



EUROPEAN
HEMATOLOGY
ASSOCIATION

EHA RESEARCH GRANTS PROCESS

STEP BY STEP GUIDE

For applying for an EHA Research Grant



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EHA | POWERED BY YOU!

Guidelines for the EHA Research Grant application

This document will guide you through the steps of the process for the EHA Research Grant. If you have any questions, please contact the Grants Manager at grants@ehaweb.org.

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DEADLINE FOR APPLICATION:

16 December 2021, noon (CET)

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 applicants from the deadline. Registrations are approved within two business days between 8:00-18:00 hrs. CETT.

1. Introduction

EHA Research Grants support talented early career researchers in advancing their career, e.g., towards becoming the leader of a research group. The research must be lab-based: basic or translational research.

If you have ambition for advancing your career and you have the full support of your department and institute, please read further to understand what you can expect as an applicant and subsequently 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 Talent Accelerator department at EHA at grants@ehaweb.org.

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

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

For researchers doing basic research within four years of their PhD graduation. The month of graduation must be less than four years before the closing date of the application. Exceptions must be justified.

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

For researchers doing basic research 4-8 years after their PhD graduation. This is the time interval between the month of graduation and the closing date of the application. Exceptions must be justified.

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

For physician scientists who are involved in patient care and:

- Are MD or equivalent,
- Are within 4 years after PhD graduation **OR** MD graduation **OR** hematology training (or equivalent), whatever comes last at the closing date of the application. Exceptions must be justified,
- Have a proven track record in research by publications,
- Must have at least 50% protected time for performing the research project, to be justified in the letter of support by the Head of Department where the research will be performed,
- It is highly preferred that the topic of research is related to the specialty in the clinic. (e.g., LAB: developing a mouse model in MPN, CLINIC: treating MPN).

IMPORTANT: If your project is in immunotherapy or in hemoglobinopathies, be sure to select the **Topic-in-Focus** version of your category. EHA has earmarked a grant for each Topic-in-Focus, which are Hemoglobinopathies, with a focus on Sickle Cell Disease, and Immunotherapy, with a focus on CAR-T, in addition to the other grants.

EHA has a new policy regarding life events and eligibility:

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

EHA's policy on double awarding

EHA is guided by the concept of supporting as many young investigators/clinicians as possible in their career development. Therefore, double awarding is not allowed. Winning an award excludes the award winner from winning another award while receiving the first. Once the award has ended, you can apply for other opportunities. However, you cannot apply for an EHA mentoring program within two years of completing another EHA mentoring program (including TRTH). The thought behind this is that the effects of the mentorship on your research project (preclinical or clinical) have not yet had the chance to show. You should still be working on making that project a success.

Should you be the current recipient of a Research Grant, the following applies: For the duration that you receive a Research Grant, you cannot apply for a travel grant for the EHA Congress, as your budget for the grant already includes travel, registration and accommodation for the EHA Congress. Nor can you apply for a mentoring program during the grant period.

During a year, several calls will open for different opportunities.

The micro Master class is excluded from this policy.

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

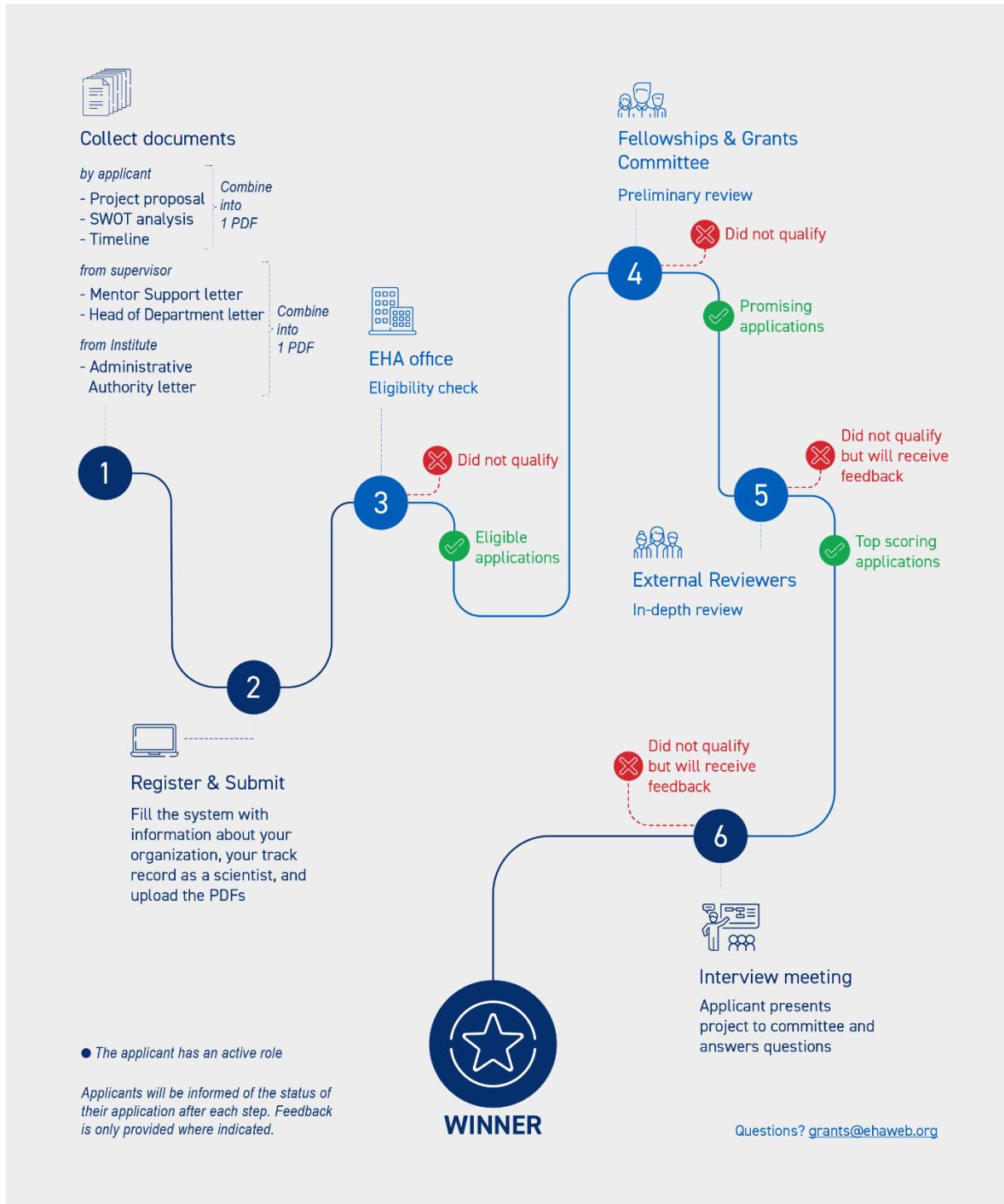


Illustration of the review and selection process

Applicants will be informed of the status of their application. 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.

Before you start

In case your research will be performed at another institute, ensure that this host institute's representatives have also read, understood, and acknowledged EHA's Terms and Conditions. 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.

What to prepare

Prepare the documents you will need to upload as a PDF file:

- ❖ Project proposal of maximum eight pages (including figures, abstract and references). If you go over this limit, your application will be rendered ineligible and will not be reviewed,
- ❖ SWOT analysis of your research proposal and your contingency plan. Consider the weaknesses, threats and if aims are interdependent, how you plan to deal with different scenarios (max. two pages),
- ❖ Timeline of your research project (max. one page).

Remember to ask your Mentor, Head of Department and Institute representative to prepare the following:

- ❖ Letter of Support from mentor on your institute's letterhead, including description of the mentoring plan (max. two pages),
- ❖ Head of Department letter, (max. one 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. one 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. three 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. one page).

FORMATTING REQUIREMENTS:

- Times New Roman, 11 pt., lines: single-spaced,
 - Combine these into one pdf and name it FirstName.LastName_ResearchProposal.pdf,
 - o Project proposal (max. eight pages, including figures, abstract and references),
 - o SWOT analysis (max. two pages),
 - o Timeline (max. one page).
- (Scans are 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.
 - Combine these into one PDF, include page numbers and named FirstName.LastName_SupportLetters.pdf,
 - o Mentor Support letter (max. two pages),
 - o Head of Department letter (max. one page),
 - o Administrative Authority letter (max. one page).

Creating a profile

Access the grantee portal and register yourself via <http://eha.fluxx.io>. Should you be the recipient of an EHA Research Grants in the past five years, and want to apply for another grant, you already have an account you can access by selecting 'Reset or create password'. 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 login page for the EHA Grants Management Portal. At the top right is the EHA logo with stars and the text 'EUROPEAN HEMATOLOGY ASSOCIATION'. Below the logo is the title 'EHA Grants Management Portal'. On the left, there's a 'Login Now:' section with 'Username' and 'Password' input fields, and a 'Sign in' button. To the right of this is a callout box for 'Fluxx Grantseeker!' which says: 'Now you can access your Grantee Portal via Fluxx Grantseeker, a free grants management solution for nonprofits that helps you stay on top of every detail and win more grants.' It includes a 'Click Here' button. At the bottom left is a link 'Reset or create password'. On the right, there's a section titled 'New to the Grants Portal?' with a 'Create Your User Profile' heading and a detailed paragraph about the registration process. Below that is another paragraph about account activation and a 'Create an account now' button. At the very bottom is the Fluxx logo.

[Reset or create password](#)

New to the Grants Portal?

Create Your User Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about you. Please click on the "Request an account Now" button below to start. You will not be able to edit your profile until after your registration has been approved, so please ensure you have entered accurate information (including email address) when completing the registration form.

Within two business days, you will receive an email notification from the EHA Grants Portal with a prompt to create a password, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to reporting templates and allow you to submit amendment requests and view the status of payments.

[Create an account now](#)

Fill in the eligibility quiz to ensure that a few requirements are met:



EHA Grants Management Portal

Eligibility Quiz

Are you a member of EHA (or EHA Guest)?

Is your research project fundamental/translational research and in hematology?

Is either home or host institute an academic institute (or proven equivalent)?

Is your host or home institute located in Europe?

Are you eligible according to the criteria of the grants?

[Cancel](#) [Submit](#)

FLUXX

[Privacy Policy](#) [Accessibility](#)

Should you not be eligible, the system will let you know. To avoid filing an ineligible application, make sure to adhere to the eligibility criteria. Once the deadline passes, the grants managers will perform an in-depth eligibility check.

If you are compliant, you can register. Be sure to fill in the details accurately, as this registration cannot be edited later.

The logo for the EHA Grants Management Portal, featuring the red 'EHA' monogram and the text 'EUROPEAN HEMATOLOGY ASSOCIATION'.

EHA Grants Management Portal

Applicant Information

First Name

Last Name

Nationality

Your Department

Mobile Phone

E-mail

Host Institution

Your Institution

Institution Information

Institution's Name

Mailing Address 1

Mailing Address 2

Mailing City

Mailing Country

Mailing State/Province

Mailing Postal Code (Zip)

Graduation Dates

Please select all degrees (or equivalents) earned

MD PhD

> <

EHA membership number

MD Graduation date

PhD Graduation date

Hematology Training Graduation date

Is the mailing address different than the physical address?

[Cancel](#) [Submit Request](#)

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

Submitting your grant application

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

The screenshot shows the EHA Research Grants dashboard. On the left, a sidebar menu lists various sections like INFORMATION, REQUESTS, GRANTS, REPORTS, and PEOPLE. A red box highlights the 'Apply for a Research Grant' option under the INFORMATION section. A red arrow points from this highlighted box to another red box containing the text 'Navigate & apply for funding.' To the right of the sidebar, the main content area displays information about research grants, including a closing date of 16 December 2020, grant categories, and specific requirements for Physician Scientist Research Grants. It also includes sections on life events and eligibility, document collection, and a note about involving a mentor and head of department.

This screenshot shows the same dashboard as above, but with a different focus. A red box highlights the 'Edit an existing application.' option under the REQUESTS section in the sidebar. A red arrow points from this highlighted box to another red box containing the text 'Click to start.' To the right, the main content area now displays instructions for editing an existing application, including a list of required documents and formatting requirements. It also includes sections on research proposals, support letters, and a note about collecting documents.

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

Amount Recommended:

Request Status

Draft	With Applicant	Review	Active	Closed
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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

- 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

- Select the + icon next to each required document
- Browse to the location of the document saved on your computer
- Highlight the document, and click "open" or "OK"
- 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.

▼ Applicant Information

Name of Institution	<input type="text"/>
Department	<input type="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 Documents section.

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)?

Yes

If you have any reasons, select 'yes'.

Reason(s) for being out of scope

Please share the reasons.

Duration Out of Scope

Please indicate the duration of out of scope. E.g., if you had two 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 six-month delay, fill in six months.

Please upload a pdf document to justify being out of scope for the time since graduation (e.g. a letter from the institute that the lab was closed for 4 months, or a copy of a child's passport showing date of birth)

To complete this section, please upload relevant documentation here.

Other Experience

Other experience and professional memberships

Honors and Awards

▼ Scientific Proposal Overview

Research Project Category

- 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 are Immunotherapy and Hemoglobinopathies.

Characters left for field: 4000

▼ Scientific Proposal Overview

Research Project Category

Project Title

Project Summary
(max 500 words)

Use the same title as
in your project
proposal.

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.

Characters left for field: 4000

▼ 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 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.

Research Proposal



Click this +
to upload
the collated
research
proposal.

▼ 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

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



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 other funding. 'Completed' means you were awarded the funding. 'Pending' means you have applied for this funding, but do not know the outcome yet at the time of your application to EHA.

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).

Add Budget for this EHA Grant

Grant Summary Information

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

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	Actual	% Of Budget	Total 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

▼ 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

Your completed, uploaded documents will appear here.

Organization Documents

Cancel Save And Close Save And Continue

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. Once the deadline has passed, you will have 'read only' access. See page eight 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.

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. Incomplete applications (signatures missing, no budget, etc.) or do not meet the criteria for eligibility (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 will proceed to the next stage: an in-depth review by external reviewers. You will be notified whether your application advances from this first round of review. Other than the notification, there will be no further feedback at this stage.

External Review

At least three 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 two research groups and/or PIs that you wish to exclude from reviewing your application (e.g., a direct competitor). This information will be considered.

The external reviewers will score your application based on the following parameters:

PROJECT

1. Significance and impact of the proposal,
2. Novelty of the proposal,
3. Methodological approach of the proposal,
4. Feasibility of the proposal,
5. Host institute/scientific environment where the research will be conducted,

INVESTIGATOR

6. Commitment to research,
7. Track record and international standing.

BUDGET CONSIDERATIONS

8. Are the budgeted activities clearly listed and assigned?
Is the cost estimate of resources/activities researched and substantiated?

OVERALL EVALUATION

9. To what extent does the proposed research address important challenges? To what extent are the objectives ambitious and beyond the state-of-the-art (e.g., novel concepts and approaches)? To what extent is the proposed research high-risk/high-gain? Can the project be completed in the proposed time frame?

This external review will produce feedback for the committee as well as feedback for you as the applicant. Irrespective of the outcome of your application, you will receive this feedback after the winners are announced. It is hoped that this feedback will provide you with some guidance on how you could improve your application or research plan. Please note that there will be no further correspondence regarding this feedback. Based on the external review feedback, the Fellowships & Grants Committee will decide whom to invite for an interview. You will be notified of the results.

Interview meeting

If you are selected for an interview, this will be conducted in May 2022 via videoconference. The exact dates and time will be communicated with those whose application will be externally reviewed.

During the interview, you will be expected to present your proposal to the Fellowships & Grants Committee in five minutes, followed by a question-and-answer session with the committee. You are advised to spend some time rehearsing your presentation to give high-quality production at the interview meeting.

What EHA funds and what EHA does not fund

EHA funds:

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. These research grants are intended for preclinical research (lab research). In any case, all expenses must be in accordance with the approved budget.

EHA does not fund:

- Overhead costs,
- Expenses 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 mentee is applying for an EHA Research Grant to conduct research in your center. Please prepare:

1. Letter of Support from you on your institute's letterhead, including description of the mentoring plan (max. two 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. Please note that applicant must have at least 50% protected time in order to be eligible for an EHA grant,
 - f. Signature by the chairperson of the department (max. two pages).

If you are the mentor as well as the head of the department, please provide **one letter** including information required in point one and two (max. three pages).

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. We invite you to read through the Terms & Conditions. If they are not acceptable to the institute, the applicant should be informed and asked to withdraw their application. Otherwise, please provide a letter of support agreeing to EHA's Terms and Conditions. This Letter must be on the institute's letter head and signed off by you as the authorized institute's administrative representative. The name of the institute and the details of the administrative authority, including their email address and job title, must be accurately filled in, 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 article seven.

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 other funds.

7. Winning an EHA Research Grant

If you are selected as a winner, you will receive a complimentary registration for the next EHA annual Congress. You will receive your award during the opening ceremony, and you will be invited to pertinent social events. In your budget, you should include the costs for travel and accommodation to the EHA Congress.

Funding Agreement

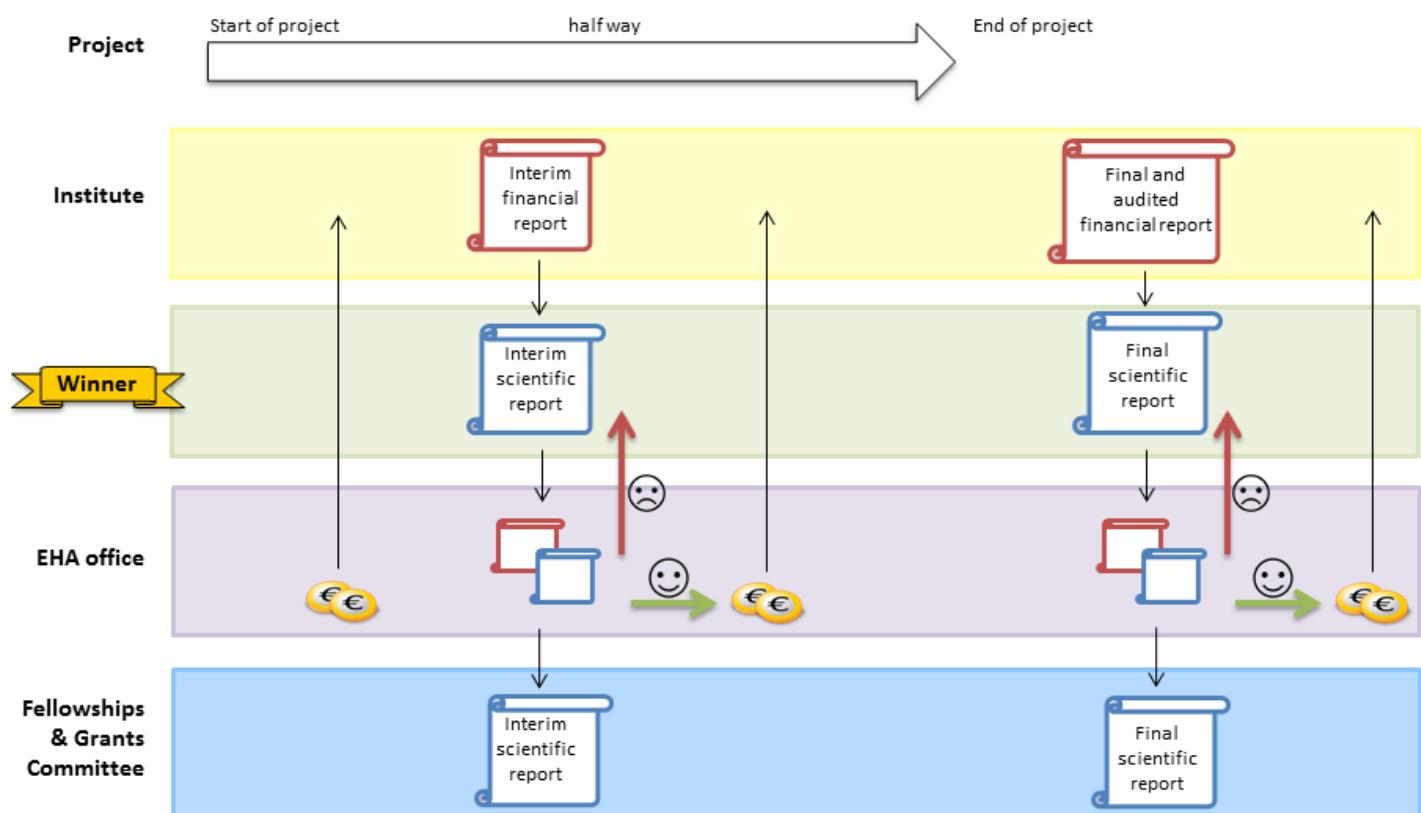
As a winner, you will provide necessary information for the funding agreement, e.g., bank details, project start date (note that you are required to start your project within one year of being awarded), etc. You and your institute will be required to sign the funding agreement, which refers to the Terms & 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. To reiterate, both the Grantee and Grantee Institute MUST be party to the EHA grant Funding Agreement.

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).

An interim Scientific and Financial Report is expected halfway through the project. Upon receipt and favorable review 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 Committee.

Any publication arising from the work funded by EHA, must acknowledge 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 the winner e.g., different start date or re-allocation of funds, must be submitted via the amendment request process.

Amendments

Any deviations from the approved project scope or budget are to be formally requested before being implemented. Please see Terms & Conditions or ask the Grants Manager via grants@ehaweb.org.

8. Finishing your grant period

Final reports must be submitted within six weeks of the project end date. 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 will be made available via the grantee portal.

Questions? Contact the Grants manager at EHA via grants@ehaweb.org