E D C T P

# Guide for Applicants

## Coordination & Support Action (CSA)

## Full Application

**March 2015**

# Call for Proposals[1]: Research Capacity Development in support of the Ebola Virus Disease (EVD) response

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| **Type of Action** | Coordination & Support Action (CSA) |
| Indicative Call budget | 1.4 million Euros |
| Funding threshold: | 250,000 Euros per application |
| Expected number of grants | 5-7 |
| Open for full applications | 19 March 2015 |
| Deadline for full applications | 6 August 2015, 17:00 CET |
| Status | Open |

## Background

The outbreak of Ebola virus disease (EVD) in West Africa has catalysed a number of research and development activities that are focused on delivering effective therapeutic, diagnostic and preventive interventions. However, the successful testing and implementation of these interventions requires the availability of functioning health research infrastructures and increased research capacity in the affected countries, as well as willingness of affected populations to engage in research and development activities.

## Scope

The purpose of this Call for Proposals is to build and strengthen regional, national, institutional and individual capacities to conduct high quality health research (e.g. clinical trials, operational and/or implementation research) during infectious disease outbreaks resulting in health emergencies. Proposals should complement current and future research initiatives for treatment, prevention and containment of EVD or other emerging infectious diseases of particular relevance to Africa. Applications should address one or more of the following areas:

- Establish training or other capacity building activities for health care and laboratory personnel to detect and respond to infectious disease epidemics, conduct clinical trials and analyse samples in an emergency context to ensure clinical trial site preparedness

- Generate evidence for and implement ethically sound approaches to the introduction and clinical testing of new prevention tools or treatments during outbreaks of EVD or other emerging infectious diseases of particular relevance to Africa

- Identify and implement best practices for building both community and national health authority support and engagement in clinical trials being conducted in emergency situations. This may include activities related to the development of appropriate mechanisms for surveillance, identification, tracking and referral of cases, as well as reintegration of survivors into the community.

The proposals may include support for networking, development and promotion of policies and guidelines, innovative approaches for best use of existing protocols and good clinical and laboratory practices, as well as concrete plans for sharing of research infrastructures, personnel and know-how. Projects involving transnational collaboration and regional networking are encouraged. Applicants are encouraged to establish links with relevant WHO and EDCTP-funded activities, including the EDCTP Regional Networks as well as Regional Training Centres and networks supported by the Special Programme for Research and Training in Tropical Diseases (WHO/TDR).

This Call for Proposals is a joint initiative between EDCTP, TDR and the UK Medical Research Council (MRC) to support the EVD response in West Africa. The funders consider that proposals for activities of between 12 and 24 months duration would allow this specific challenge to be

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[1] Grant awarding by EDCTP will depend on the successful conclusion of a delegation agreement between the European Commission and the EDCTP Association for implementation of the EDCTP2 programme.

addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals for activities of a different duration.

A separate Call for Proposals will be launched in early April 2015 by the Canadian Institutes of Health Research (CIHR), which aims to support EVD research in the areas of: EVD biology; EVD treatment; transmission, spread and containment of EVD; and studies of the impacts of EVD on health system utilisation patterns by different populations groups in affected regions, the cost-effectiveness of health system resource development strategies in response to the EVD crisis, and the sustainability of health workforce and other health system resource allocation strategies once the EVD crisis subsides.

Researchers who are funded through the respective calls will be required to attend a joint workshop hosted by the funders, to identify opportunities for international synergy and collaboration. Applicants must allocate sufficient funds to attend this workshop in their submitted budgets.

**Expected impact**
Projects funded under this Call for Proposals should contribute towards increasing health system preparedness and community engagement in research and development activities. By improving community trust and health research capacity, they will facilitate rapid testing and introduction of high quality research interventions in emergency situations caused by infectious disease outbreaks.

**Eligibility**
Consortia of researchers composed of at least one legal entity can apply. The requested contribution per activity shall not exceed 250,000 Euros.

**Submission and evaluation procedure**
This is a single-stage application procedure. A full proposal must be submitted via **EDCTPgrants** by 6 August 2015 at 17:00 CET (16:00 GMT).

The evaluation results will be available by 1 October 2015.

**Evaluation criteria, scoring and thresholds**
This call follows a single-stage application procedure. Following an admissibility and eligibility check, full proposals are evaluated by external, independent experts. Proposals are evaluated according to the criteria: Excellence, Impact and Implementation. Each criterion is scored between 0 and 5. The threshold for individual criteria is 3 and the overall threshold for the sum of the three individual scores is 10. Applicants have the opportunity to submit a written response to the expert reviewers' comments prior to an expert review committee meeting convened by EDCTP to finalise the funding recommendations.

The following aspects are considered under the evaluation criteria:

1. **Excellence**
   - Fit with the scope and objectives of EDCTP2 and the call topic description
   - Importance, relevance and clarity of the objectives
   - Credibility of the proposed approach
   - Clarity, pertinence and importance of the strategic vision
   - Soundness of the concept
   - Quality of the proposed coordination and/or support measures.

2. **Impact**
   - Contribution towards the expected impacts listed for the call
   - Likelihood to result in major advances for the field
   - Effectiveness of the proposed measures to exploit and disseminate the project results
   - Sustainability of capacity beyond the end of the grant, where relevant
   - Contribution to networking, where relevant.

3. **Quality and efficiency of the implementation**
   - Coherence and effectiveness of the proposed work, including appropriateness of the allocation of tasks and resources
   - Feasibility and appropriateness of the methods and project management to achieve the objectives within the timeframe of the grant
   - Appropriateness of the management structures and procedures, including risk and innovation management, and how responsibilities for research data quality and sharing, and security will be met
   - Compliance with national and international standards of research, Good Clinical Practice, ethics and safety related issues
   - Complementarity of the participants within the consortium and gender balance among consortium members (when relevant)
   - Participants have the operational capacity, to carry out the proposed work, based on the competence and experience of the individual participant(s)

## Financial provisions
The indicative call budget is 1.4 million Euros.

The total requested contribution (direct + indirect costs) shall not exceed 250,000 Euros per project. Indirect costs may constitute up to 25% of direct costs. There is no cofunding requirement: EDCTP/TDR/MRC may fund 100% of eligible project costs.

The funders consider that proposals for activities of between 12 and 24 months duration would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals for activities of a different duration.

## Grant agreement
A grant agreement with EDCTP (general EDCTP2 mono- or multi-beneficiary grant agreement) should be signed within three months of receipt of the conditional award letter. In the case of projects involving multiple beneficiaries, all participants in the project must sign a consortium agreement prior to the conclusion of the EDCTP2 grant agreement. Applicants receiving funding from TDR will be required to conclude a grant agreement with TDR.

## Application process
   - The application must be submitted online via **EDCTPgrants**
   - Only registered users of EDCTPgrants system can apply for grants and therefore you are advised to register on the system as soon as possible
   - Please ensure that you read the call text and guidance notes embedded in the online application carefully before submitting an application.

## Further information
For questions related to this call for proposals, please contact:
   - Ms Nuraan Fakier at fakier@edctp.org

For questions and issues about EDCTPgrants and the online application submission, please contact EDCTP via EDCTPgrants@edctp.org or +31 (0) 70 344 08 80.

# Applying to Call for Proposals: Full Application

## General

Please ensure that you read the call text carefully prior to submission of your application and make sure that you have provided all necessary information. Incomplete applications may not be accepted.

Applications should be submitted via EDCTPgrants ([www.edctpgrants.org](www.edctpgrants.org)) by 16:00 GMT (17:00 CET) on the deadline indicated in the call text. EDCTPgrants will not allow submission of an application after the specified deadline and so you are advised to submit your application as early as possible to avoid any last minute technical problems.

## Registering in EDCTPgrants

Before starting the online application, you need to register in [EDCTPgrants](EDCTPgrants) - if you do not already have a user account. Please click 'Register' and follow the on-screen instructions to complete the registration process.

You may find the following notes useful:

- You will use the email address you register with to identify yourself to the system when logging in
- The system will use this email address for all correspondence, so it is a good idea to choose an address you use regularly
- When you register, an email will be sent to you to allow you to confirm the registration and log in for the first time
- Do not worry if you move to a new email address in the future – you can change your registered EDCTPgrants email address if you need to
- If you are an EDCTP grant holder or if you have previously contributed to an application or review, your email address may already be registered in EDCTPgrants. The system will detect this automatically and will invite you to log in without needing to re-register.
- The system allows you to store the answers to security questions to assist the secure retrieval of your password if you ever forget it
- Please add the edctpgrants@edctp.org email address to your contacts to ensure receipt of emails from EDCTPgrants in order to avoid the email ending up in your spam/junk folder.

If you forget your password, you can click the 'Forgotten Password?' link on the Registration and Login Page, and ask for a replacement password to be sent to you by email. This replacement password gives temporary access to the system, during which time you will be asked to provide a new, permanent password.

Persistent use of an incorrect password will lock your account; this is to protect you from attempts by a third party to access your data. If this happens you can request a new password via the 'Forgotten password' function.

For more information on using the system, please see the System help guide on the registration page.

## EDCTPgrants home page

On completion of your registration, you will be directed to your personal 'Home' page. The home page is your starting point to create applications, or to update your details, including your professional and academic CV. It is also where you, as a grant holder, can manage your grants.

Before starting your application, you should ensure that you have completed the CV details in your home page as this information is used to automatically populate sections of the application form.

Use the menu on the left of the page to navigate through different functions on the system. See below:
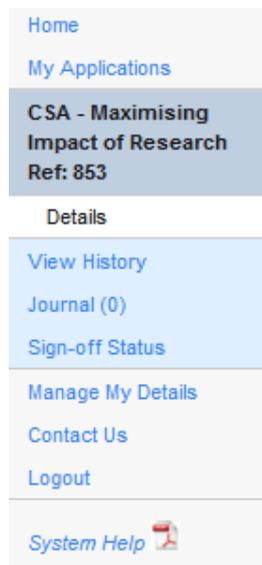


To apply for open calls, follow the instructions under 'New Grant Application'. You will be directed to the Current Grant Opportunities page that lists the EDCTP calls that are open for applications.

Click the 'More info' link to get further information on the call you are interested in. Click 'Apply' when ready to start the application process.

## Starting your online application

When completing the online application, you can click 'Next' to go to the next section of the application form (available at the top and bottom of the screen), or go directly to another section by clicking on the link to the required section using the menu on the left hand side of the page. See below:

The online application can be completed over time. To save your application for completion at a later point in time, click 'Save and Close'. EDCTPgrants has an autosave function, but you should always click 'Save and Close' prior to logging out.

 This icon provides a notes field to assist you in tracking your progress in completing the form. Click on the icon to add your comments or reminders in each section of the form.

 This icon contains instructions specific to each question in the application.

 This icon indicates a mandatory field. The field has to be completed prior to submission of the application form.

To view a summary of your application details and to view or print a pdf copy of your application for your personal records, please use the 'Details…' link on the top left of the screen. See below:



Before allowing submission of your application, EDCTPgrants will carry out a validation check. This is to ensure completeness of each section and field in the application form. The validation check does not constitute the formal admissibility and eligibility check and cannot ensure that the contents of uploaded files correspond to the requirements of the call.

You cannot submit the application until the validation check has been completed successfully. Upon submission of your application to EDCTPgrants, a confirmation email will be sent to the email address specified in your profile. Please add the EDCTPgrants@edctp.org email address to your contacts to ensure receipt of emails from EDCTPgrants in order to avoid the email ending up in your spam/junk folder. Alternatively, please check your spam/junk folder in case you do not receive the confirmation email.

Once the application has been submitted, you will not be able to edit the application. If you notice an error in your submitted application, it is only possible to change this **before** the application deadline. Please note that it is not possible to make changes to a submitted application **after** the application deadline has passed.

For changes **before** the deadline, please email edctpgrants@edctp.org or submit a new application via EDCTPgrants. The new application must be submitted by the deadline. In the case where an applicant submits more than one application, only the latest version of the submitted application that is received before the deadline will be processed by EDCTP. The earlier, submitted versions of the application will be discarded.

# Instructions for completing the online form

# 1  Summary information about the proposal

## 1.1 Title

Please insert the title (maximum 150 words). The title should reflect the content of the proposal.

## 1.2 Acronym

Please add an acronym or abbreviation to identify your proposal.

## 1.3 Abstract

The abstract should be a short summary (400 words maximum) to explain clearly:
- The objectives of the proposal
- How they will be achieved
- Their relevance to the call topic.

Do not include any confidential information.

Use plain typed text, avoiding formulae and other special characters.

## 1.4 Keywords

Select a maximum of five keywords relevant to the scope of your proposal. By clicking on the '+' symbol, an expanded list of keywords applicable to the EDCTP remit will appear. Please choose keywords that describe the scope of your proposal. Other keywords relevant to your proposal can be added using the 'Add Other Keyword' link. The total number of keywords should not exceed five.

## 1.5 Proposed start date

Please indicate your preferred start date for the project, if selected. The actual start date may be later than this date and will depend on when the grant agreement is signed. The start date cannot be earlier than 1 October 2015.

## 1.6 Duration

Indicate the requested duration (in months) of this proposal. The funders consider that proposals of between 12 and 24 months duration would allow this specific challenge to be addressed appropriately.

# 2  Excellence

## 2.1 Research proposal

Provide a description (maximum 2500 words) of the proposed research, as well as details of proposed capacity development and networking activities. Please ensure that the summary includes information on the following:
- Fit with the scope and objectives of EDCTP2 and the call topic description
- Importance, relevance and clarity of the objectives
- Credibility of the proposed approach, including deliverables, milestones and timeline
- Clarity, pertinence and importance of the strategic vision
- Soundness of the concept
- Quality of the proposed coordination and/or support measures.

**Please note**: Citation of relevant literature should be included in your proposal, but the list of references cited should be given in the subsequent section.

## 2.2 References

Provide a list of any references (maximum 50) cited in the proposal. References should be listed in Vancouver style:

Journal articles: Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers and the DOI reference provided, where available.

The Digital Object Identifier (DOI) is the unique alphanumeric code assigned to a publication by the publisher.

Example:
Oscar W, Arrami N. Choosing wind energy. Renew Sust Energ Rev. 2008:456 (22): 398-400. doi:11.1106/j.rser.2008.05.003

Books: Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year.
Example:
Cook GC and Zumla AI. Manson's Tropical Diseases. 22nd Edition. Oxford: Elsevier Ltd; 2009.

# 3  Impact

## 3.1 Expected impact

Give details (maximum 800 words) of the expected impact, including:
- Likelihood to result in major advances for the field
- Effectiveness of the proposed measures to exploit and disseminate the project results

And how the proposal will:
- Contribute towards increasing health system preparedness and community engagement in research and development activities
- Improve health research capacity in sub-Saharan Africa in order to facilitate rapid testing and the introduction of high quality research interventions in disease outbreak emergencies
- Sustain capacity after the end date of the grant
- Contribute to networking.

## 3.2 Data management and ownership

Details should be provided on how the project plans to store, manage and share the data and knowledge that will be generated by this project. The following should be covered:
- The nature of the data that will be generated/collected and how it will be curated and preserved
- The value of the data to other researchers and to potential users in a range of sectors (e.g.  health, commercial, social, environment, governmental, policy) and potential relevance to policy making, setting standards, skills and educational training
- How the data will be exploited and/or shared/made accessible for verification and re-use
- Details of the data ownership, any limits to the data sharing, for example to protect study participants or intellectual property, must be provided.

## 3.3 Results and dissemination

Give an overview of the communication measures for promoting the project and of how the anticipated results from this project will be taken forward during and after the project to achieve maximum impact. The following should be taken into consideration:
- Generalisability of the results beyond this project
- Plans to publish the findings in open access journals
- Potential users/target audience of the results and how the communications will be tailored to the needs of the various audiences, including groups beyond the project's own community

- Partnerships and linkages that the consortium currently has or plans to develop in order to disseminate the findings and take forward the results.

# 4 Implementation

Information under this section pertains to the proposed implementation of the project and includes questions about the following:
- Participants who will carry out the project
- The workplan and how the various components (work packages) will be taken forward
- The work packages, including details of the main objectives, who is responsible for leading the work packages and the expected deliverables and milestones per work package
- The consortium, where applicable, and how it will operate and make key decisions during the project
- Critical risks to the implementation of the project and how these will be addressed
- The requested budget per participant, including a justification for the requested resources.

Please ensure that you complete all the sections under this heading.

## 4.1 Participants

The Participants[2] are the applicants and their respective organisations (legal entities) involved in the proposal. Please ensure that all participants are registered in EDCTPgrants before starting the online application.

Applications to this Call for Proposals must be submitted by at least one legal entity. EDCTP funding may only be disbursed to legal entities established in the European Union, sub-Saharan Africa or countries associated with the EU Framework Programme for Research and Innovation (Horizon 2020).

### 4.1.1 Coordinator

The Coordinator is the lead applicant and his/her organisation (legal entity) involved in the proposal. The Coordinator is responsible for:
- Submission of the proposal on behalf of all participants
- Inclusion of all participants in the proposal via the 'invitation' procedure in EDCTPgrants and for ensuring their confirmation of participation
- Correspondence with EDCTP about the application
- Administration and management of the project, if selected for funding.

The Coordinator must be registered in EDCTPgrants in order to access the application form. Please make sure that the personal details, education and training and career summary are correct and up to date on the home page as these fields are used to automatically populate the application form.

**Personal details**

These details will be taken from your registration profile to automatically populate the fields in the application form. Please make sure that the personal details are correct and up to date on the home page. If they are incorrect, please amend them on the home page.

### 4.1.2 Legal entity managing the grant

The legal entity that will manage the grant is the employing organisation of the Project Coordinator. Please specify the country where the legal entity is based.

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[2] Participant means any legal entity carrying out an action or part of an action under Horizon 2020 (Regulation (EU) No 1291/2013) having rights and obligations with regard to EDCTP under the terms of the Horizon 2020 Rules for Participation. Upon signing the grant agreement with EDCTP, Participants become Beneficiaries. Beneficiary is the legal entity that has signed the Grant Agreement (GA) with EDCTP.

### 4.1.3 Legal status of organisation

Please provide the details requested on the legal status of your organisation including the legal representative and the type of organisation.

### 4.1.4 Additional CV information

Please provide the information requested in the subheadings:
- Career summary
- Current grants held
- Previous activities (related to this proposal)
- Publications (related to this proposal).

### 4.1.5 Other participants

Please use the 'Add participant' link to add a participant ('co-applicant') to the proposal. EDCTPgrants will search for the participant in the system.

If the participant is already registered with EDCTPgrants, an email will be sent to the participant informing them of their addition to the application and asking them to confirm their participation. Once the participant has confirmed participation, he/she will have access to sections of the online form.

If the participant is not already registered with EDCTPgrants, please enter the email address of the participant. An email will be sent to the participant with a temporary log-in and password to allow the proposal to proceed.

**Please note the following important points:**
- All participants must be registered with EDCTPgrants in order to apply
- All participants must complete their registration details to ensure that correct and up to date information populates the application form
- All participants must confirm their participation in a proposal by clicking the hyperlink in the confirmation email
- The online application cannot be submitted in EDCTPgrants unless all of the participants have confirmed
- The [EDCTPgrants@edctp.org](mailto:EDCTPgrants@edctp.org) email address should be added to your email contacts to ensure receipt of emails from EDCTPgrants and to avoid the email ending up in your spam/junk folder. Alternatively, please check your spam/junk folder in case you do not receive the confirmation email.

To avoid last-minute problems close to the deadline for submission, the Coordinator must ensure that the participants are registered and have confirmed their participation in the proposal. If you have any questions or problems regarding the registration and addition of participants, please contact [EDCTPgrants@edctp.org](mailto:EDCTPgrants@edctp.org).

## 4.2 Workplan

Please give a summary description of the overall structure of the proposed workplan, including information about the constituent work packages, and how they inter-relate. This should include:
- Brief description of the overall structure of the proposed workplan
- A numbered list of the individual work packages, a brief summary of each work package and details of the relationship between them
- Indicate the timing of the different work packages and their components. (A Gantt chart or similar document may be uploaded.)

Please note that subsequent sections of the form request full details of each work package and its deliverables and milestones. The number of work packages should reflect the scope and complexity of the project.

***Definitions:***

> ***Work package*** - *major sub-division of the proposed project*
> ***Deliverable*** - *distinct output of the project, meaningful in terms of the project's overall objectives, and constituted by a report, a document, a technical diagram, software or other output*
> ***Milestones*** - *control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must make a key decision concerning the next steps.*

You may upload an attachment giving details of the timeline of the project (e.g. Gantt chart) in support of your application.

# 4.3 Work packages

Please ensure you click 'Add row' for each individual work package. The main page will pool the information from each added row into an overview summary table showing the work packages and the attributed milestones and deliverables.



## 4.3.1 Work packages

For each individual work package, you should provide the following:
- Work package identifier (the number of the work package)
- Work package title (e.g. management, dissemination, etc)
- Main objectives of the work package
- Details of the activities under each work package, including the roles and responsibilities of the participants in the work package
- List of the deliverables and milestones per work package.

Please ensure that you provide sufficient detail about each work package and that you present the work packages according to the logical structure of the project and the stages in which it is to be carried out. Include brief details of the resources to be allocated to each work package, as well as a justification for the allocation.

You should give enough detail in each work package to justify the proposed resources to be allocated.

Please consider the inclusion of a distinct work package on 'Management' and to give due visibility in the workplan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.

Once you have completed this section click 'next' to insert the attributed milestones.

### 4.3.2 Milestones

Please insert the milestones attributed to the work package(s). Include a separate row for each milestone of the work package. The individual milestones within a work package should be numbered as per the numbering convention i.e. <WP number>.<number of milestone within WP>. For example - 3.2 would be the second milestone from work package 3



You can edit or delete a milestone at any time during the application process by clicking 'edit' or 'delete'.

### 4.3.3 Deliverables

Please click on 'Deliverables' from the left-hand menu to proceed to the 'Deliverables' page.
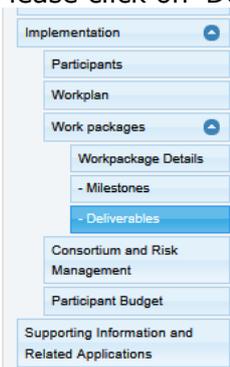


Please insert a deliverable attributed to the work package(s). Include a separate row for each deliverable of the work package. The individual deliverable within a work package should be numbered as per the numbering convention i.e. <WP number>.<number of deliverable within WP>. For example - 3.2 would be the second deliverable from work package 3

You can edit or delete a milestone at any time during the application process by clicking 'edit' or 'delete'.

## 4.4 Consortium and risk management

### 4.4.1 Management structure and procedures

Please describe the organisational structure and the decision-making process giving an overview of the day-to-day management of the work that will be conducted, including an organogram (if applicable) that sets out the framework for decision-making. Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.

### 4.4.2 Organogram

Please click on 'Attach' to upload an organogram. Applications from consortia are advised to upload an organogram.

### 4.4.3 Consortium as a whole

Describe the consortium and consider how the participants complement one another (and cover the value chain, where appropriate). Describe how each participant contributes to the project and how they will be able to work together effectively.

Where applicable, describe the involvement of other stakeholders (e.g. governmental, industrial, commercial) in the project and explain how their involvement will contribute to the successful implementation and to the impact of the project.

### 4.4.4 Critical risks for implementation

Describe any critical risks to the implementation of the project, indicating the work package(s) involved and outline the proposed risk-mitigation measures.

Please click on 'Add critical risks' and a pop-up will appear for you to insert the information as below:
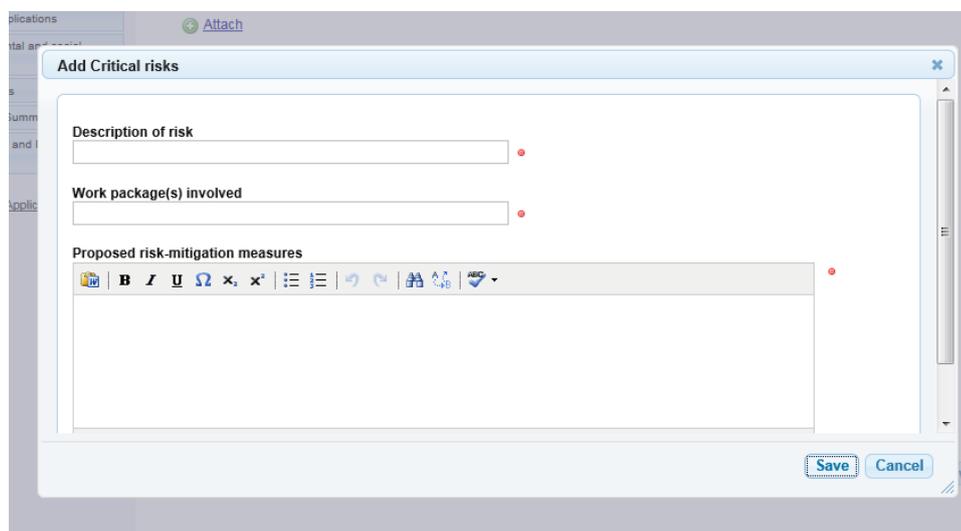


# 4.5 Participant budget

## 4.5.1 Annual budget

The funding level is 100% of direct costs (+25% for overheads). Note that the total requested contribution for the entire project, including 25% overheads, may not exceed €250,000.

The budget form requests summary information on the following:
- Actual personnel costs
- Personnel costs based on unit costs
- Travel costs
- Equipment costs
- Other goods and services (e.g. study costs, consumables, stationery, certificates on the financial statements where the total requested budget per participant exceeds €325,000)
- Subcontracting.

More information about the budget categories can be found by clicking the question icon. Please note that a more detailed budget will be required for the grant contract, if selected for funding.

Please complete the budget page per participant per year. Please note that the budget form will automatically generate the number of 'year' fields depending on the duration of the project inserted under the 'Summary information' heading. For example, if your project duration is 24 months, you will be prompted to complete two cost boxes per budget category (see below):



Please include the name of the participant inserting the budget information as well as the orgnisation the budget request is for.

The total requested amounts per year will be reflected under the 'Totals' heading and made visible only to the Coordinator.

### 4.5.2 Budget justification

Please provide a justification for the overall project budget requested. The narrative budget justification should cover each participant in the project, taking into consideration their contribution and role. The justification should explain the allocation of resources per budget category. The narrative should cover the following per participant:
- Personnel costs (e.g. salaries per participant, taking into consideration their contribution and role in project)
- Costs of other goods and services (study costs, consumable and supplies, dissemination (including open access), protection of results, certificates on the financial statements (if total requested budget per participant exceeds €325,000)
- Travel costs and related subsistence allowances
- Equipment
- Direct costs of subcontracting.

Please also provide details of any funding (cash and in-kind) from other sources that will be used to support this project, explaining the relationship between this funding and the request to EDCTP.

# 5 Supporting information and related applications

## 5.1 Is this or a related application currently being submitted elsewhere?

If 'yes', you will be prompted to answer the following questions:
- o Name of organisation that the application was submitted to
- o Date decision will be known.

## 5.2 Has this, or a similar, application been submitted to EDCTP in the past two years?

If 'yes', you will be prompted to answer the following questions:

- o Year that the original application was submitted
- o EDCTP reference number
- o Application outcome
- o Justification:
  - If the previous application was successful, please explain the relationship between the current application and the one that was funded. Please confirm that there is no overlap between the current application and the project that was funded
  - If the previous application was unsuccessful, please provide a justification for the resubmission by stating how the current application differs from the original one.

Please note that proposals that have been submitted to another EDCTP Call for Proposals in the preceding six months are ineligible and will not be processed.

# 6 Ethics issues table

Please provide a response ('yes' or 'no') to the ethical issues questions. If you answer 'yes' to any of the questions, please use the text box at the bottom of the page to provide an explanation of how you will address these issues, ensuring compliance with the national legal, ethical and regulatory requirements and ensuring adequate human subjects protection. Prior to any award being made, there will be a formal evaluation of ethical issues.

# 7 Declaration

You must complete the declaration prior to submission of the application. Please note that it will not be possible to submit the application via EDCTPgrants unless all of the boxes have been checked.

You have now completed all sections of the online application.

# 8 Validation and submission process

Before you submit your application, please check the content using EDCTPgrants validation checks:

- The 'Attachment summary' lists the files uploaded in support of your application, where applicable
- The 'Validate' section checks whether all of the required fields have been completed and that the required files have been uploaded.

Click the 'Validate summary' section on the navigation menu on the left to generate a report showing any missing/incomplete information. Click on each highlighted link to return to the section that requires completion prior to submission.

When you have successfully completed the validation check, the message below will be displayed.

Click 'Save and close' and prepare to submit the application.

You are now redirected to the 'Application details' page. This page gives you a summary of your application and provides different functions depending on how you would like to proceed with the application.



To submit the application, click 'Submit' and confirm that you are ready to submit by clicking 'Yes' on the dialog box that appears. When you have successfully submitted your application, a confirmation email acknowledging receipt of the application will be sent to you and the Director of your Home Organisation from EDCTPgrants.

The confirmation email states your application reference number, which you must quote in all correspondence with EDCTP. Please note that a temporary, pre-submission reference number is allocated to your application during the drafting stage. This number is replaced by the EDCTPgrants application reference number upon submission.

# 9 Nomination and exclusion of reviewers

The Project Coordinator may complete this confidential section on the nomination or exclusion of expert reviewers. This section is optional. EDCTP reserves the right not to use or exclude the nominated experts. This information will not be shared and is for internal use only.

# Contact information

For questions about EDCTPgrants please contact EDCTP via email: EDCTPgrants@edctp.org  or telephone: +31 (0) 70 344 08 80.

For queries related to this Call for Proposals, please contact:
- Ms Nuraan Fakier at fakier@edctp.org

# Personal data protection

EDCTP is registered under the "Wet bescherming persoonsgegevens (Dutch Law on protection of personal data)" and complies with the provisions of this Act (dated 6 July 2000), which is based on Directive nr. 95/46/EG (PbEG L 281) and the General Data Protection Regulation dated 25 January 2012 (Com 2012 11 final; 2012/0011 COD). Your grant application submission will involve the recording and processing of personal data. These data will be held securely, processed lawfully and retained for no longer than necessary by EDCTP. These data may be used to compile lists of award holders, which will be made publicly available. Applicants may enquire or make a complaint about the processing of their personal data to the EDCTP Data Protection Supervisor or the European Data Protection Supervisor.