



## SUBMISSION & DEADLINES

Principal Investigators must submit their completed applications by email as a **single pdf file BOTH** to the ICGEB Liaison Officer (see Form A for name and full contact details) for endorsement\*, **AND AT THE SAME TIME** to ICGEB ([crp@icgeb.org](mailto:crp@icgeb.org)).

Please note that Principal Investigators are responsible for the correct submission of their proposal to the Liaison Officer. ICGEB is not responsible for failed submissions/undelivered messages.

Each country may endorse a maximum of **three (3)** project proposals for standard research grant applications, plus **two (2)** additional Early Career Return Grant applications. Liaison Officers will inform ICGEB and the applicants which proposals they have endorsed for the present call. Liaison Officers will also inform the unendorsed applicants.

The deadlines for submission of the applications are as follows:

**30 April 2020 (23:59 GMT):** Deadline for submission by e-mail of the completed application forms (as a pdf file) to the ICGEB Liaison Officers for endorsement AND with a copy sent to ICGEB.

**31 May 2020:** Liaison Officers will communicate his/her endorsements to ICGEB and to the applicant.

**\*NOTE:** **Applicants that do not receive the necessary endorsement from their national Liaison Officers WILL NOT be considered for funding**

ICGEB will only acknowledge receipt of the endorsed applications. These applicants will be provided with a reference number for their proposal within one month of the deadline of 31 May 2020.

## PROJECT APPLICATION FORM

Form:	Please use the enclosed application form, relevant to the 2020 call. The application form has been changed this year and if an old application form is used, essential information for the evaluation will be missing. <b>Applications not submitted on the appropriate application form will be automatically rejected.</b>
Title and Abstract:	The abstract should be written in a clear, concise manner and explain the overall aims and approaches that will be taken. Principal Investigators should remember that this section is critical for aiding the selection of expert reviewers, and it should therefore accurately reflect the content of the proposal.
Introduction:	The introduction should provide a concise overview of the background to the project and highlight the question(s)/hypotheses that are to be addressed.
Research Project:	This section should be structured in a clear and logical manner, with clearly defined aims and milestones expected during the period of the project. Attention should also be paid to highlighting where collaborations with ICGEB groups or laboratories in ICGEB Member States are likely to help the implementation of the project. Screening projects will be considered only if appropriately structured and defined.
Collaboration:	Collaboration is one of the main objectives of the programme and must be fully integrated into the project. Full details have to be provided on the role of each collaborator and his/her contribution in the research project. A letter confirming the collaboration should be included.
Training:	Training is one of the major aims of the ICGEB grants programme and full details on the people to be involved and their role, as well as potential benefit to be gained from the training need to be clearly addressed in the proposal.
Tips:	Useful tips and suggestions on <b>how to write an ICGEB grant proposal</b> can be found at the following link: <a href="https://www.icgeb.org/activities/grants/writing-an-icgeb-grant-proposal/">https://www.icgeb.org/activities/grants/writing-an-icgeb-grant-proposal/</a>

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**Additional note:** With the exception of letters confirming the collaboration(s), do not attach additional CVs, papers or other documents. All information requested for the grant must be provided using the enclosed application form only.

## TYPE OF SUPPORT

Grants are awarded to contribute to the implementation of outstanding scientific research projects. An important element of successful applications is the feasibility of the proposed project within the designated time-frame (maximum 36 months). The maximum annual contribution from ICGEB is Euro 25,000.

Funds can only be used to cover expenditures that are directly relevant to the project. This may include purchasing consumable items, scientific literature and basic standard laboratory equipment. Travel and training costs can also be covered.

Salaries of the Principal Investigators and infrastructural support (e.g., normal administrative and overhead expenses of the Institution, maintenance and rental of capital equipment, building, etc.) are not admissible and cannot be funded.

An estimate of the foreseen expenditure must be described on page 10 of the application form.

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## BUDGET GUIDELINES

The ICGEB funds can only be used to support research activity in the laboratory of the Principal Investigator. The funds may be used in the following five budget categories:

### EQUIPMENT

This budget category **must not exceed 30%** of the total grant requested/awarded. It is to be spent, preferably during the first year of the project, for the purchase of basic standard laboratory equipment and/or components that are necessary for the implementation of the research project. Please provide a justification for each item to be purchased with the ICGEB grant.

Each piece of equipment purchased with the ICGEB grant will be the property of the beneficiary Institution and must remain with the latter.

The following items are **NOT FUNDED** by ICGEB:

- Purchase of major equipment (i.e., equipment costing more than Euro 10,000), office furniture or fittings, computer hardware or software. Kindly note that for computer hardware/software a waiver may be requested for projects with a strong biocomputational component. A full justification must be provided for each item.
- Depreciation, regardless of whether the equipment belongs to the Institute or was purchased with ICGEB funds;
- Small pieces of equipment of the value of Euro 500 or less (e.g., micropipettes). These are to be considered as consumables and charged to that budget line accordingly.

### CONSUMABLES

This budget category is intended to cover:

- Purchase of consumable items (e.g., general laboratory supplies, tissue culture reagents, chemicals, etc.) needed to carry out the proposed research. Please note that expenses for sequencing, proteomics, etc. carried out by external laboratories are acceptable only in limited amounts and must not exceed 20% of the total grant awarded.

### TRAINING

This budget category is intended to cover:

- Short-term training visits (maximum 3 months per project, subject to prior approval from ICGEB) of scientists directly involved in the project for hands-on training related to the project. This includes: (i) short-term training visits by scientists directly involved in the project in other (national or overseas) laboratories to learn/improve a particular technique necessary for the implementation of the project, and (ii) short-term visits of a collaborator invited to the Principal Investigator's lab to train people involved in the project in a particular technique;
- Stipends for long-term trainees from other ICGEB Member Countries (i.e., not nationals of the country to which the ICGEB grant has been awarded) working on the project.

### TRAVEL

This budget category **must not exceed 10%** of the total grant requested/awarded.