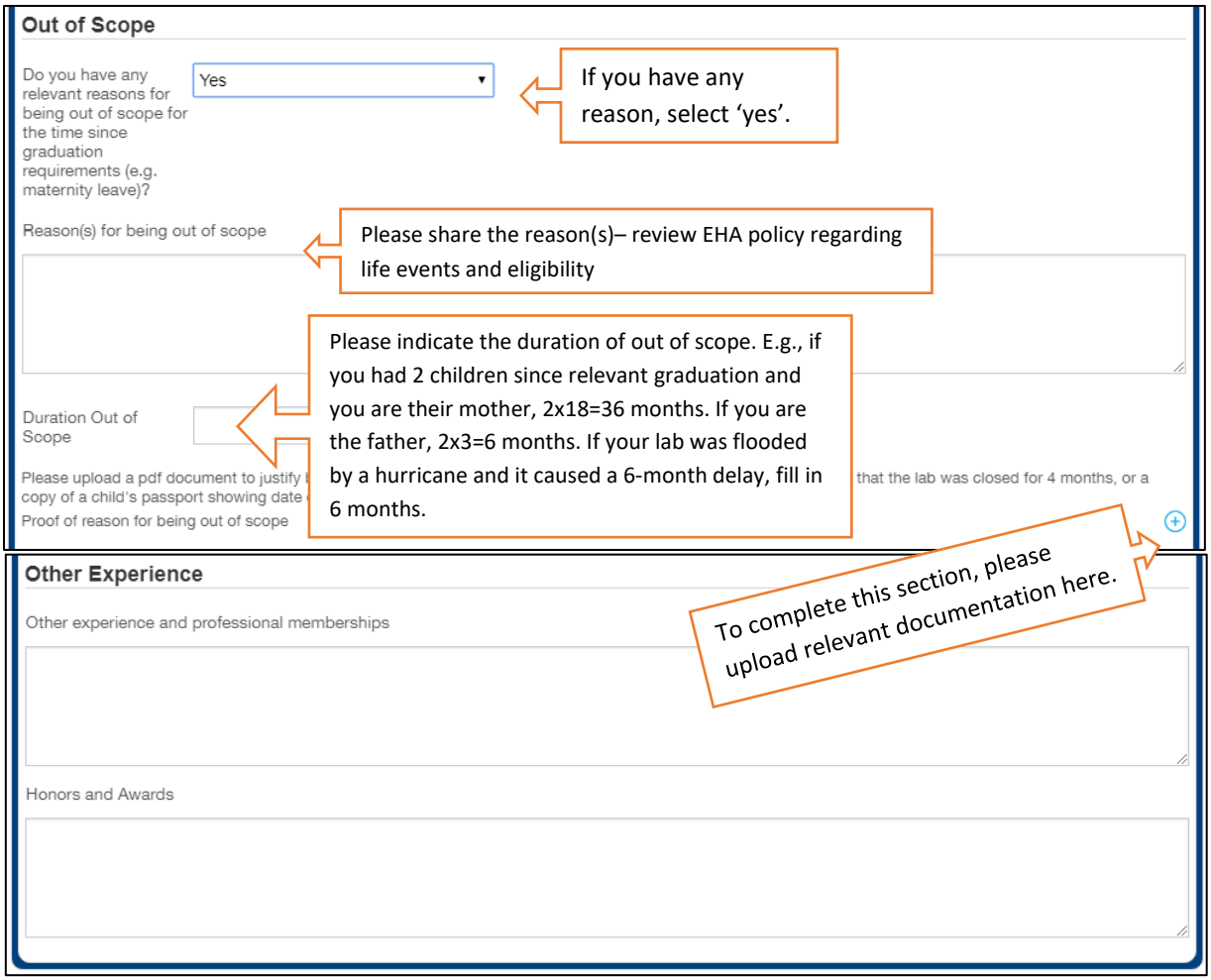
You may indicate here who should NOT review your application.

Education and Employment

Position title (current position at institute)

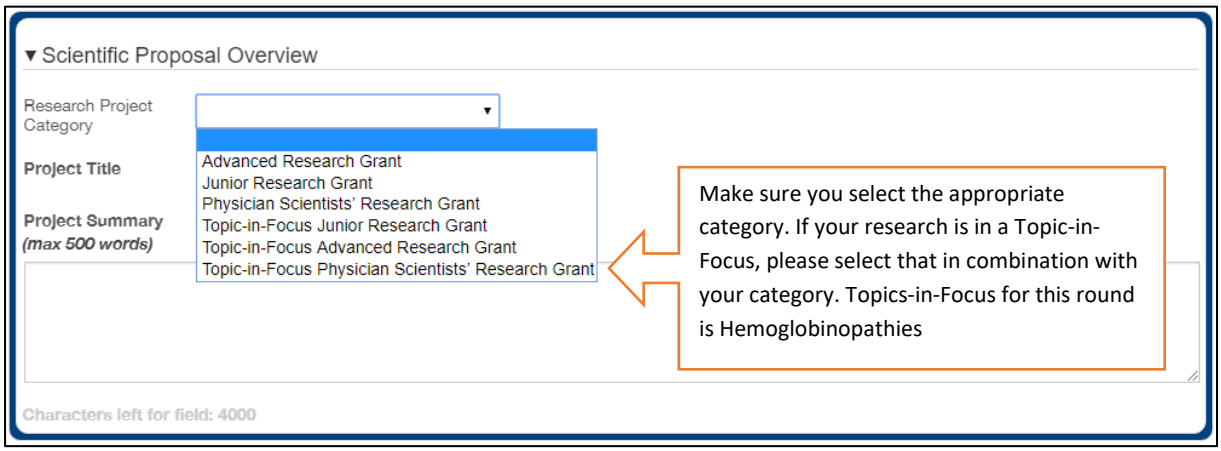
Personal statement (optional)

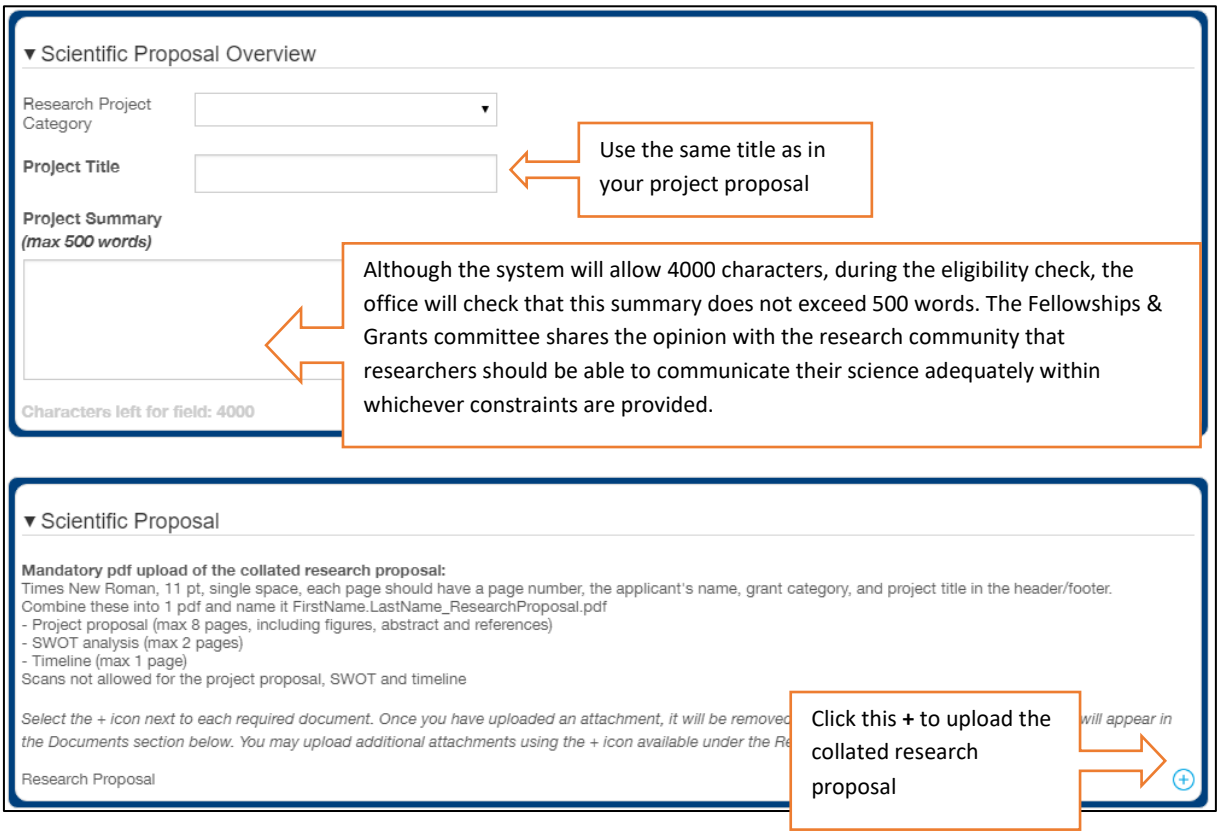
Positions and Employment



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.



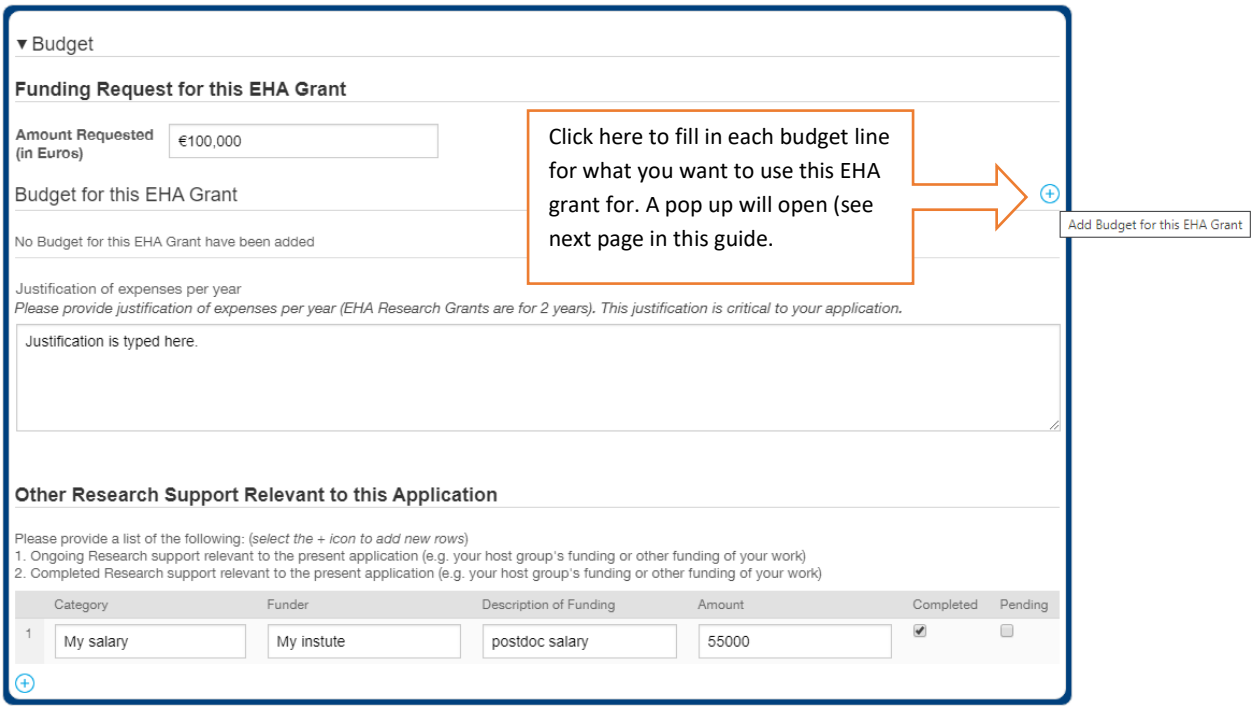


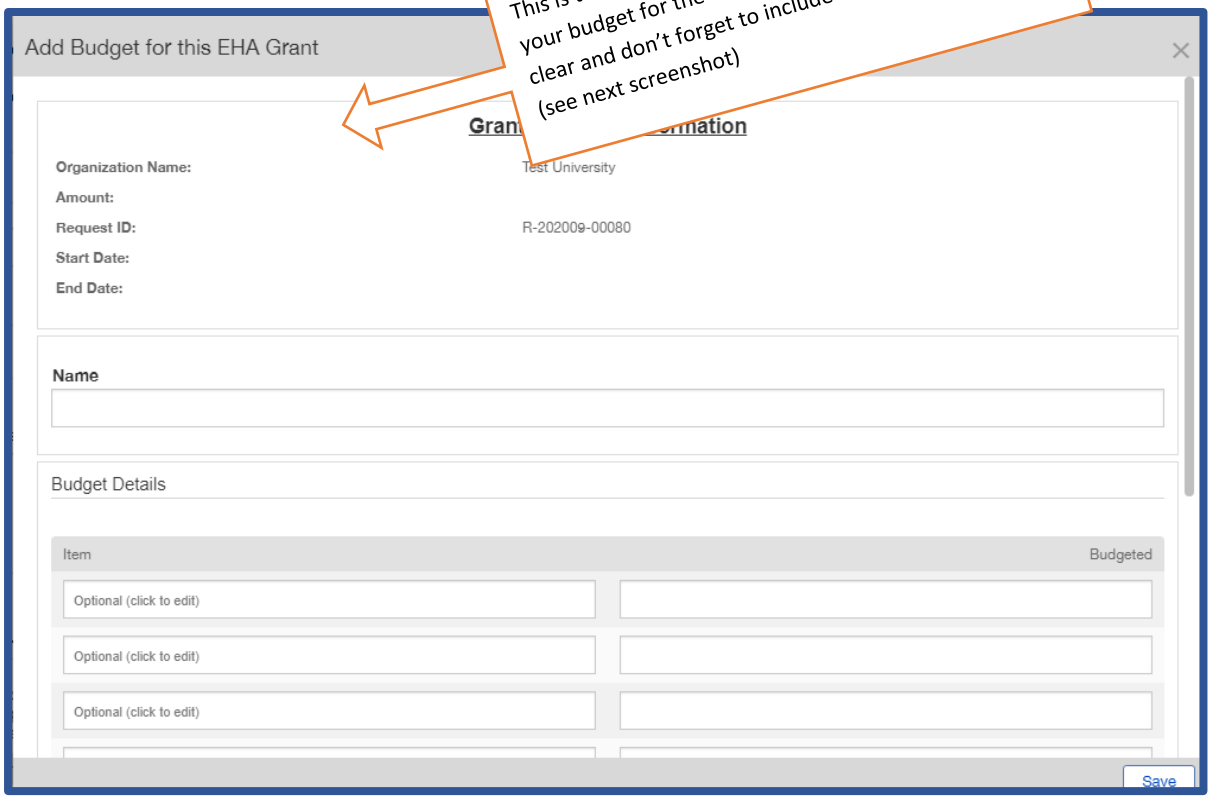
4. Budget

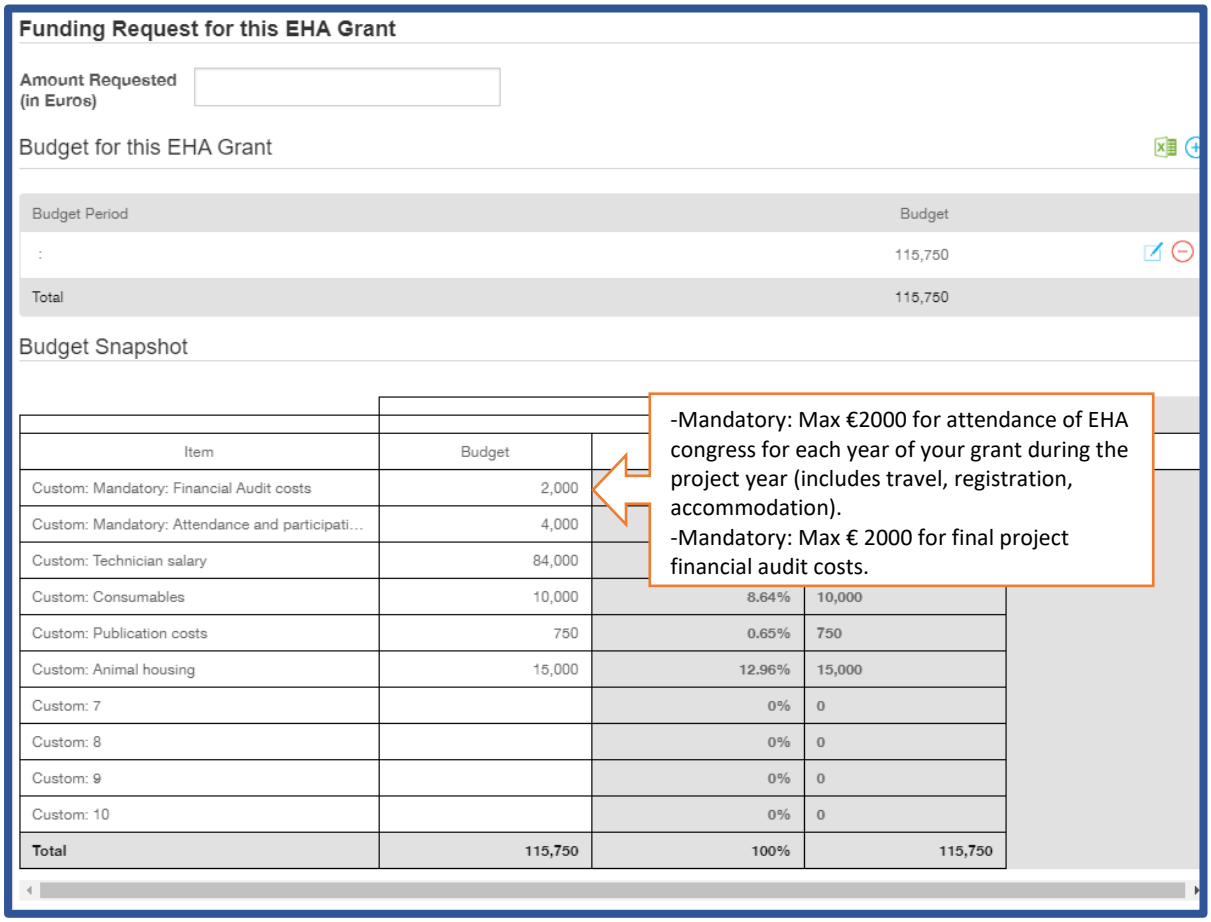
There are four sections to be completed regarding your budget request:

- Amount Requested
- Budget table
- Justification
- Other funding for this project

Please ensure that the amount requested and the budget table match.







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**

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
  - Project proposal (max 8 pages, including figures, abstract and references)
  - SWOT analysis (max 2 pages)
  - Timeline (max 1 page)

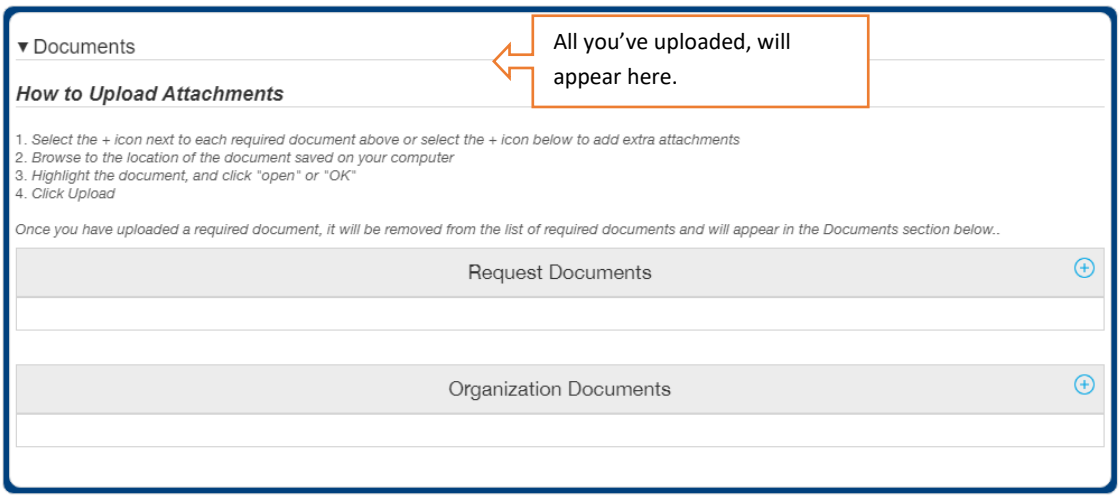
Scans not allowed for the project proposal, SWOT and timeline

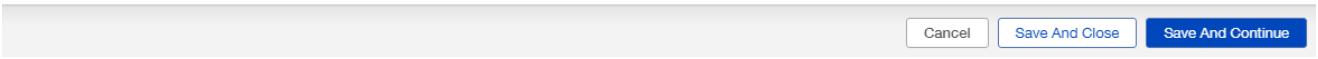
- Each page should have a page number, the applicant's name and project title in the header/footer

Supporting letters

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

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





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

6. How to access and edit an existing application

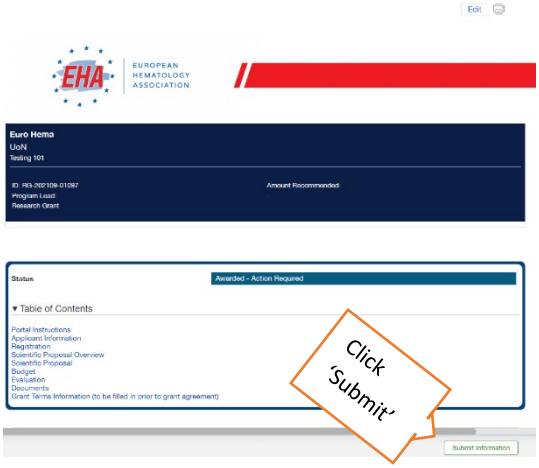
You can re-access your application and make changes until the deadline. Seek ‘Pending Requests’ in the grantee portal for access.

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 grants@ehaweb.org or call during office hours: +31(0)70 3020 099.