

## **FNWI Project support network for externally funded research projects**

### **IXA-UvA**

- Assistance in applications for individual research grants to Faculty of Science institutes by IXA-UvA
- Assistance in applications for collaborative research grants to Faculty of Science institutes by IXA-UvA

### **FNWI Project Management Department**

- Assistance to Faculty of Science institutes in applications for collaborative grants as coordinator by the Project Management Department (FNWI)

### **FNWI Project Office**

- Assistance to Faculty of Science institutes in applications for collaborative and individual research grants by the Project Office (FNWI)

## Assistance in applications for individual research grants to Faculty of Science institutes by IXA-UvA

For personal grants to be carried out at UvA, the [IXA-UvA Grant Support Team](#) offers support in the grant application process. Especially tenure track researchers will benefit from support by the Grant Support Team, but also more (or less) experienced researchers.

An early start leads to a better proposal, with a larger chance of success. IXA-UvA promotes starting early and helps in making the way through the process easier.

### Possible steps in Funding Support

<b>1) Identify applicants</b>	
	Potential candidates will be listed. This will be in consultation with the institute management and chair-holders. If necessary CVs from the applicants can be collected for IXA-UVA to advice on the timing for application. If required, the institute director can decide if a candidate can apply for the grant.
<b>2) Brainstorm session</b>	
	A one-page proposal shall be drawn up by the applicant to be discussed with a number of colleagues, to fine tune the applicants ideas.
<b>3) Feedback on proposal</b>	
	IXA-UVA gives feedback on the application, for instance on aligning the application with the grantors' requirements. If necessary, IXA-UVA contributes to obtaining feedback from other scientists.
<b>4) Submission &amp; collaboration with the <a href="#">FNWI Project Office</a></b>	
	Submission of the application is the responsibility of the scientist. IXA-UVA will point at the need to start the process of registration etc early, and at the need for contacting the FNWI Project Office for the required budget and the institute management for the approvals.
<b>5) Interview training</b>	
	When a scientist is invited for an interview to present her/his application, IXA-UVA gives feedback on the presentation and organises an interview training for which colleagues (close and somewhat further removed) will be invited and where also some of the IXA-UVA advisors will participate. If necessary the applicant practices the presentation more than once with the IXA-UVA staff member who teams up with the applicant during the process.
<b>5) Rebuttal</b>	
	IXA-UVA gives feedback on the response to the reviewers comments

Grant types for which this approach is especially suitable:

- NWO: VENI, VIDI, VICI
- European Commission: ERC starting, ERC consolidator, ERC advanced

#### Contact:

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**Website:** <http://grant-support.uva.nl/>

## Assistance in applications for collaborative research grants to Faculty of Science institutes by IXA-UVA

Research grants can be for a single research group or for a consortium. The funding agent can be national (for instance NWO), European (for instance Horizon 2020) or non-governmental (for instance charities). For such grants to be carried out at UvA, the [IXA-UvA Grant Support Team](#) offers support in the grant application process.

An early start leads to a better proposal, with a larger chance of success. IXA-UVA promotes starting early and helps in making the way through the process easier.

### Possible steps in Funding Support

<b>1) Identify funding possibilities</b>	
	At the IXA-UVA website an overview of deadlines and links to websites of funding agents are available. A funding advisor can discuss with you which possibilities are suitable for your needs and tell you about the relevant grant rules and regulations
<b>2) Brainstorm session</b>	
	A one-page proposal can be drawn up by the applicant(s) to be discussed with a number of colleagues, to fine tune the applicants ideas. Finding your consortium can also be a topic of discussion.
<b>3) Feedback on proposal</b>	
	IXA-UVA gives feedback on the application, for instance on aligning the application with the grantors' requirements. If necessary, IXA-UVA contributes to obtaining feedback from other scientists. IXA-UVA can also contribute to general sections in the application, like valorisation, impact, training.
<b>4) Application co-ordination for project co-ordinators</b>	
	IXA-UVA collaborates with the <a href="#">FNWI Project Management Department</a> and the <a href="#">FNWI Project Office</a> . The Project Management staff assists you in the co-ordination of your application process and manages contacts with your co-applicant. The Project Office staff is in charge of the financial administration and draws up your budget. Both support organisations also interact with your institute management.
<b>5) Submission</b>	
	Submission of the application is the responsibility of the scientist. IXA-UVA will point at the need to start the process of registration etc early, and at the need for contacting the institute management for the required approvals.
<b>6) Interview training</b>	
	When a scientist is invited for an interview to present her/his application, IXA-UVA gives feedback on the presentation and organises an interview training for which colleagues (close and somewhat further removed) will be invited and where also some of the IXA-UVA advisors will participate. If necessary the applicant practices the presentation more than once with the IXA-UVA staff member who teams up with the applicant during the process.
<b>7) Rebuttal</b>	
	IXA-UVA gives feedback on the response to the reviewers comments

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**Website:** <http://grant-support.uva.nl>

## Assistance to Faculty of Science institutes in applications for collaborative grants as coordinator by the Project Management Department (FNWI)

The [Project Management Department](#) of the Faculty of Science supports coordinators of multi-partner research projects during the whole project cycle (pre-award, implementation, execution and final reporting phase of the project) with dedicated project management. The funding body can be national (for instance NWO), European (for instance Horizon 2020) or non-governmental (for instance charities).

Additional to the support from [IXA-UvA](#), who are your first contact point for individual as well as research grants, we offer you the services listed below if you chose to take the lead in a consortium. Bear in mind: in order to support you well we need to be involved as early as possible in the proposal phase.

<b>1) Proposal Phase</b>	
	<ul style="list-style-type: none"> <li>- Prepare and coordinate the consortium budget</li> <li>- Manage all contacts with funding body and partners on administrative and legal issues</li> <li>- Write the management (implementation) chapter</li> <li>- Co-write of impact/valorisation chapters (in collaboration with IXA-UVA)</li> <li>- Proofread</li> <li>- Monitor deadlines and valid submission</li> </ul>
<b>2) Post-award phase/contracting</b>	
	<ul style="list-style-type: none"> <li>- Support in start-up phase, contacts with partners and funding body, completing administrative forms</li> <li>- Handling grant/consortium agreements and such with funding body and Partners (together with legal experts from IXA-UVA)</li> </ul>
<b>3) Running Project</b>	
	<ul style="list-style-type: none"> <li>- Support the coordinator and the partners in the contractual obligations</li> <li>- Act as contact point for the funding body</li> <li>- Handle all administrative matters in the consortium and towards the funding body and coordinate all legal matters</li> <li>- Negotiate the consortium agreement with the partners (where legal experts from IXA-UVA provide input on the content)</li> <li>- Monitor the project deliverables and milestones within the financial and timely constraints</li> <li>- Prepare and submit the periodic and final reports</li> <li>- Monitor project finances and auditing together with the <a href="#">FNWI Project Office</a></li> <li>- Organize meetings, also in cooperation with partners abroad, prepare agendas, minutes, reports, logistics (travel, catering, rooms etc)</li> <li>- Optional is also support in dissemination tasks, such as website, social media, etc.</li> </ul>

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**Website:** <https://medewerker.uva.nl/en/science/organisation/project-management/projectmanagement.html>

## Assistance to Faculty of Science institutes in applications for research and individual grants by the Project Office (FNWI)

The [Project Office](#) of the Faculty of Science offers scientists and institute management support during the whole project cycle (pre-award, implementation, execution and final reporting phase of the project) with financial and administrative assistance. The funding body can be national (for instance NWO), European (for instance Horizon 2020), non-governmental (for instance charities) or commercial (for instance companies).

In co-operation with [IXA-UvA](#) and the [Project Management Department](#) (in case the FNWI is coordinator of the research grant), the Project Office provides the services listed below. The financial support of the Project Office is mandatory for every research grant application and for every individual grant application, which will be carried out at UvA (if granted).

<b>1) Proposal Phase</b>	
	<ul style="list-style-type: none"> <li>- Give advice on all non-scientific grant regulations</li> <li>- Prepare the budget for the application</li> <li>- Calculate the internal costs and required UvA contribution</li> <li>- Make a risk assessment on financial aspects and grant regulations</li> <li>- Arrange for necessary signatures in the application process</li> <li>- Monitor deadlines and valid submission</li> </ul>
<b>2) Post-award phase/ contracting</b>	
	<ul style="list-style-type: none"> <li>- Adjust the budget when required</li> <li>- Assess financial paragraphs in grant agreements and such</li> <li>- Arrange for necessary signatures in contracting phase</li> </ul>
<b>3) Running Project</b>	
	<ul style="list-style-type: none"> <li>- Provide a WBS element</li> <li>- Calculate and check the staffing of the project against the budget</li> <li>- Facilitate, support and check required time recording</li> <li>- Advise the scientist on grant conditions</li> <li>- Act as contact point for the funding body</li> <li>- Monitor the project deadlines for financial and administrative deliverables</li> <li>- Prepare and submit the financial periodic and final reports</li> <li>- Prepare and send invoices and monitor the revenues</li> <li>- Arrange for and prepare required audits</li> <li>- Monitor the project budget and periodically assess the progress in the project</li> <li>- Analyse costs and revenues and the financial result at the end of the project</li> <li>- Provide internal management information</li> </ul>

### Contact:

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**Website:** <https://medewerker.uva.nl/en/science/organisation/financial-affairs/project-office/project-office.html>