

Mandatory administrative internal procedure concerning grant applications

Every document that is signed on behalf of the board of directors has to be reviewed for compliance with legal, fiscal and financial requirements. Allow at least 10 working days to check your proposal thoroughly.

It is advisable to also provide a first draft at least 1 month before the deadline.

The Amsterdam UMC Board of Directors uses an internal procedure to obtain a signature on the following documents:

- the embedding guarantee form for NWO Veni or Vidi grants;
- Host Institution letters for ERC grants.

The embedding guarantee is requested by NWO upon submission of a Veni or a Vidi grant. A 'Host Institution letter' is requested when submitting an ERC grant. These letters must be signed by the Deans of the medical faculties UvA or VU.

Amsterdam UMC Research Grant Support (RGS) offers support in the mandatory procedure to obtain a signature of the Dean. The procedure is as follows:

- RGS will send a prefilled embedding guarantee form or prefilled Host Institution letter together with a cover sheet ('voorblad') to the applicants. Subsidy forms to be signed by the board of directors, must be submitted with this cover sheet;
- applicants must fill in the embedding guarantee form or Host Institution letter and complete the mandatory cover sheet ('voorblad') with the relevant signature;
- documents must be sent to Research Grant Support following the internal deadline communicated to the applicants;
- RGS will have the embedding guarantee form or Host Institution letter signed by the Dean and will return it by e-mail to the applicants.

Please note: candidates who do not submit their forms and cover page or submit these to RGS after the deadline, are excluded from the support.