

# STEP BY STEP GUIDE

For applying for an EHA Research Grant



SEPTEMBER 17, 2020

EUROPEAN HEMATOLOGY ASSOCIATION

Koninginnegracht 12b | 2514 AA The Hague | The Netherlands

# Guidelines for the EHA Research Grant application

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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 Manager at [grants@ehaweb.org](mailto:grants@ehaweb.org).

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DEADLINE FOR APPLICATION:

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**16 December 2020, noon (Amsterdam time)**

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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 within 2 business days between 8:00- 18:00 hrs Amsterdam time.

## 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](mailto:grants@ehaweb.org).

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

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

For researchers doing basic research within 4 years of their PhD graduation. The month of graduation must be less than 4 years before the closing date of the application. Exceptions must be justified.

### *Advanced Research Grant: €80.000, - per year, for 2 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 2 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 speciality 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, on top of the other grants.

**EHA has a new 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.

**EHA's policy on double awarding**

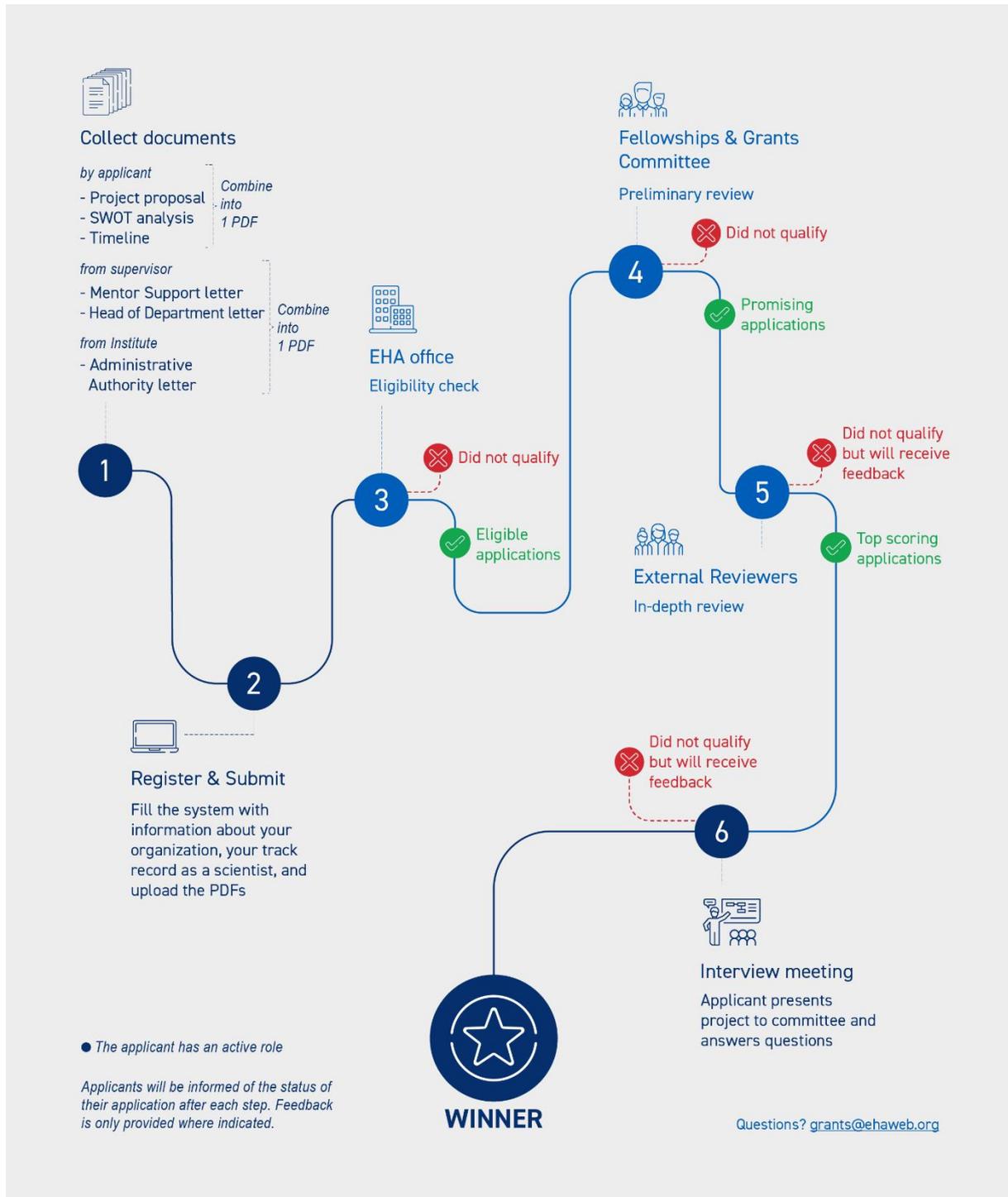
EHA is guided by the concept of supporting as many young investigators/clinicians as possible in their career development. Therefore, double awarding is not allowed.

Winning an award in a certain year excludes the award winner from winning another award in the same year. 'Winning' in this respect is defined as the moment the award winner receives the official written confirmation from EHA. 'Winning' does not exclude one from applying. If the award winner is announced in year 1 for e.g. CRTH, the awardee may not apply for an award that would be announced in the same year. Should you be a recipient of an EHA Research Grant, 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.

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

The Bite-size 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 after every step. 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 pdfs.

- ❖ Project proposal of maximum 8 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 share your contingency plan. Consider the weaknesses, threats and if aims are interdependent, how you plan to deal with different scenarios. (Max 2 pages).
- ❖ Timeline of your research project (max 1 page).

and 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 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:

- Times New Roman, 11 pt., single space
- 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

- 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)

### 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 5 years, and want to apply for another grant, you already have an account that you can access 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](mailto:grants@ehaweb.org).



## EHA Grants Management Portal

Login Now:

Sign in

[Reset or create password](#)



**NEW Fluxx Grantseeker!**  
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.  
[Click Here](#)

### 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?



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

Should you not be eligible, the system will let you know. Make sure to adhere to the eligibility criteria, or you will be wasting a lot of time writing. 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.



### EHA Grants Management Portal

#### 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)

Is the mailing address different than the physical address?

#### Applicant Information

First Name

Last Name

Nationality

Your Department

Mobile Phone

E-mail

#### Graduation Dates

Please select all degrees (or equivalents) earned

MD

PhD



EHA membership number

MD Graduation date

PhD Graduation date

Hematology Training Graduation date

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.

## 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.

**RESEARCH GRANTS**

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

**THE CALL WILL CLOSE 16 DECEMBER 2020**

**Categories:**

- Basic Research Grant:** €50.000 per year for 2 years (total €100.000)  
For researchers doing basic research within 4 years of their PhD graduation. The month of graduation must be less than 4 years before closing date of application, must be justified.
- Advanced Research Grant:** €80.000 per year for 2 years (total €160.000)  
For researchers doing basic research 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:** €90.000 per year for 2 years (total €180.000)  
For physician scientists who are involved in patient care and who:
  - Are MD or equivalent
  - Are within 4 years after PhD graduation OR MD graduation OR hematology training graduation (whatever comes last)
  - 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 speciality in the clinic (e.g. LAB: developing a mouse model in MPN, CLINIC: treating MPN)

**EHA has a new 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.

**Collect/create the documents you will be require to upload**

Prepare the documents you will need to upload as pdfs.

- Project proposal of maximum 8 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 share your contingency plan. Consider the weaknesses, threats and if aims are interdependent, how you plan to deal with different scenarios. (max 2 pages).
- Timeline of your research project (max 1 page).

and 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 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)
- 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:**  
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)

Once you have collected these documents, you are ready to

**Apply for a Research Grant**

Click to start

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

Amount Recommended:

Request Status

**Draft** With Applicant Review Active Closed

See the status of your application

▼ Table of Contents

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[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.

▼ Applicant Information

Name of Institution   
Department

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 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.

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)

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

## 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 are Immunotherapy and Hemoglobinopathies

Characters left for field: 4000

▼ Scientific Proposal Overview

Research Project Category

Project Title

Project Summary (max 500 words)

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

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.

▼ 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

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)

- Ongoing Research support relevant to the present application (e.g. your host group's funding or other funding of your work)
- 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	<input type="text" value="My salary"/>	<input type="text" value="My instute"/>	<input type="text" value="postdoc salary"/>	<input type="text" value="55000"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

+ Add Budget for this EHA Grant

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).

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.

Add Budget for this EHA Grant

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)

**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
<b>Total</b>	<b>115,750</b>

Budget Snapshot

Item	Budget	Actual	% Of Budget	Total Budget
Custom: Mandatory: Financial Audit costs	2,000			115,750
Custom: Mandatory: Attendance and participati...	4,000			
Custom: Technician salary	84,000	12.31%	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	
<b>Total</b>	<b>115,750</b>	<b>100%</b>	<b>115,750</b>	

Mandatory items. For every year that you have the EHA grant, count 2000-euro max per EHA congress attendance (includes travel, registration, accommodation).

▼ 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.

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 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](mailto: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 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 succeeded this first round of review. Other than the notification, there will be no further feedback at this stage.

*External Review*

At least 3 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.

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 who to invite for an interview and you will be notified of the results.

*Interview meeting*

If you are selected for an interview, this will be conducted in May 2021 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 5 minutes, followed by 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.

*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 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. Please note that they 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 2 pages)

If you are the mentor as well as the head of the department, please provide **one letter** including information required in point 1 and 2 (max 3 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 scrutinize 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 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 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 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

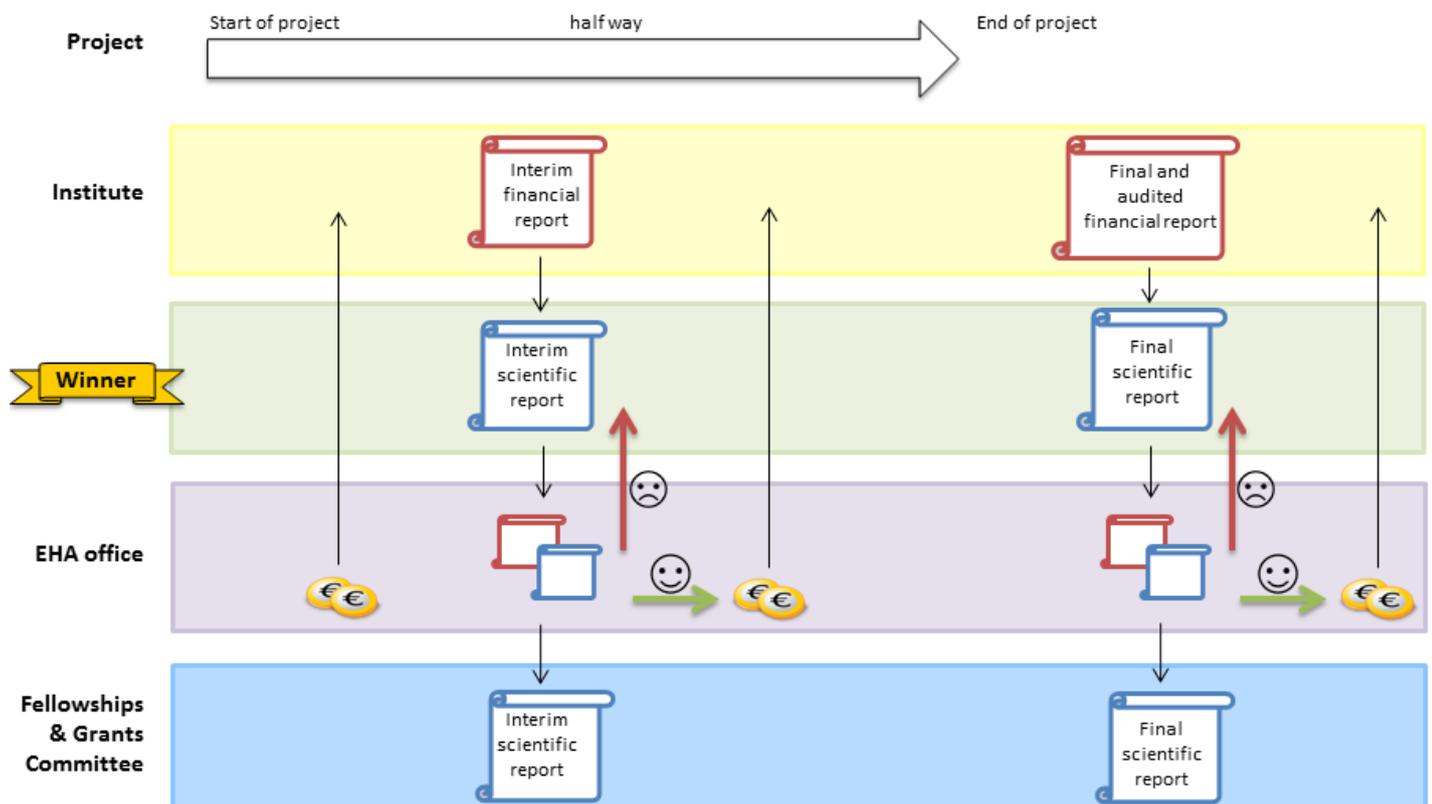
As a winner, you will provide necessary information for the funding agreement, e.g. bank details, project start date (note that you are required to start your project within one year of being awarded), etc. You and your institute will be required to sign the funding agreement, which refers to the Terms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

### 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.

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 procedure.

### *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](mailto:grants@ehaweb.org).

## **8. Finishing your grant period**

Final reports must be submitted within 6 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 managers in the Talent Accelerator department at EHA via [grants@ehaweb.org](mailto:grants@ehaweb.org)