



# ICGEB

International Centre for Genetic  
Engineering and Biotechnology

Developing  
Knowledge



## General Information & Conditions for Application

### PURPOSE & SUBJECT AREAS

The ICGEB Research Grant is part of the Collaborative Research Programme (CRP) of ICGEB and is a dedicated source of funding aimed at financing projects that address scientific problems of particular relevance for the host country.

The programme was established in 1988 with the aim of:

- stimulating collaborative research between ICGEB Member States and with the ICGEB Component laboratories
- promoting the training of young scientists
- facilitating the creation of appropriate research facilities

The programme provides support for original research projects in basic life sciences, human healthcare, industrial and agricultural biotechnology, and bioenergy.

### ELIGIBILITY

Applicants for CRP – ICGEB Research Grant proposals should hold positions at Universities or Research Institutes in any of the Member States listed in Annex A.

Active collaboration with ICGEB Research Groups is welcome, but is not mandatory.

Investigating groups are not eligible to submit applications:

- if previously awarded projects have not been evaluated and satisfactorily concluded;
- if the University or Research Institute of the Principal Investigator is based in Italy.

A special category of **CRP-ICGEB Early Career Return Grants** is intended to fund young researchers (not over 40 years old at the time of application) with an outstanding track record, who have spent a minimum of 2 years abroad and have recently returned to an ICGEB Member State to establish their own independent laboratories.

Applicants for Early Career Return Grants should have taken up, or be about to take up, a position as an Independent Investigator in an ICGEB Member State (except Italy). Applicants who have been in the country for more than two years prior to the deadline for submission are not eligible to apply for Early Career Return Grants.

The application form for Early Career Return Grants is the same as that for the standard research grants. Applicants for an Early Career Return Grant are however requested to indicate on page 2 of the enclosed form that they are applying for this type of grant.

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## 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. **Applications not submitted on the appropriate application form will be automatically rejected.**
- 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 **how to write an ICGEB grant proposal** can be found at the following link:  
<https://www.icgeb.org/activities/grants/writing-an-icgeb-grant-proposal/>

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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.

## EVALUATION & AWARD NOTICES

The evaluation is based on a two-tier procedure: in the first phase all proposals will be reviewed by a Committee of internationally recognized experts, who will triage all the applications and select those for the second phase of review.

The projects passed to the second phase will be sent out for peer-review by independent external experts. An ICGEB Committee will select the proposals to be funded for 2020 on the basis of these peer-review evaluations. Please note that the ICGEB Committee's decisions are final and not open to further discussion.

All applicants will be notified of the outcome of the final review by e-mail (no deadline can be indicated for this communication), and those passed to the second phase will receive the comments of the independent external experts, as soon as the final selection has taken place (November/December 2020). The successful projects will start in January 2021.

## AGREEMENT

In case of a grant being awarded, a written operational agreement is made between ICGEB and the Principal Investigator's Institute, in which the Institute undertakes to administer the grant according to the agreement and to provide the necessary support for the Principal Investigator during the entire lifespan of the project.

Equipment, material and literature purchased for the project through the CRP-ICGEB Research Grant funding programme should remain the property of the Institute after the project is completed. The ICGEB funding contribution should be acknowledged, as applicable.

The grant is paid in three, yearly instalments to the bank account of the Institute and the first payment is transferred upon signature of the agreement by both parties. Release of 2<sup>nd</sup> and 3<sup>rd</sup> year funds is subject to the satisfactory approval of annual reports submitted in a timely manner, according to the deadline and format specified in the agreement.

Please note that no part of the grant can be transferred to any other Institution or organisation under any form of sub-contracting or out-sourcing arrangement.

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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.

It is intended to cover the participation of scientists, directly involved in the project, in major conferences/meetings related to the project objectives. Local travel costs (e.g., for sample collection, field visits, etc.) can also be covered if essential for the implementation of the project.

Please note that training expenses cannot be covered by this budget category.

### LITERATURE

This budget category **must not exceed 5%** of the total grant requested/awarded.

Funds may be used to cover:

- Purchasing costs of scientific literature and reference material (e.g., books, subscription to journals/periodicals);
- Publication costs of scientific manuscripts pertinent to the project in peer-reviewed journals (e.g., page charges and publication fees).

### COSTS NOT FUNDED BY ICGEB

- Cost of maintenance, repair, running or insurance of existing equipment and machinery belonging to the Institution;
- Cost of construction of new buildings or alterations and modifications of existing buildings and premises;
- Normal administrative and overhead expenses of the Institution;
- Bank charges;
- Secretarial expenses;
- Salary support of Principal Investigator;
- Any other expenses not covered in the four budget categories mentioned above.