

FEB: Grant Applications Step-by-Step (version February 2024)

Pre-award Workflow for Individual Research Proposals¹

	WHAT?	WHO TO CONTACT?	WHEN?
0	General Advice	Grant Advisor	Any time
	Employment Condition Questions	Institute Manager / HR	Any time
PRE-SUBMISSION			
1	Approval for submitting a proposal ² Full or 1-Stage Proposals (EU, NWO)³ <i>One-Pager</i> <i>CV Eligibility Check</i>	Programme Group Leader & Research Director Grant Advisor & Peer(s) from own institute/group	<i>For full or 1-stage proposals, approval should be attained, and the one-pager should be provided, no later than 3 MONTHS before the deadline</i>
	Pre-Proposals (Veni, Vidi, Vici)⁴ <i>100-word Research Idea</i> <i>Key Output List</i> <i>CV Eligibility Check</i>		<i>For pre-proposals, approval should be attained, and CV/idea should be provided, no later than 6 WEEKS before the pre-proposal deadline.</i>
	HI Letter (ERC)⁵ <i>No title/acronym required</i> Embedding Guarantee⁵ (NWO: VENI / VID I) <i>Title required</i>	Institute Manager Financial Project Controllers	No later than 6 WEEKS before deadline
3	Timeline for drafts	Grant Advisor	Contact for critical reviews no later than 2 MONTHS before deadline Provide first pre-proposal draft no later than 3-4 WEEKS before deadline Provide first full proposal draft no later than 6 WEEKS before deadline.
	Finding Non-Academic Collaborators	Business Developer	
	Feedback on Grant Applications	Grant Advisor (All Sections) Business Developer (Impact)	
4	Budget	Financial Project Controllers	Contact no later than 1 MONTH before deadline
	Research Data Management	Data Steward	
	Ethical Questions	Ethics Committee (for Faculty)	
5	Complete Admin. & Contacts in EU Portal (ERC/MSCA)	Applicant's Own Responsibility <i>Contact grant advisor if difficulties arise</i>	Complete no later than 2 WEEKS before the deadline
	Final Budget Check	Financial Project Controller	Contact no later than 2 WEEKS before the deadline
POST-SUBMISSION			

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6	Share Final Version of Application	Grant Advisor Financial Project Controller Institute Manager	After you have submitted your proposal
7	Advice on Reviews & Rebuttal	Grant Advisor	As soon as you have received reviews
8	Mock Interview Preparation	Grant Advisor	As soon as you have been invited to an interview

NOTES

- 1 **Individual Research Proposals:** NWO (Rubicon, Veni, Vidi, Vici), EU (ERC StG, CoG, AdG, PoC; Marie Curie Individual Fellowships).
- 2 **Approval:** It is the researcher's responsibility to notify their group leader and research director of their willingness to apply for funding. Important to note that institutional approval is **not always possible**. In case of several applications at the same time, a selection process may take place within the institute. The number of approvals may then be shortened based on quality, readiness, and alignment with the funding scheme's ambitions. The researcher, group leader and grant advisor will discuss how to proceed.
- 3 **EU/NWO Full Proposals:** The grant advisor(s) will assess the project's **core concept** (concisely described on 1 page of A4) as well as the candidate's **CV and eligibility** in line with the requirements of the grant scheme in question. They will then discuss the quality of these documents with the candidate, giving feedback on elements requiring improvement. In parallel, the grant advisor(s) may also liaise with the group leader, institute manager, and institute director to discuss quality (where necessary). Note that grant advisors will work on a first-come, first-served basis in line with capacity.
- 4 **Veni, Vidi, Vici Pre-Proposals:** The grant advisor(s) will assess the candidate's **CV and eligibility, key output list, and a brief concept** (approx. 100-150 words but a one-pager is also permissible) in line with the requirements of call. They will then discuss this with the candidate, giving feedback on elements requiring improvement. In parallel, the grant advisor(s) may also liaise with the group leader, institute manager, and institute director to discuss quality (where necessary). Note that grant advisors will work on a first-come, first-served basis in line with capacity.
- 5 **Embedding Guarantee & Host Institution Letter:** For **Veni (incl. pre-proposal), Vidi, and all ERC grants** an embedding guarantee (for NWO) or host institution letter (for ERC) is required. The researcher must **(1) discuss the arrangement of the embedding guarantee with the institute manager and HR at the beginning of the process** and **(2) notify the grant advisors & financial project controllers**. These documents then need to be signed by the dean of the faculty (for NWO) or the university's executive board (ERC). Signing is arranged through the project controllers. To avoid last-minute bureaucratic delays, you must start on time with this process.
- 6 If the grant advisors are out of office, and you have an urgent question that cannot wait: kennistransfer@uva.nl