**Mandatory administrative internal procedures concerning grant applications**

**Internal procedure to obtain the embedding guarantee form, for VENI or VIDI grants, or the 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 Dean of AMC or VUmc.

Amsterdam UMC Research Grant Support offers support in the **mandatory procedure** to obtain a signature of the Dean. The mandatory internal procedure consists of:

* Amsterdam UMC Research Grant Support will send a prefilled embedding guarantee form or prefilled Host Institution Letter together with a cover page (voorblad) to the applicants.
* Applicants must fill in the embedding guarantee form or Host Institution Letter and complete the mandatory cover page (voorblad) with the relevant signature(s).
* Documents must be sent to Amsterdam UMC Research Grant Support following the internal deadline communicated to the applicants.