

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 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.

The screenshot shows the EHA Portal login and registration interface. At the top, the EHA logo (European Hematology Association) is displayed. Below the logo, there are 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 contains a 'Create Your User Profile' heading and a detailed instruction block explaining the registration process, including the requirement to provide accurate information and the timeline for receiving an email notification. A 'Create an account now' button is located at the bottom of this section. At the very bottom of the page, the FLUXX logo and links for 'Privacy Policy' and 'Accessibility' are visible.

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

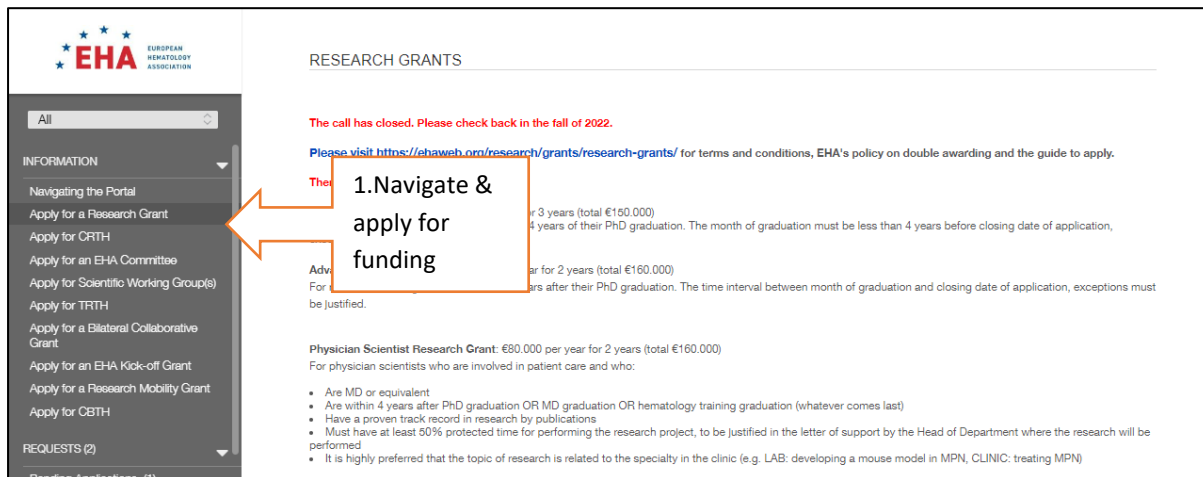
You should receive an email **within 2 business days** that has your username and instructions to reset your password. Use these credentials to access the application system.

This screenshot shows the left portion of the registration form. It features the EHA logo at the top. Below the logo, there are several input fields: 'Host Institution', '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), 'State/Province' (with a dropdown menu), and 'Mailing Postal Code (Zip)'. Each field is represented by a text input box.

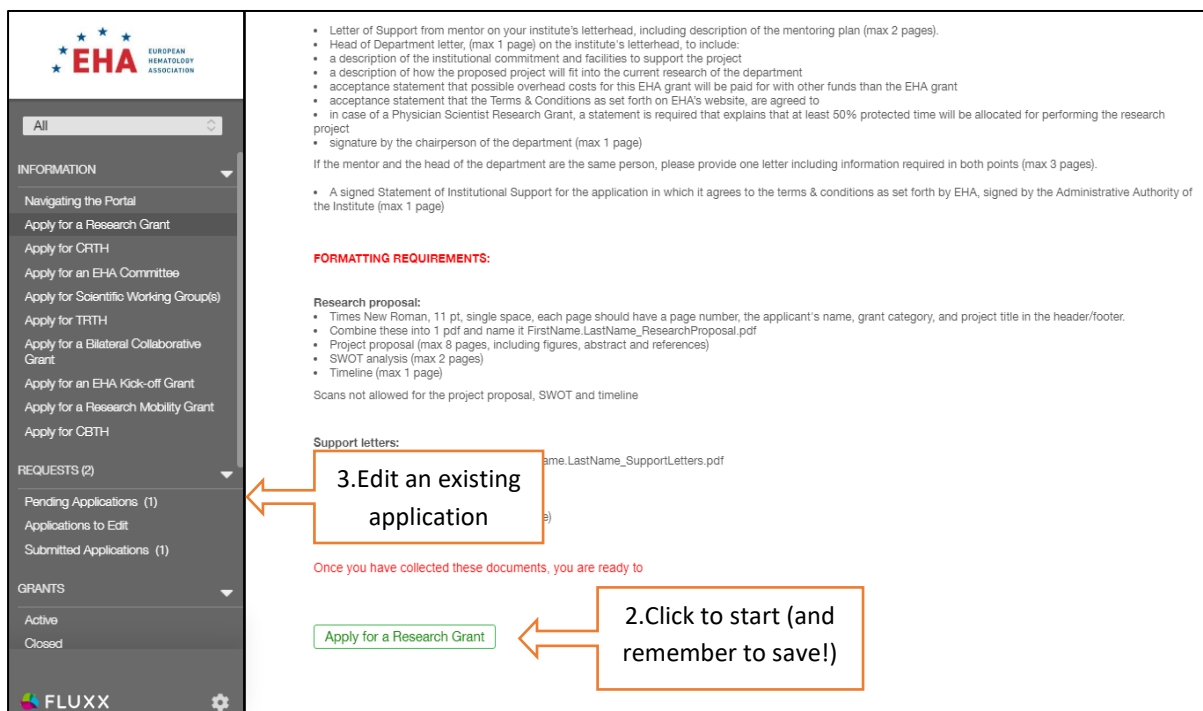
This screenshot shows the right portion of the registration form. It includes the following fields: 'Applicant Information' (with a sub-heading), 'First Name', 'Last Name', 'Nationality', 'Birthdate' (with a date picker), 'Gender' (with a dropdown menu), 'Your Department', 'Mobile Phone', and 'E-mail'. Below these is the 'Graduation Dates' section, which includes 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 has a 'Please select all degrees (or equivalents) earned' heading and a list of options: 'MD', 'PhD', 'Hematology Training', and 'Other', with right and left arrow buttons. At the bottom, there is an 'EHA membership or EHA Guest number' field 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 page. On the left is a navigation menu with 'Apply for a Research Grant' highlighted. An orange box with the text '1. Navigate & apply for funding' has an arrow pointing to this menu item. The main content area displays a notice that the call has closed for 2022 and provides a link to the terms and conditions. Below this, there are details for the 'Physician Scientist Research Grant', including a description of the grant, eligibility criteria, and a list of requirements.



The screenshot shows the EHA Research Grants page with detailed requirements. An orange box with the text '3. Edit an existing application' has an arrow pointing to the 'Applications to Edit' menu item. Another orange box with the text '2. Click to start (and remember to save!)' has an arrow pointing to the 'Apply for a Research Grant' button. The main content area lists requirements for the support letter and formatting requirements for the research proposal, including file names and page limits.

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

The screenshot shows the top part of the application portal. At the top left, it displays 'ID: R-202009-00079', 'Program Lead: Research Grant', and 'Amount Recommended:'. Below this is a 'Request Status' bar with three segments: 'Draft' (highlighted in teal), 'With Applicant' (grey), and 'Closed' (grey). An orange callout box with an arrow points to the 'With Applicant' segment, containing the text 'See the status of your application'. Below the status bar is a 'Table of Contents' section with a dropdown arrow. It lists several sections: 'Portal Instructions', 'Applicant Information', 'Registration', 'Scientific Proposal Overview', 'Scientific Proposal', 'Budget', and 'Documents'. An orange callout box with an arrow points to 'Applicant Information', containing the text 'Jump directly to any section of the application'. Below the table of contents is the 'Portal Instructions' section, also with a dropdown arrow. It contains a list of instructions and a 'Please Note' in red text. An orange callout box with an arrow points to this section, containing the text 'Read these instructions thoroughly'. Below the instructions is a section titled 'How to Upload Attachments' with a numbered list of four steps and a paragraph of explanatory text.

The screenshot shows the 'Applicant Information' section of the form. It has a dropdown arrow at the top left. Below it are two input fields: 'Name of Institution' and 'Department'. An orange callout box with an arrow points to these fields, containing the text 'For verification purposes, please fill this in'.

▼ 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 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

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

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

Out of Scope

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

Reason(s) for being out of scope

Duration Out of Scope

Please upload a pdf document to justify copy of a child's passport showing date Proof of reason for being out of scope

that the lab was closed for 4 months, or a

Other Experience

Other experience and professional memberships

Honors and Awards

To complete this section, please upload relevant documentation here.

If you have any reason, select 'yes'.

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

Please indicate the duration of out of scope. E.g., if you had 2 children since relevant graduation and you are their mother, 2x18=36 months. If you are the father, 2x3=6 months. If your lab was flooded by a hurricane and it caused a 6-month delay, fill in 6 months.

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)

Characters left for field: 4000

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

▼ Scientific Proposal Overview

Research Project Category

Project Title Use the same title as in your project proposal

Project Summary (max 500 words)

Characters left for field: 4000

Although the system will allow 4000 characters, during the eligibility check, the office will check that this summary does not exceed 500 words. The Fellowships & Grants committee shares the opinion with the research community that researchers should be able to communicate their science adequately within whichever constraints are provided.

▼ Scientific Proposal

Mandatory pdf upload of the collated 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

Select the + icon next to each required document. Once you have uploaded an attachment, it will be removed from the Documents section below. You may upload additional attachments using the + icon available under the Research Proposal

Research Proposal + will appear in

Click this + to upload the collated research proposal

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.

▼ Budget

Funding Request for this EHA Grant

Amount Requested (in Euros)

Budget for this EHA Grant

No Budget for this EHA Grant have been added

Justification of expenses per year
 Please provide justification of expenses per year (EHA Research Grants are for 2 years). This justification is critical to your application.

Justification is typed here.

Other Research Support Relevant to this Application

Please provide a list of the following: (select the + icon to add new rows)

1. Ongoing Research support relevant to the present application (e.g. your host group's funding or other funding of your work)
2. Completed Research support relevant to the present application (e.g. your host group's funding or other funding of your work)

Category	Funder	Description of Funding	Amount	Completed	Pending
1 My salary	My instute	postdoc salary	55000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click here to fill in each budget line for what you want to use this EHA grant for. A pop up will open (see next page in this guide.) + Add Budget for this EHA Grant

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 'Documents' section with a dropdown arrow. Below it, a section titled 'How to Upload Attachments' provides instructions: 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. A note below 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 with a plus icon on the right. An orange-bordered box with an arrow points to the plus icon in the 'Request Documents' section, containing the text: 'All you've uploaded, will appear here.'

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

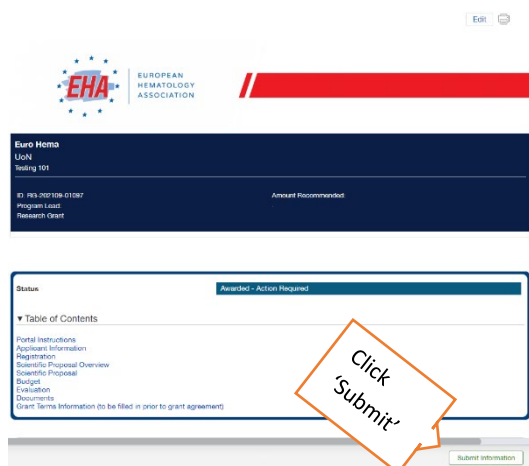
You can re-access your application and make changes until the deadline. Seek 'Pending Requests' in the grantee portal for access.

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