



# **ESHRE<sup>®</sup> Research Grant: Guide for Applicants**

**Version 2018.1**

*This Guide is published on behalf of the ESHRE Executive Committee on [www.eshre.eu](http://www.eshre.eu)*

# Purpose of this guide for applicants

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This guide provides practical information to potential applicants in preparing and submitting an application for an ESHRE Research Grant. In addition, it provides a general overview on the ESHRE peer review evaluation process and presents the main features of the ESHRE Research Grant Agreement and the management of ESHRE Research Grants.

**This guide for applicants outlines the details for the call for proposals in 2018**, with minor modification compared to the previous call for proposals (2016). An updated version will be published with the publication of the future calls for proposals. The reference version will always be available on the ESHRE website, as will all previous versions (in the archive section).

This guide is divided into 5 parts:

1. Applying for an ESHRE Research Grant
2. Submitting an ESHRE Research Grant application - first round
3. Submitting an ESHRE Research Grant application - second round
4. Evaluation and selection of grant proposals
5. Managing an ESHRE Research Grant

**For more information and documents,  
please visit [www.eshre.eu/grant](http://www.eshre.eu/grant)**

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# Mission and Vision of ESHRE

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The main aim of the European Society of Human Reproduction and Embryology is to promote interest in, and understanding of, reproductive biology and medicine. It does this through facilitating research and subsequent dissemination of research findings in human reproduction and embryology to the general public, scientists, clinicians and patient associations; it also works to inform politicians and policy makers throughout Europe.

On a more applied level, it aims to promote improvements in clinical practice through organizing teaching, training and continuing medical education activities, developing and maintaining data registries and implementing methods to improve safety and quality assurance in clinical and laboratory procedures. Furthermore, ESHRE also participates in improving knowledge in the field of infertility by funding research activities through grants.

## About the ESHRE Research Grants

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ESHRE Research Grants are designed to support scientists and clinicians (investigators) by funding proposals in basic and clinical research in the field of reproductive medicine.

ESHRE will provide appropriate and adequate support to excellent scientists and/or clinicians, whatever their nationality, with the only restriction of them being an ESHRE member. Projects will be selected for funding based on scientific excellence, originality and feasibility. The applicant submitting the proposal will be the Coordinator of the project and s/he will be the main contact person for ESHRE.

Collaboration between research groups is encouraged, but not obligatory. Any investigators, in addition to the Coordinator, will be referred to as "Associated Investigators". Proposals can be single-centre (Coordinator and Associated Investigators are hosted by one and the same institution) or multicentre (Coordinator and Associated Investigators are hosted by more than one institution). In any case, funding will be received by the Coordinator's host institution (the 'Beneficiary'). In case of a multicentre project, the Beneficiary will be responsible for distributing the funding to the Associated Investigators' institutions (the 'Participating Institutions').

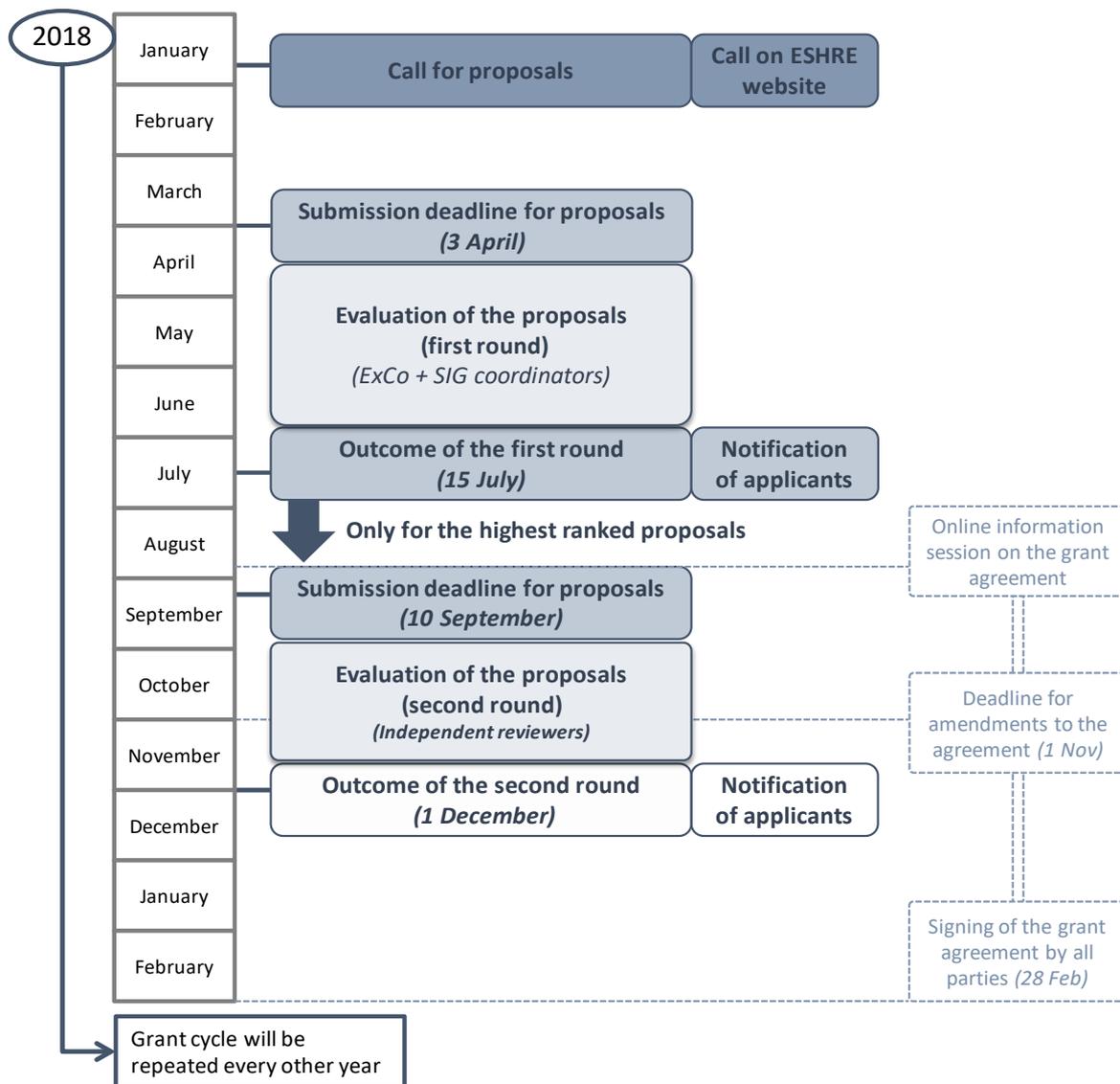
ESHRE will award 2 Research Grants in 2018: a Research Grant of 50.000 euro and a Research Grant of 150.000 euro. Funding can be spread over up to 3 years.

Applicants are encouraged to evaluate their proposal towards the guiding principles of the ESHRE Research Grant (BOX 1), and to evaluate their collaboration, and individual potential, in order to decide for themselves their likelihood for success, thus avoiding to invest effort in proposals that are unlikely to succeed.

### ***BOX 1: Guiding principles of the ESHRE Research Grant (2018)***

- ESHRE will award 2 Research Grants in 2018: a Research Grant of 50.000 euro and a Research Grant of 150.000 euro. The Research Grants will be awarded to projects that will run for up to 3 years.
- Projects for funding will be selected based on scientific excellence, originality and feasibility.
- Solely Projects in the field of reproductive medicine are eligible for funding.
- Applications for the 50000 euro Research Grant should focus on the theme “Chromosome and DNA integrity of oocytes and embryos”
- Applications for the 150000 euro Research Grant should focus on the theme “Maternal determinants of embryo developmental ability”
- The Coordinator of the project should be an ESHRE member.
- Collaboration between research groups is encouraged, but not obligatory. For each proposal, a maximum of 7 investigators (6 Associated Investigators and 1 Coordinator) can be listed. Both single-centre and multicentre studies are eligible.
- Grants are awarded to the Beneficiary that engages and hosts the Coordinator of the project. In case of a multicentre study, the Beneficiary will distribute the funding to the associated Investigators.
- The Beneficiary guarantees the Coordinator’s independence and provides the research environment to carry out the project and manage its funding.

**Schematic overview of the ESHRE Research Grant application and evaluation.**



# 1. Applying for an ESHRE Research Grant

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## 1.1 Who can apply for an ESHRE Research Grant?

The Coordinator should be a scientist or clinician working in the field of reproductive medicine and biology, with no limitations on age, expertise or nationality. He or she should be an ESHRE member at the time of submission of the proposal and this for the entire duration of the ESHRE Grant Project Agreement (in case selected).

ESHRE does not impose limits regarding the scientific background for the coordinator, as in the academic degree, specific career stage, number of publications, or years of experience. However, the curriculum of the applicants will be taken into account upon evaluation of the proposal in the second round of review. Applicants are encouraged to tailor their curriculum to show their excellence and competence specifically towards the project proposal.

The coordinator should be employed or engaged and hosted by the Beneficiary (i.e. host institution of the Coordinator) when the proposal is submitted and at the start of the project (if granted). Any changes to the Beneficiary during the course of the project should be handled as stipulated in the general terms and conditions of the ESHRE Grant Project Agreement.

The Coordinator and Associated Investigators, if any, must be strongly committed to the project and devote a significant amount of time to it (see also BOX 2). This aspect will be evaluated by the reviewers of the proposal as part of the project feasibility.

Only one application per Coordinator per grant cycle is permitted. An applicant can thus only be the Coordinator for one application, but he/she can be an Associated Investigator in one or more other applications. There is no limit to the number of proposals per institution.

For each proposal, a maximum of 7 investigators (1 Coordinator and 6 Associated Investigators) can be listed.

### ***BOX 2: Responsibilities of the Coordinator and Associated Investigators***

The Coordinator is the main contact person for the proposal and for the Research Grant, if awarded. Associated Investigators will provide a supportive role towards the Coordinator both on scientific and administrative level.

More specifically the coordinator will be responsible for:

- Submission of the proposal for the first round
- Submission of the extended proposal and all needed additional information for the second round (in case of acceptance of the proposal in the first round)
- Providing additional information if needed during evaluation of the proposal
- Reporting back on the progress of the project (annually and end-term)
- Lead communication with the Associated Investigators, if any.

## ***Who can not apply for an ESHRE Research Grant?***

The following investigators are not eligible for submission of a proposal for an ESHRE Research Grant:

- Investigators that have a function as ESHRE official (i.e. members of the ESHRE executive committee, SIG coordinators) should not submit any proposal during the term of their function within ESHRE. They can function as associated investigators, but this will imply their exclusion as an assessor of the proposal in the first round of review.
- Investigators that have received an ESHRE Research Grant cannot submit a proposal in the next 6 years after their grant was approved.

Potential applicants must strictly observe these restrictions and act in accordance therewith during the application and execution of the Grant Agreement. There will be an eligibility check to identify proposals that do not comply with the restrictions. In case of non-compliance, the ESHRE Executive Committee will take this into account upon evaluation of the proposal for the first round.

## **1.2 What kind of research can be funded?**

Applications can be made in any field of research linked to human reproduction and embryology. In particular, proposals of an interdisciplinary nature which cross the boundaries between different fields of research, pioneering, proposals addressing new and emerging fields of research or proposals introducing unconventional, innovative approaches and scientific inventions are encouraged.

**Applications should focus on the theme selected for the call of proposals. For 2018, the theme for applications for the Research Grant of 150 000 euro is “Maternal determinants of embryo developmental ability”. The theme for the Research Grant of 50 000 euro is “Chromosome and DNA integrity of oocytes and embryos”.**

Applicants should ensure their project, whatever the type of study, fits with the General Terms and Conditions of the Grant Project Agreement (including the limits for budget and duration) of ESHRE Research Grants.

The peer review evaluation of proposals will give emphasis on the following aspects: originality, design, feasibility, and expected impact.

Some frontier research activities and methodologies may have ethical implications or may raise questions which will require sound ethical assessment in order to ensure that research supported by an ESHRE Research Grant respects the fundamental ethical principles. Upon submission of an extended proposal for the second evaluation round, the applicant will be asked to investigate potential ethical and legal issues and describe how these will be managed. Approval for the project from the ethics committee of the Host Institution(s) is obligatory for funding. Failure to show approval of the ethics committee at the start of the project (i.e. signing of the Grant Project Agreement), can result in postponement of payments or cancelation of the assignment of the Research Grant.

Ethical and legal issues and their appropriate management will be evaluated alongside the evaluation of the project.

### 1.3 Dealing with ethical issues

Research proposals submitted for ESHRE Research Grants must comply with ethical principles and relevant national, Union and international legislation, including the Charter of Fundamental Rights of the European Union<sup>1</sup> and the European Convention on Human Rights and its Supplementary Protocols<sup>2</sup>. The opinions of the European Group on Ethics in Science and New Technologies (EGE)<sup>3</sup> and the Article 13 of the Treaty on the Functioning of the European Union which recognizes animals as sentient beings will also be taken into account<sup>4</sup>.

Applicants should indicate whether the proposed research raises sensitive ethical questions such as research involving human beings, human biological samples, personal data, genetic information or animals. Applicants must also ensure that the research proposed respects all national rules and procedures of the relevant country where the proposed research is conducted. Approval must be sought from the relevant national or local ethics committee prior to the start of the project. Failure to show approval from a local ethics committee may lead to postponement of payments or cancelation of the assignment of the Research Grant.

#### Guidance documents and general information

<http://ec.europa.eu/research/science-society/index.cfm?fuseaction=public.topic&id=1289&lang=1>  
[http://cordis.europa.eu/fp7/ethics\\_en.html](http://cordis.europa.eu/fp7/ethics_en.html)

#### Reference documents on ethical and legal issues:

- <sup>1</sup> [http://www.europarl.europa.eu/charter/default\\_en.htm](http://www.europarl.europa.eu/charter/default_en.htm)
- <sup>2</sup> <http://conventions.coe.int/Treaty/EN/Treaties/Html/005.htm>
- <sup>3</sup> [http://ec.europa.eu/bepa/european-group-ethics/publications/opinions/index\\_en.htm](http://ec.europa.eu/bepa/european-group-ethics/publications/opinions/index_en.htm)
- <sup>4</sup> [http://ec.europa.eu/food/animal/welfare/references\\_en.htm](http://ec.europa.eu/food/animal/welfare/references_en.htm)

### 1.4 What is the level of funding of the ESHRE Research Grants?

**ESHRE will award 2 Research Grants in 2018: a Research Grant of 50.000 euro and a Research Grant of 150.000 euro. The Research Grants will be awarded to projects that will run for a duration up to 3 years.**

The total requested Research Grant should reflect a realistic estimation of the project needs and be fully justified. Budgets must be submitted in Euro and the total requested budget must be stated explicitly.

The overall level of the Research Grant offered will be determined on the basis of the needs of the project. The appropriateness of the budget will be taken into consideration during the review. The reviewers may suggest a modification to the indicative budgetary breakdown in the application. However, the Coordinator has the freedom to modify the budgetary breakdown during the course of the project, or not.

Details on eligible and non-eligible direct and indirect costs for ESHRE Research Grants are listed below (BOX 3).

The aim is to design the project to ensure that the ESHRE Research Grant covers all eligible costs. However, it is possible, that specific cost items are covered partially or in full by a Host Institution or by third party funding, including costs for equipment or personnel. Project costs covered by third parties are allowed but need to be detailed within the proposed budget. Applicants should specify any current Research Grants and their subject in the information on the investigators of the application for the second round (Part B2).

### ***BOX 3: Eligible and non-eligible costs for ESHRE Research Grants***

**Direct eligible costs** are those which support all the research, management, training and dissemination activities necessary for the conduct of the project, such as:

- Personnel Costs;
- Consumables;
- Travel and Subsistence Costs;
- Publication Costs (page charges and related fees for publication of results).

**Indirect eligible costs** are those which cannot be identified as directly attributable to the project, but which are incurred in direct relationship with the project's direct eligible costs, such as:

- Costs related to general administration and management;
- Costs of office or laboratory space, including rent or depreciation of buildings and equipment, and related expenditure such as water, heating, electricity;
- Maintenance, insurance and safety costs;
- Communication expenses, network connection charges, postal charges and office supplies;
- Common office equipment such as PCs, laptops, office software;
- Miscellaneous recurring consumables.

**Non-eligible costs** are costs that cannot be reimbursed through the ESHRE Research Grant, such as:

- Equipment Costs;
- Any identifiable indirect taxes, including VAT or duties;
- Interest owed;
- Provisions for possible future losses or charges;
- Exchange losses;
- Costs declared, incurred or reimbursed in respect of another community project;
- Costs related to return on capital;
- Debt and debt service charges;
- Excessive or reckless expenditure;

The financial contribution from ESHRE will take the form of the reimbursement based on the financial reports to be provided by the coordinator (or his/her Beneficiary). The level of the awarded Research Grant represents a maximum overall figure – the final amount to be paid must be justified on the basis of the costs actually incurred for the project.

In the proposal for the Research Grant, the budget should be clearly described, including the overall budget and how much the Research Grant covers of the total expenses.

In case of a multicentre project, the centre-specific budget should be clarified (i.e. how the total requested Research Grant will be divided among the Host Institutions of the Coordinator and the Associated Investigators). However, ESHRE will only reimburse directly to the Beneficiary (i.e. the Host Institution of the Coordinator). The Beneficiary is responsible for sharing the budget with the Participating Institutions, as specified in the proposal for the budget.

The actual project costs claimed should be presented in line with the usual management practices and accounting rules of the Beneficiary and the Participating Institutions. Institutional overhead costs may be included in the budget, but these should not exceed 25% of the requested budget.

## 1.5 Where can investigators run an ESHRE-funded research activity?

An ESHRE Research Grant is awarded to the applicant's legal entity - the Beneficiary - that engages and hosts the Coordinator for at least the duration of the Research Grant, as well as the Associated Investigators (in case of a single-centre study). If the study would, however, be multicentre, the Participating Institution(s) should engage and host the Associated Investigators for at least the duration of the Research Grant.

The Beneficiary (in case of a single-centre study) or each of the Host Institutions (in case of a multicentre study) must provide a letter of support at the time of submission of a proposal for the second round. At the time of approval of the Research Grant, the Host Institution(s), the Coordinator, and the Associated Investigators (if any) must sign the ESHRE Research Grant Project Agreement. The Participating Institution(s) will have a supportive role.

Any type of legal entity, public or private, including universities, research organizations and undertakings can host the Coordinator and his/her team (Associated Investigators) as long as the principles indicated in BOX 4 are respected and the Coordinator's and Associated Investigators' activities are not constrained by the research strategy of the entity.

### ***BOX 4: Responsibilities of the Host Institutions***

It is a condition for all ESHRE funding that all Host Institutions involved (i.e. the Beneficiary and the Participating Institutions) commit to the following conditions of support:

- administrative assistance,
- access to reasonable space and facilities for conducting the research,
- adequate contractual conditions (f.i. social security),
- scientific autonomy, ensuring that the investigators are able to:
  - manage the research and the funding for the project and make appropriate resource allocation decisions
  - publish independently
  - supervise team members, including research students, doctoral students or others.

Additionally, the Beneficiary will be responsible for managing the budget and for the financial reporting (annually and end-term).

In case of a multicentre study, the Beneficiary will have a leading role, and will be responsible for transferring the necessary budget to the Participating Institutions.

## 2. Submitting an ESHRE Research Grant application - first round

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An ESHRE Research Grant application should be submitted by the Coordinator, who has the scientific responsibility for the project in conjunction with and on behalf of the Beneficiary.

The ESHRE grant applications will be evaluated in a 2-step procedure. In a first round the Coordinator will be asked to submit a short scientific proposal which will be blinded for the first round of review. If eligible, the Coordinator will be asked to submit an extended scientific proposal, extended CVs and signed declaration of interest forms for all investigators and a letter of support from their Host Institutions.

### 2.1 When can the Coordinator submit a Research Grant application?

ESHRE Research Grant applications can be submitted only in response to a 'call for proposals'. Calls are published on the ESHRE website ([www.eshre.eu](http://www.eshre.eu)), and ESHRE members will receive an email invitation to submit a proposal. The call for proposals in 2018 is scheduled for January 2018.

ESHRE will publish a call for proposals for the ESHRE Research Grants every 2 years. Applicants will be able to submit proposals **until 3 April 2018 (23.59 CET)**. The Research Grant will be awarded in December 2018. Details on the Research Grant cycle can be found on page 11 of this guide.

#### ***BOX 5: Proposal submission - important to know:***

- Applications should be submitted by a Coordinator in collaboration with Associated Investigators, if any. They must submit a proposal in conjunction with and on behalf of their respective Host Institutions.
- Proposals for the first evaluation round can only be submitted by ESHRE members. Becoming an ESHRE member will take at least 1 week. Information on ESHRE membership can be found at [www.eshre.eu/membership](http://www.eshre.eu/membership).
- A proposal for the first round consists of a short scientific proposal and information on the Coordinator and Associated Investigators, if any.
- Proposal formats are strictly limited.
- Submission for the first round is accepted only via the web-based Electronic Grant Proposal Submission Portal, accessible through [www.eshre.eu/grant](http://www.eshre.eu/grant).
- Incomplete proposals (where parts or sections of the proposal are missing) are considered ineligible and will not be evaluated. The proposal must be submitted before the respective deadline of the call.
- The Coordinator is responsible for the submission. He/she should check that the proposal is complete, that all information is correct, and that the uploaded proposal has not been altered while in transit on the Internet. ESHRE will not send reminders or notifications of errors.

## 2.2 How to complete the Research Grant application for the first round?

Research Grant proposals for the first evaluation round should be submitted through the Electronic Grant Proposal Submission Portal at the ESHRE website. This portal is only accessible for ESHRE members; the Coordinator should ensure that s/he is an ESHRE member before starting the Research Grant application.

Coordinators should be aware that becoming an ESHRE member takes about 1 week, and therefore they should complete their membership application at least 2 weeks before the deadline for proposal submission (i.e. membership application before 15 of March 2018 for proposals to be submitted before the 3 April 2018).

A complete ESHRE Research Grant application for the first round involves the following parts:

- Short scientific proposal (Part A1)
- Information on the Coordinator and Associated Investigators (Part B1)

### ***Instructions for completing the short scientific proposal (Part A1)***

Proposals must be submitted through the electronic grant proposal submission portal at the ESHRE website ([www.eshre.eu/grant](http://www.eshre.eu/grant)). All applications should adhere to the strict limits for layout and length, as specified in the template.

Short scientific proposal	
<b>Proposal title</b>	<i>25 words max</i> The title should be short and clear, and should only contain non-confidential information.
<b>Objectives</b>	<i>200 words max</i>
<b>Methodology</b>	<i>300 words max</i>
<b>Expected impact in general and for ESHRE</b>	<i>200 words max</i>
<b>Budget</b>	<i>250 words max</i>
<b>Duration in months</b>	<i>50 words max</i>

Remarks:

- The short scientific proposal must be short and precise and should not contain confidential information.
- The proposal should be written in English. Please use plain typed text, avoiding formulae and other special characters.
- As the proposal will be blinded for review, applicants should ensure that identities of the Coordinator, the Associated Investigators and the Host Institutions are not revealed in the proposal.
- The budget section should be written in euro. The total requested budget (in euro) and the duration of the project in months should be clearly stated. Please remember that the Research Grant requested from ESHRE should not exceed 50000 euro or 150000 euro, and the duration should be limited to 36 months.
- By submitting your applications, you agree that the proposal can be sent out for review.

### ***Instructions for the information on the investigators (Part B1).***

Part B1 of the application should contain information and contact details for the Coordinator and basic information for all Associated Investigators. Some fields will be auto-completed, but the Coordinator is responsible for checking all information before submitting.

### Personal information and contact details of the Coordinator

As the Coordinator is an ESHRE member, his/her details will be (partly) auto-completed by the system. The Coordinator will have the possibility to update or complete the information if needed. The following information is requested for the Coordinator:

Personal information and contact details of the Coordinator	
Surname	Gender
First Name(s)	E-mail address
Title	Telephone / Mobile
Details on the Host Institution	
Name	City
Department/Faculty/ Institute/Laboratory	Country

*For changing the host institutions, applicants will be redirected through the MyESHRE pages. Instructions are provided in the grant proposal submission portal.*

### Information of the Associated Investigators

The Coordinator should provide the following information on all Associated Investigators:

Personal information and contact details of the Associated Investigator	
Surname	Country
First Name(s)	E-mail address
	Telephone / Mobile
Details on the Host Institution	
Name	City
Department/Faculty/ Institute/Laboratory	Country

## 2.3 Confirmation of submission of a proposal

If the submission is technically successful, the applicant receives an automatic computer-generated acknowledgement, with the summary data of the submitted proposal. After submission, the proposal will change from “draft” to “submitted” in the online submission portal. This automatic message is not the official acknowledgement of receipt. The official acknowledgement of receipt from ESHRE will be provided by e-mail after the call deadline.

Subsequent to submission, and only in exceptional cases, ESHRE may contact the Coordinator if this is necessary to clarify questions of eligibility or to verify administrative or legal data contained in the proposal.

## 2.4 How to modify or withdraw a proposal?

Up to the submission deadline, the proposal can be saved as a draft. Once the Coordinator submits the proposal, s/he can view, but not modify it. If it is needed to modify the proposal after submission and before the deadline, the Coordinator can contact the ESHRE central office (grant@eshre.eu). The proposal will again be marked as draft, and can then be modified prior to submission. **Once the deadline has passed, ESHRE cannot accept any further additions, corrections or re-submissions.**

**Proposals may be withdrawn before the call deadline** by deleting the proposal title from the electronic grant proposal submission portal if the proposal is still in draft. Once submitted, proposals can only be withdrawn by contacting the ESHRE central office. For **withdrawing a proposal after the call deadline** the Coordinator should contact the ESHRE central office (grant@eshre.eu).

# 3. Submitting an ESHRE Research Grant application - second round

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Proposals for the second round can only be submitted upon invitation. The coordinator will be informed on the decision regarding the applications for the first round; in case of a positive decision s/he will receive an application form (Word template) and additional information on how to submit the application for the second round.

## 3.1 How to complete the Research Grant application for the second round?

The application for the second round should ideally be submitted in a single PDF document, with respect to the following parameters for the layout:

<b>Font Type</b>	Times New Roman
<b>Font Size</b>	11
<b>Line Spacing</b>	Single

A complete ESHRE Research Grant application for the second round should contain the following sections:

- **Cover page**
- **Extended scientific proposal (Part A2)**
- **Extended information, including CV and declaration of interest forms, on all investigators (Part B2)**
- **Acceptance of the General Terms and Conditions of the ESHRE Grant Project Agreement (Part C).**
- **Letter of support from the Host Institutions (Part D)**

Specific instructions for each section are described below. In fairness to all applicants, the page/word limits below will be applied strictly. Only the material that is presented within these limits will be evaluated (peer reviewers will only be asked, and will be under no obligation to read beyond, the material presented within the page/word limits).

### *Instructions for the cover page*

The cover page of the proposal should contain the following information

Details of the proposal	
<b>Proposal number</b>	<i>Same number as application for first round</i>
<b>Coordinator</b>	<i>Same as application for first round</i>
<b>Proposal title</b>	<i>Same title as application for first round</i>
<b>Beneficiary</b>	<i>Same as application for first round</i>
Outline of the proposal	
<b>Part A2</b>	
<b>Part B2</b>	
<b>Information on all investigators and Host Institutions</b>	Number of investigators: ... Number of Host Institutions: ....
<b>Part C</b>	
<b>Part D</b>	<i>Gantt chart</i> <i>Letter of Support from all the institutions</i> <i>Declaration of interest forms of all investigators</i>

## ***Instructions for completing the extended scientific proposal (Part A2)***

The extended scientific proposal should contain all necessary information for reviewers to evaluate the originality, design, feasibility, expected impact and appropriateness of the budget.

<b>Extended scientific proposal - part 1</b>	
<b>Summary</b>	<i>400 words max</i>
<b>Extended scientific proposal - part 2</b>	
<b>Background</b>	<i>1000 words max</i>
<b>Objectives</b>	<i>300 words max</i>
<b>Materials &amp; methods</b>	<i>1500 words max</i>
<b>Potential risks &amp; limitations</b>	<i>400 words max</i>
<b>Potential impact, exploitation and dissemination of results</b>	<i>800 words max</i>
<b>Added value of the proposed collaboration and available resources</b>	<i>600 words max – only in case of a multicentre study</i>
<b>Ethical, legal and security issues</b>	<i>300 words max. Please confirm whether ethical, legal or security issues exist, or confirm that none of these issues apply to the proposal. If any of the issues exist, you must provide a brief explanation of the issue involved and how it will be dealt with appropriately. If available, the approval from the ethics committee from the host institution and collaborating institutions must be attached. Otherwise, it has to be presented to the ESHRE ExCo upon completion of the Grant Project Agreement.</i>
<b>Budget and duration in months</b>	<i>600 words max. The budget should explicitly state the overall budget and the specific contributions of ESHRE and other funding bodies, if applicable.</i>
<b>Work plan and Gantt chart 1</b>	<i>400 words max. The Gantt chart should be added to the proposal as an annex.</i>
<b>Bibliography</b>	<i>600 words max</i>

## ***Instructions for the information on the investigators (Part B2).***

Part B2 of the application should contain information on each investigator and each Host Institution. For each investigator, personal information, contact details, and a CV should be provided according to the following layout and with the restriction of 2 pages per investigator. Please start the information for each investigator on a new page.

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<sup>1</sup> For more information: <http://www.gantt.com/>

<b>Contact details</b>	
<b>Contact address (home address)</b>	
<b>Telephone</b>	<i>Include country and city/area code.</i>
<b>E-mail</b>	
<b>Host Institution</b>	<i>Include department/faculty/institute/laboratory</i>
<b>Curriculum</b>	
<b>Academic training</b>	
<b>Bachelor degree</b>	
<b>Date</b>	<i>(DD/MM/YYYY)</i>
<b>Master degree</b>	
<b>Date</b>	<i>(DD/MM/YYYY)</i>
<b>Doctorate</b>	
<b>Date</b>	<i>(DD/MM/YYYY)</i>
<b>Dissertation Director</b>	
<b>Professional state</b>	
<b>Professional status</b>	
<b>Start date</b>	<i>(DD/MM/YYYY)</i>
<b>Dedication</b>	<i>Full time / Part time</i>
<b>Working situation:</b>	<i>Hired - Scholar – Temporary - Other situations</i>
<b>Previous activities (scientific or professional)</b>	
<i>Include the institution where the work was performed (place and date)</i>	
<b>Participation in peer-reviewed research projects financed in the last 5 years</b>	
<i>Include the following information for each research project: Project title, financing entity, duration (from/to), principal researcher</i>	
<b>Publications (in the last 5 years, and up to 10 publications)</b>	
<i>Include the following information for each publication: title, authors (by order of signature), Reference, Journal/Book, volume no., start and end pages, and year</i>	
<b>Patents and utility models (in the last 10 years)</b>	
<i>Include the following information for patent and utility model: title, inventors (by order of signature), request Number, priority country, priority date, entity, extended to countries, companies exploiting it.</i>	
<b>Stays in foreign centres (continued stays longer than 6 months in the last 5 years)</b>	
<i>Include the following information for each stay: centre, location, country, year, duration, and topic. Please also specify the purpose: doctorate, post-doctorate, guest, hired, others</i>	

The application should contain the details on the Host Institutions for all investigators. The details of the Host Institution should be provided only once per institution, also if more than 1 investigator belong to the same Host Institution. Please start a new page per institution.

<b>Details on the Host Institution (only 1 per Host Institution)</b>	
<b>Name</b>	<i>Name under which your organisation is registered.</i>
<b>Department/Faculty/ Institute/Laboratory name</b>	<i>Name under which your Department/Faculty/ Institute/Laboratory is registered.</i>
<b>Street name</b>	
<b>Number</b>	
<b>Town</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Internet Homepage</b>	

<b>Details on the Authorized Legal Representative of the Host Institution</b> <i>(Person in charge of administration, legal and financial aspects in the host organization.)</i>	
<b>Family Name</b>	<i>Last name as given on Passport or Identity Card.</i>
<b>First Name(s)</b>	<i>Your first name(s) as given on Passport or Identity Card.</i>
<b>Title</b>	<i>Prof., Dr., Mr., Mrs., Ms.</i>
<b>Gender Female(F)/Male(M)</b>	<i>Only for statistical and mailing purposes.</i>
<b>Position in the host organization</b>	<i>e.g. senior administrative officer</i>
<b>Contact address</b>	

## ***Acceptance of the General Terms and Conditions of the ESHRE Grant Project Agreement (Part C).***

As part of the application procedure, the Coordinator undertakes to read and accept the General Terms and Conditions of the ESHRE Grant Project Agreement.

Such acceptance by the Coordinator also entails the acceptance of the General Terms and Conditions of the ESHRE Grant Project Agreement by all other parties involved (the Host Institution(s) and the Associated Investigators, if any). Therefore, the Coordinator is encouraged to contact the authorized legal representative of his/her Host Institution before accepting the General Terms and Conditions of the ESHRE Grant Project Agreement. Failure to provide acceptance of the General Terms and Conditions excludes the proposal for the second round of review, as the General Terms and Conditions of the ESHRE Grant Project Agreement shall not be subject to any negotiations, nor changes.

The appropriate Grant Project Agreement (single-centre or multicentre) will be sent to the Coordinator when s/he is invited to submit a proposal for the second round of review, as will a short overview of the Terms and Conditions of Participation (see also Box 6).

A statement on the acceptance of the General Terms and Conditions of the ESHRE Grant Project Agreement will be included in the template of the Research Grant application for the second round. The Coordinator should add his name, the date and his signature to the statement. Upon signing this statement, the Coordinator is strongly advised to inform and request agreement of all parties involved.

More information on the ESHRE Grant Project Agreement, including the procedure and deadline for requesting amendments, is available in chapter 5. The ESHRE Grant Project Agreement is available upon request ([grant@eshre.eu](mailto:grant@eshre.eu)). ESHRE will provide the opportunity for applicants to the second round of review (and/or the legal representative of their Host Institution) to join an online information session to request clarifications and further details on the General Terms and Conditions of the ESHRE Grant Project Agreement. The details of the online information session will be communicated to the Coordinator.

## ***Instructions for the Annexes (PART D)***

### ***Gantt chart***

The Gantt chart should be added in the appropriate section, or as the first annex to the application.

### ***Letter of support from the institutions.***

A letter of support should be provided for the Coordinator, and for the Participating Investigators in case of a multicentre study.

A Letter of Support must be written on official letterhead and signed by appropriate officials, and it should contain the name of the investigator(s) that is/are hosted by the Host Institution and the title of the proposal.

Furthermore, the letter of support should state that the Host Institution agrees with the application for an ESHRE Research Grant and that, should the proposal be retained, the Host Institution will commit to the following conditions of support (as specified in the responsibilities of the Host Institutions , see also BOX 4):

- signing of the ESHRE Grant Project Agreement
- administrative assistance,
- access to reasonable space and facilities for conducting the research,
- adequate contractual conditions (f.i. social security),
- and scientific autonomy,
- managing the budget and financial reporting (only applicable for the Beneficiary),

Each Letter of Support should be limited to 1 page (A4, font size at least 11) and should be added to the Research Grant application for the second round.

### **Declaration of interest**

A completed and signed declaration of interest form for the Coordinator and each of the Associated Investigators should be added to the application. The form will be provided to the Coordinator.

## **3.2 How to submit a proposal for the second round of review?**

The complete proposal should be sent by email to [grant@eshre.eu](mailto:grant@eshre.eu) before the deadline for submission. The subject of the email should be the proposal number and name of the Coordinator. Ideally, the proposal should be sent in a single pdf file. If need be, the application can be send in individual files and in separate emails, but the applicant is encouraged to clearly state the number of documents/emails. Applicants will receive an acknowledgement of receipt from ESHRE within 48 hours after submission.

## **3.3 How to modify or withdraw a proposal?**

Up to the deadline, it is possible to send in a modified proposal. The last version of the proposal submitted before the deadline is the version that will be evaluated.

Once the deadline has passed, ESHRE cannot accept any further additions, corrections or re-submissions.

A proposal may be **withdrawn after the call deadline** until ESHRE has notified to the Coordinator the final outcome of the peer review evaluation. The withdrawal of a proposal must be done by contacting the ESHRE central office ([grant@eshre.eu](mailto:grant@eshre.eu)). The reason for withdrawal of the proposal should be stated.

# 4. Evaluation and selection of ESHRE Research Grant proposals

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## 4.1 Eligibility Check

Proposals are checked to ensure that all of the eligibility criteria are met.

A proposal must fulfil the following eligibility criteria:

- It must be submitted by a Coordinator, who should be an **ESHRE member**.
- It must be submitted before the submission **deadline**.
- It must be **complete** (i.e. all of the requested parts or sections of the proposal must be completed).
- It must be in compliance with the restrictions on submission of proposals (including **theme, budget and duration**).

Any concerns on eligibility will be reported to the ESHRE Grant Committee. The eligibility is checked on the basis of the information given by the Coordinator in the proposal. If at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information), the proposal will immediately be declared ineligible. Proposals that are not eligible for funding, will not be sent out for review.

## 4.2 Evaluation of proposals for the first round

A submission of an ESHRE Research Grant proposal will be followed by a two-step review and evaluation.

All eligible applications for the first round will be blinded before they are reviewed and scored by visual analogue scale by at least 3 reviewers. The reviewers will be selected from the ESHRE Executive Committee and the coordinators of the ESHRE special interest groups (SIGs), based on the topic of the proposal. Reviewers will be excluded from evaluating applications on which they are Associated Investigator, that come from their own institution, or to which any other conflict of interest exist. If needed, SIG coordinators will be replaced by their deputy.

Based on the scoring of the proposals, the best applications will be selected for submission of a proposal for the second round.

## 4.3 Outcome of evaluation of proposals for the first round

At the end of the first round of the evaluation, on the basis of the assessment of the proposal, applicants will be informed that their proposal was scored:

- is of sufficient quality to pass to the second round of the evaluation;
- is not of sufficient quality to pass to the second round of the evaluation.

Applicants will be informed on the decision of the ESHRE Executive Committee before the 15 July. Feedback (i.e. the scores or comments of the reviewers) will not be provided to the applicants.

In case the proposal was of sufficient quality to pass to the second round of the evaluation, the Coordinator of the project will be invited to submit the extended proposal for the second round and s/he will receive specific instructions.

## 4.4 Peer review evaluation of proposals for the second round

Proposals for the second round will be peer reviewed by independent reviewers. Independent reviewers will be asked to score the applications based on the following criteria (score per section from 1 to 10):

- Originality: How novel is the study?
- Design: Is the experimental design appropriate for the aim(s) of the study?
- Feasibility: Can it be achieved? Is the study designed so as to provide answers to the study questions?
- Quality of the researcher/research team: How do you rate the researcher/research team to conduct the study?
- Expected impact: what impact is the study likely to have?
- Appropriateness of the budget: how realistic is the budget?

Independent reviewers should comment scores for each of these categories. At the end of the scoring, reviewers need to provide a general conclusion, including the strengths and weaknesses of the proposed project.

The score and evaluation of the reviewers will be used by the ESHRE Executive Committee to award a Research Grant. Applicants will be informed on the decision of the Executive Committee by the 1<sup>st</sup> of December.

Please note that any direct or indirect contact about the peer review evaluation of a proposal between the Coordinator, Associated Investigators or legal entities on the one side and any independent expert involved in that peer review evaluation on the other side may result in the decision of the ESHRE to exclude the proposal concerned from the call in question.

In making a decision, the ESHRE Executive Committee will also include ethical and legal issues to ensure that ESHRE does not support research which would be contrary to fundamental ethical principles or which would be contrary to the existing legislation.

## 4.5 Outcome of evaluation of proposals for the second round

As mentioned above, the ESHRE Executive committee will decide on which projects will receive an ESHRE Research Grant based on (1) scientific criteria (i.e. an average score by the reviewers on the 6 criteria), and (2) the available budget for a specific call.

At the end of the second round of the evaluation, applicants will be informed that their proposal was scored:

- Fully meets the scientific criteria of ESHRE for funding and will receive funding from ESHRE.
- Meets the scientific criteria of ESHRE, but will not be funded due to the limitations of the available budget for the call.
- Meets some but not all criteria of ESHRE for funding and will not be funded.

In addition, applicants will receive feedback, including a summary of the comments given by the independent reviewers. Please note that the comments by the individual reviewers may not necessarily be convergent – controversy and differences in opinion about the merits of a proposal are part of the ‘scientific method’ and are legitimate.

The independent reviewers and the ESHRE Executive Committee may review the level of the requested budget and, as appropriate, suggest adjustments.

## 4.6 Redress

Upon reception of the feedback on the outcome of the evaluation with the evaluation report or with the results of the eligibility check, the Coordinator or Beneficiary may wish to introduce a request for redress, if there is an indication that there has been a shortcoming in the way a proposal has been evaluated, or that the results of the eligibility checks are incorrect. The redress procedure is not meant to call into question the scientific judgement made by the reviewers; it will look into procedural shortcomings and – in rare cases – into factual errors.

Such requests for redress should be raised within one month of the date of the feedback on the outcome of the evaluation and should be sent to the ESHRE Grant Committee by means of a signed letter to the ESHRE central office.

Requests must be:

- related to the peer review evaluation process, or eligibility checks, for the call and Research Grants in question;
- include a clear description of the grounds for complaint;
- received within the time limit (postal date less than one month after feedback of the outcome - date of email);
- sent by the Coordinator and/or the Beneficiary.

An initial reply will be sent to complainants no later than two weeks after the deadline for redress requests. This initial reply will indicate when a definitive reply will be provided.

The ESHRE Grant Committee will examine the request and decide whether the proposal should be re-evaluated. The Committee will review the evaluation report, the individual comments, and the CVs of the experts. They will also ensure that there was a coherent interpretation of requests, and equal treatment of applicants in evaluating the proposals.

If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated. Unless there is clear evidence of a shortcoming there will be no follow-up or re-evaluation.

*This procedure is concerned with the peer review evaluation and/or eligibility checking process. The Committee will not call into question the scientific judgment of the individual peer reviewers, who are appropriately qualified experts. All requests for redress will be treated in confidence.*

# 5. Managing an ESHRE Research Grant

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## 5.1 The ESHRE Grant Project Agreement

The ESHRE Grant Project Agreement specifies the General Terms and Conditions for projects that were selected for funding on the basis of the proposal. The ESHRE Research Grant preparation, which includes signing of the ESHRE Grant Project Agreement, involves no negotiation of scientific/technical substance. The Coordinator, Associated Investigators and their Host Institutions are expected to provide, if requested, further information on the project, its envisaged management in view of the rules applicable to ESHRE Research Grants and if needed on the legal and financial capacity of the Beneficiary.

The ESHRE Grant Project Agreement constitutes of 3 parts: (1) the General Terms and Conditions, (2) the project-specific terms and conditions, and (3) a supplementary agreement.

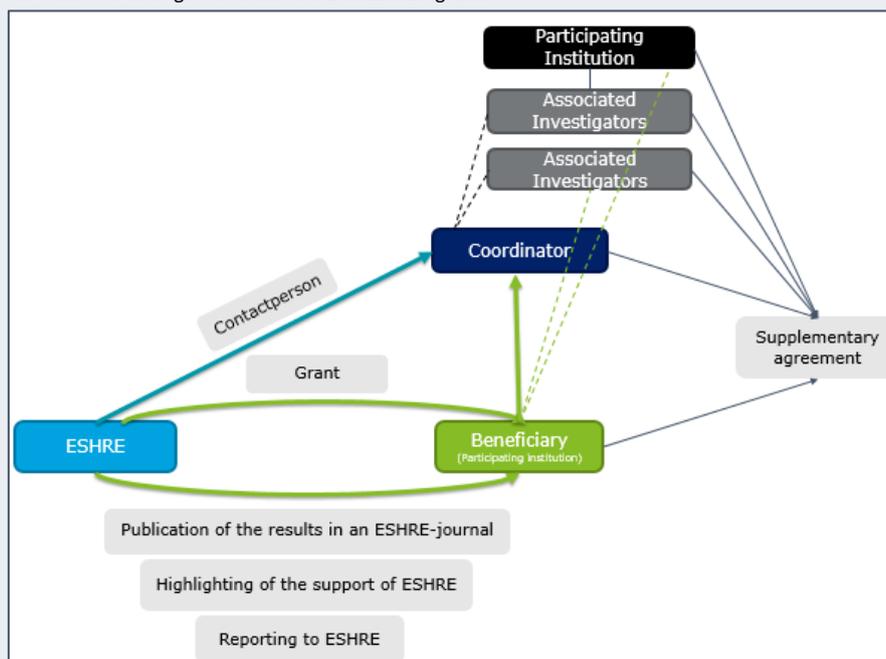
1. **The General Terms and Conditions** are non-negotiable. By completing the application procedure, which includes an explicit acceptance of the general terms and conditions by the Coordinator, all parties (the Coordinator, the Host Institution(s) and the Associated Investigators, if any) indicate their acceptance of the present general terms and conditions. The general terms and conditions are available on the ESHRE website, and on request ([grant@eshre.eu](mailto:grant@eshre.eu)). In case of questions on the general terms and conditions, a discussion between the legal representatives of the Beneficiary and ESHRE can be organized.
2. **The project-specific terms and conditions** will be added to the general terms and conditions in the ESHRE Grant Project Agreement as annexes. The project-specific terms and conditions will be sent to the Coordinator upon acceptance of the proposal for funding (see also section 5.3). The Coordinator and the Beneficiary will have 30 days to check the information in the project-specific terms and conditions, and to propose any written amendments thereof. After final amendments of the project-specific terms and conditions, the Coordinator will have 30 days to collect all signatures and return the ESHRE Grant Project Agreement to ESHRE. Failure to do so will lead ESHRE to consider the ESHRE Grant Project Agreement as non-established.
3. A **'Supplementary Agreement'** should be concluded by the Host Institution(s) and the investigators (i.e. the Coordinator and the Associated Investigators, if any) to ensure the minimum requirements for the project implementation, such as the Host Institutions' commitment to grant the investigators the requisite basic support and the independence to manage the research funding for the duration of the project, amongst others. In case of a multicentre project, such 'supplementary agreement' should also specify ownership of results, support and liability. Any provisions of the supplementary agreements, which are not in accordance with the ESHRE Grant Project Agreement shall be deemed to be void for the purposes of the ESHRE Grant Project Agreement.

The start of the project normally takes place the first calendar day of the month following conclusion of the ESHRE Grant Project Agreement. It is expected that all projects start within 6 months from the conclusion of the ESHRE Grant Project Agreement. ESHRE reserves the right to cancel a Research Grant if the proposed start date goes beyond this limit.

## BOX 6: Terms and Conditions of participation

By submitting an application for the ESHRE Research Grant, you are required to accept the terms and conditions of participation in their entirety:

1. **Grant Project Agreement (GPA)** – The GPA has been drawn up in order to create a general framework to regulate the Research Grants awarded by ESHRE. The GPA has a broad application area and tries to regulate, as much as possible, all possible situations that can arise during the project. It is by no means intended to serve as a tailor-made agreement which covers the given relationship. The Coordinator, the Beneficiary, the Associated Investigators (if any) and the Participating Institutions (if any) are parties to the agreement. In order to receive the Research Grant, signing is mandatory for all parties without exception.
2. **No negotiations** – The GPA is NON-negotiable.
3. **Supplementary agreement** – A supplementary agreement should be drawn up by the Coordinator, the Beneficiary, the Associated Investigators (if any) and the Participating Institutions (if any) concerning at least the modalities of the ownership of the results of the project. The agreement shall be added as an annex to the GPA and exclusively entails arrangements, made by the aforementioned parties. The supplementary agreement has no impact on ESHRE and can never legally bind ESHRE.
4. **Submitting an application** – The application procedure entails two rounds. The first round involves a short scientific proposal and information on the Coordinator and Associated Investigators. Proposals for the second round can only be submitted upon invitation of ESHRE. The second round involves an extended scientific proposal, extended information on all investigators and a letter of support of the Participating Institutions. The application for a Research Grant must be completed by the Coordinator of the project who is (i) an ESHRE-member and (ii) a scientist or clinician working in the field of reproductive medicine and biology.
5. **Role of ESHRE** - The role of ESHRE is limited to awarding the Research Grant. ESHRE does not bear any responsibility whatsoever for the project (such as but not limited to liabilities and protection of the results of the project).
6. **Role of the Coordinator** – The Coordinator will operate as the spokesperson for the project and will be the main contact person towards ESHRE in lead of contractual decisions and practical matters concerning the Research Grant. He or she bears no final liability whatsoever. The Coordinator must be a natural person and cannot under any circumstance be the same person as the Beneficiary.
7. **Role of the Beneficiary/ Participating Institution(s)** – The Beneficiary and/or the other Participating Institution(s) (if any) bear all responsibilities in terms of liability and financial back up within the framework of the project and the Research Grant.
8. **Publication of the results** – The possibility to have priority to publish the results is of major importance for ESHRE and is one of the conditions for awarding the Research Grant. Manuscripts originating from ESHRE-funded research projects should be submitted for publication in one of the four ESHRE journals. Only if rejected by ESHRE, the manuscript can be submitted to other non-ESHRE journals. Every publication should in any case highlight the financial support by ESHRE through a reference to the ESHRE Research Grant.
9. **Confidential information and results** – Confidential information must be respected at all times. An exception must be made however for the publication of results. All information that is categorized as ‘results of the project’ shall therefore not be qualified as confidential information.
10. **Belgian Law** – The GPA is governed by Belgian law. All claims regarding the GPA shall be submitted to the exclusive jurisdiction of the competent courts of the registered office of ESHRE in Belgium.



### 5.2 Request for amendment of the Grant Project Agreement

Upon submission of the extended proposal for the second round of review, applicants are requested to confirm that they - and all other parties involved - have read, understood and agreed to the Terms and Conditions as provided in the 'ESHRE Grant Project Agreement', without having any recourse to negotiations or changes to the terms and conditions

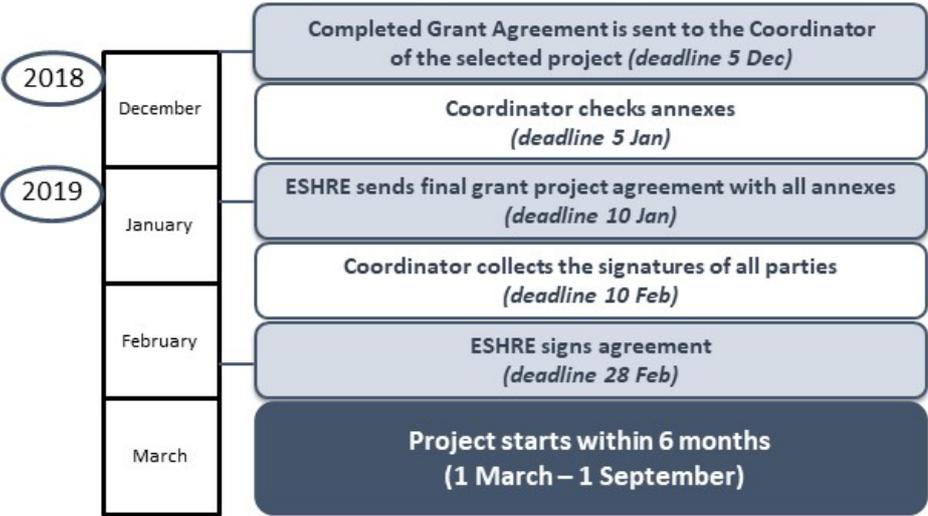
To facilitate this process, ESHRE will provide the opportunity for applicants to the second round of review (and/or the legal representative of their Host Institution) to join an online information session to request clarifications and further details on the General Terms and Conditions of the ESHRE Grant Project Agreement. The details of the online information session will be communicated to the Coordinator.

If any changes to the ESHRE Grant Project Agreement are needed to comply with local legislation or the rules of the institution, these should be clearly formulated in a written request for amendment of the ESHRE Grant Project Agreement. Changes to the General Terms and Conditions will not be allowed. The deadline for submitting an amendment is **1st of November 2018**. If the requested amendment is eligible, ESHRE will incorporate the changes and a modified Grant Project Agreement will be sent for signing to the Coordinator. ESHRE maintains the right not to incorporate the requested amendment, upon which the parties can decide whether or not to sign the Grant Project Agreement. The request for an amendment does not affect the right of ESHRE to terminate the Grant Project Agreement.

### 5.3 Signing of the Grant Project Agreement

As soon as the project that will be awarded the Research Grant is selected, ESHRE will start preparing the Grant Project Agreement by completing the project-specific terms and conditions based on the proposal for the second round of review. The Grant Project Agreement will be send to the Coordinator no later than 5 December. The Coordinator will be requested to check the information in the project-specific terms and conditions, and inform ESHRE on the preferred start-date of the project (Deadline 5 January 2019).

The final Grant Project Agreement with all annexes will be send to the Coordinator no later than 10 January. The Coordinator is responsible for collecting the signatures of all parties before 10 February 2019, after which ESHRE will sign the Grant Project Agreement and send the final signed Grant Project Agreement to the Coordinator. The project can start between 1 March and 1 September 2019.



*Deadlines can be extended under exceptional circumstances (fi awaiting ethical approval). You can ask ESHRE for an extension of a specific deadline if you can prove you need it for your project. If you have not been granted*

*an extension, and you fail to meet the established deadlines, preparation of your Grant Project Agreement may be terminated and your proposal rejected.*

## **5.4 Flexibility within an ESHRE Research Grant Project Agreement**

### ***Change of scientific strategy and/or objectives***

The investigators are expected to carry out the project as described in the Grant Project Agreement. However, it is possible to adjust the scientific strategy and reallocate expenditure (e.g. regarding staff, equipment, consumables), provided the research performed is still in line with the original scientific or scholarly objectives. In case of changes in scientific strategy and/or objectives, the investigators should write an addendum to the project proposal, and submit it to the ESHRE Grant Committee for agreement.

### ***Grant portability***

It is expected that the Coordinator and Associated Investigators establish and conclude the funded research project in association with the original Host Institutions. However, the ESHRE Research Grant allows applicants having received a Research Grant to transfer their projects from one host to another in the course of the project. The investigators should then present the reasons for wishing to move to another institution. In many cases, in order to facilitate mobility of researchers, when there is a common agreement between the investigators and the original and the new Host Institutions, such a request will be dealt with by the ESHRE Grant Committee in a straightforward manner.

The original Host Institution is expected to transfer funds other than those that have already been consumed or irretrievably committed to resources required for the project (on personnel, consumables, etc.). It is expected to take all reasonable steps to transfer equipment and other purchases made for the benefit of the project, such that the aims of the project can be secured.

## **5.5 Project progress reporting**

Project reporting is carried out in two streams: scientific reporting (for which the coordinator is responsible) and financial management reporting including use of resources (for which the Beneficiary is responsible). In case of major delays or problems in the realization of the project, or the submission of scientific and/or financial reports, any payment can be interrupted or delayed by the ESHRE Executive Committee.

### ***Scientific reporting***

The Coordinator is required to send scientific reports to the ESHRE Executive Committee. These scientific reports of maximum 600 words should be submitted annually and at the end of the project. These reports should inform the ESHRE Executive Committee on progress and achievements of the project. Specific outputs from the project should be included (e.g. publications). A template for the scientific progress report will be provided.

Specific information on the dates of submission of the reports will be listed in the project-specific terms and conditions of the ESHRE Grant Project Agreement.

### ***Financial management reporting***

The Beneficiary is required to send periodic financial management reports justifying the use of any expenditure. These financial reports of maximum 600 words should be submitted annually and at the end of the project (simultaneous with the scientific reports). A template for the financial progress report will be provided.

If the project involves more than one legal entity, the host institution of the coordinator must provide a consolidated cost claim.

## 5.6 Payment of ESHRE Research Grants

ESHRE Research Grants are paid in instalments every 12 months. The instalments, except in case of pre-financing, will take the form of a reimbursement based on the financial progress reports to be provided to ESHRE, according to the costs that are actually incurred for the project during each defined period.

All details on pre-financing, interim payments and final payment at the end of the project will be specified in the Grant Project Agreement.

## 5.7 Publication and exploitation of results

### ***Acknowledging ESHRE support***

Manuscripts originating from ESHRE-funded research projects should be submitted for publication in one of the four ESHRE journals (Human Reproduction, Human Reproduction Update, Molecular Human Reproduction or Human Reproduction Open). Only if rejected, the manuscript can be submitted to other journals. Any results from an ESHRE-funded research project should be published as open access.

In any publication of the achievements resulting from ESHRE-funded research (such as in journals, patents, presentations, etc.) the investigators should always highlight the financial support from ESHRE through an ESHRE Research Grant. This may imply a written acknowledgment and the application of the ESHRE logo:

“The research leading to these results has received funding from the European Society of Human Reproduction and Embryology. Any dissemination of Results and/or Joint Results solely reflects the Beneficiary’s and/or the Host Institutions of the Associated Investigators’ view. ESHRE is under no circumstances responsible for any use that may be made of the information contained.”

For the image files of the ESHRE logo, please contact the ESHRE central office.

### ***Dissemination, exploitation and Intellectual Property Rights***

A strategy to disseminate and exploit project results should be developed, with due regard to applicable local and national regulations and the rules regarding Intellectual Property Rights described in detail in the ESHRE Research Grant Project Agreement.

The ESHRE Executive Committee may publish information on projects which it supports financially. This could include the name of the Coordinator and Host Institution, the project’s objectives, the amount of funding awarded, and the location of the project. However, in clearly justified cases, the coordinator or Host Institution may request that the ESHRE Executive Committee does not make this information public.

If the ESHRE Executive Committee wants to publish any data from the project’s scientific progress report, the Coordinator will be contacted for approval before publication.

## 5.8 Further information and support

For more information and support for completing the ESHRE Research Grant application, or management of the ESHRE Research Grant, please contact the ESHRE central office ([grant@eshre.eu](mailto:grant@eshre.eu)).

# Glossary

<b>Associated Investigator(s)</b>	<i>Minimum 1 to maximum 6 scientists or clinicians working in the field of reproductive medicine and biology, irrespective of age or nationality. He/she shall be employee of/engaged by either the Beneficiary or a Participating Institution and: (i) shall be part of the research team that will carry out the Project together with, but headed by, the Coordinator, and (ii) shall provide a supportive role towards the Coordinator both on scientific and administrative level, without being in direct contact with ESHRE;</i>
<b>Beneficiary</b>	<i>The legal entity (public or private) that: (i) engages and hosts the Coordinator and (where applicable) one or more of the Associated Investigator(s) for at least the duration of the Research Grant, and (ii) receives the Research Grant from ESHRE. The Beneficiary guarantees the Coordinator's independence and provides the research environment to carry out the Project and manage its funding;</i>
<b>Coordinator</b>	<i>A scientist or clinician working in the field of reproductive medicine and biology, irrespective of age or nationality, who: (i) is an ESHRE member, (ii) submitted the Project, (iii) will head the research team of the Associated Investigator(s) together with who(m) he/she will carry out the Project and (iv) will be the sole contact person for ESHRE regarding the Research Grant. This person alone carries the scientific responsibility for the Project towards ESHRE. More specifically, the Coordinator will be responsible for: Submission of the Proposal and all additional information needed by ESHRE during the application phase; Reporting back to ESHRE on the progress of the Project; Leading all internal communication with the Associated Investigator(s) during this Agreement;</i>
<b>ESHRE Executive Committee:</b>	<i>The committee responsible for the daily management of ESHRE, which consists of a minimum of 7 members, elected every 2 years;</i>
<b>Host Institution</b>	<i>The general indication for the legal entity of the Coordinator (being: the Beneficiary) or the legal entity of the Associated Investigator(s) (being: the Beneficiary or (one of) the Participating Institution(s)), without making any distinction;</i>
<b>Multi-centre project</b>	<i>A project where the Coordinator and Associated Investigator(s) are employees of/engaged and hosted by more than one Host Institution (being the Beneficiary and one or more Participating Institution(s)).</i>
<b>Participating Institution(s)</b>	<i>The legal entities (public or private), other than the Beneficiary and which engage and host/employ (at least one of) the Associated Investigator(s) for at least the duration of the Research Grant;</i>
<b>Project</b>	<i>The Project, as submitted by the Coordinator and as selected by ESHRE for funding, which runs for a period of maximum 3 years.</i>
<b>Research Grant</b>	<i>The grant awarded by ESHRE to the Beneficiary to fund the Project as submitted by the Coordinator and as selected by ESHRE;</i>
<b>Single-centre project</b>	<i>A project where the Coordinator and Associated Investigator(s) are employees of/engaged and hosted by one and the same Host Institution (being the Beneficiary);</i>