



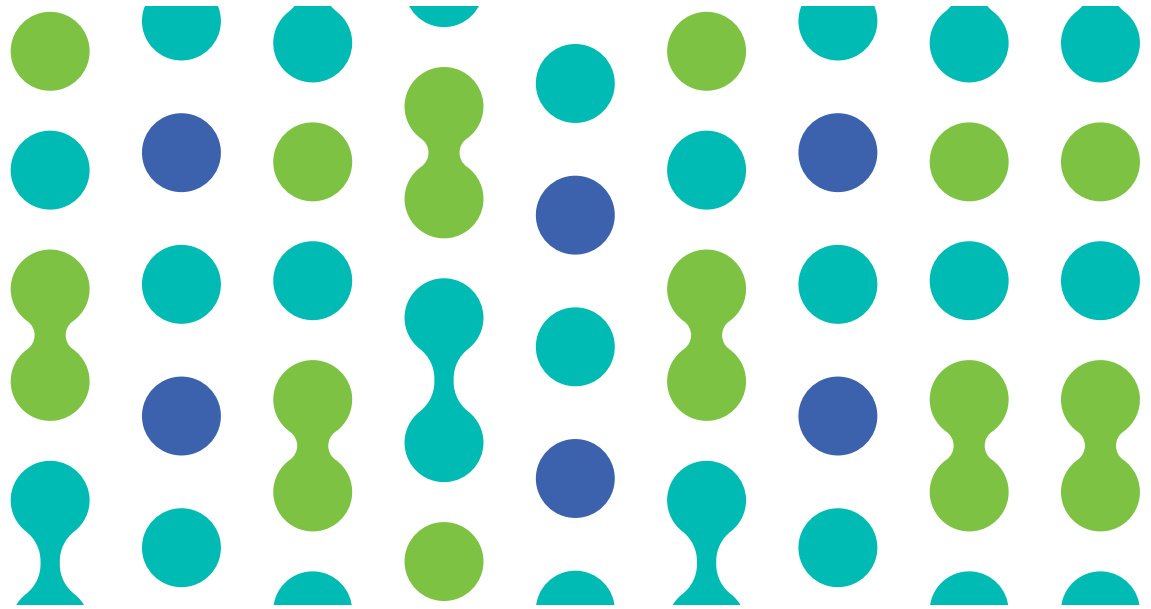
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European Society of Human
Reproduction and Embryology

ESHRE® Research Grant



Guide for Applicants 2024

This Guide is published on behalf of the
ESHRE Executive Committee on www.eshre.eu



Purpose of this guide for applicants

This guide provides practical information to potential applicants in preparing and submitting an application for an ESHRE Research Grant (Expression of Interest and extended proposal). 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 basic information with regards to the ESHRE research grant. The specific details and deadlines for a specific call for proposals are outlined on page 3 of the current guide, and as a separate document on the ESHRE website. The reference version of this document will remain available on the ESHRE website.

For more information and documents,
please visit www.eshre.eu/grant

or contact the ESHRE central office:
Email: grant@eshre.eu

ESHRE Grants 2024



The call for proposals for the ESHRE Grant 2024, covers the following themes and associated budget ↓

#01 Improving Fertility Treatment Decision-Making Through Artificial Intelligence

Budget → 100,000 euro

#02 The Influence of Environmental Pollutants on Fertility

Budget → 250,000 euro



STAGE 01 Expression of Interest (EOI) submission

3 April 2024 (17h CET)

- Deadline for EOI submission.
- EOIs should be submitted through the online submission portal.



STAGE 02 EOI Review

15 July 2024

- Applicants are notified of the outcome of the EOI review by email. Applicants whose EOI was accepted receive instructions for submitting an extended proposal.



STAGE 03 Extended proposal submission

16 September 2024 (17h CET)

- Deadline for submission of the extended proposals via email to grant@eshre.eu. Projects will be reviewed by 5 independent experts.



STAGE 04 Review extended proposals

2 December 2024

- Applicants will be informed of the outcome of the extended proposal review, including the feedback of the independent experts.



STAGE 05 Grant preparation & signing agreement

The grant agreement is non-negotiable

- 15 January 2025
Deadline for completing the grant preparation.
- 28 February 2025
Deadline for collecting signatures of all parties.

→ <https://www.eshre.eu/Research-and-funding/Research-grant>



GUIDING PRINCIPALS

- Projects can run up to 3 years, should focus on the theme of the grant and fit within the predefined budget.
- Collaboration is encouraged, but not obligatory.
- Grants are awarded to the Beneficiary that engages and hosts the Coordinator of the project.
- The Beneficiary provides the research environment to carry out the project and manage its funding and guarantees the Coordinator's independence.



ELIGIBILITY CRITERIA

- The Coordinator is an ESHRE member.
- The EOI is submitted before the deadline (1 April 2024).
- The EOI is complete, meaning it contains all required information.
- The project is compliant with the general restrictions and the call specific information (including theme, budget and duration).
- The Coordinator has explicitly accepted the General Terms and Conditions of Participation.

ESHRE GRANT

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 GPA. In order to receive the Research Grant, signing is mandatory for all parties, although acknowledgment of the GPA by the Coordinator and the Associated Investigators (if any) is acceptable in defined circumstances.
2. **No negotiations** - The general terms and conditions of the GPA are non-negotiable. It is the sole responsibility of the Coordinator to inform the Beneficiary hereof before submitting an application.
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) to ensure the minimum requirements for the Project implementation, such as the Beneficiary's commitment to grant the Coordinator the requisite basic support and the independence to manage the research funding for the duration of the Project, among other things. Further, the supplementary agreement must also take note of the ownership of the results derived from the Project. The supplementary 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 the submission of an expression of interest, including the scientific proposal and information on the Coordinator and the Associated Investigators (if any). The second round involves an extended scientific proposal, extended information on all investigators and a letter of support of the Beneficiary and the Participating Institutions (if any), which can only be submitted upon invitation of ESHRE. 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. **Written acceptance by the Beneficiary & the Coordinator** - The Coordinator acknowledges and accepts explicitly that ESHRE shall solely take the extended scientific proposal in consideration for review upon the conditional written acceptance:
 - (I) By the Coordinator of both (i) the Terms and Conditions of Participation and (ii) the General Provisions of the GPA; and
 - (II) By the legal representative of the Beneficiary of the General Provisions of the GPA.

Explicit and written approvals are essential for ESHRE to commence the extended proposal review. It is the sole responsibility of the Coordinator to inform the Beneficiary hereof before submitting an application.

6. **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).
7. **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.
8. **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.
9. **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. Solely the Coordinator has the right to submit the manuscripts to other journals in case (i) a manuscript is rejected for publication in one of the ESHRE journals by the editor-in-chief and/or (ii) a manuscript is eligible for a higher ranked journal than the ranking of one of the ESHRE journals. Every publication should in any case highlight the financial support by ESHRE through a reference to the ESHRE Research Grant.
10. **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.
11. **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.

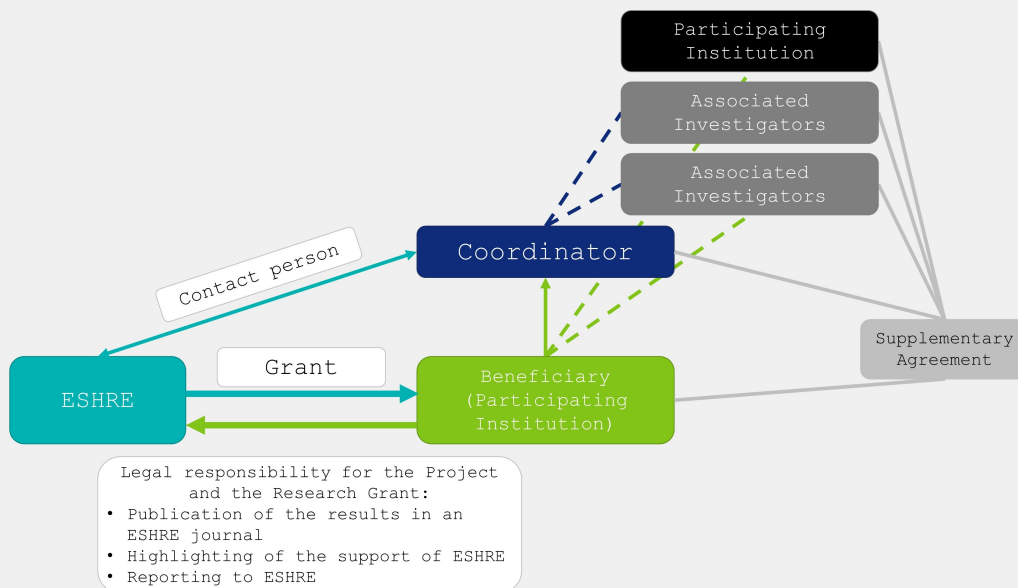


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About the ESHRE Research Grants

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 Multi-centre (Coordinator and Associated Investigators are hosted by more than one institution). In both cases, funding will be received by the Coordinator's host institution (the 'Beneficiary'). In case of a Multi-centre project, the Beneficiary will be responsible for distributing the funding to the Associated Investigators' institutions (the 'Participating Institutions').

Applicants are encouraged to evaluate their scientific 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

- ESHRE will award research grants with a predefined maximum grant. 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.
- Projects in the field of reproductive medicine are eligible for funding.
- Applications for the Research Grant should focus on the theme of the grant
- The Coordinator of the project should be an ESHRE member.
- Collaboration between research groups is encouraged, but not obligatory. Both Single-centre and Multi-centre studies are eligible.
- Grants are awarded to the Beneficiary that engages and hosts the Coordinator of the project. In case of a Multi-centre study, the Beneficiary will distribute the funding to the Participating Institutions.
- The Beneficiary guarantees the Coordinator's independence and provides the research environment to carry out the project and manage its funding.

Stage in application and evaluation of the ESHRE Research Grant

EVALUATION ROUND 1	 STAGE 01 Expression of Interest (EOI) submission	<i>See chapter 1 & 2</i>
	<p>Call for proposals is launched. Applicants can submit their EOI through the online submission portal.</p>	
EVALUATION ROUND 2	 STAGE 02 EOI Review	<i>See chapter 3</i>
	<p>EOIs received will be reviewed by experts in the field (ExCo and SIG coordinators). Applicants will be notified of the outcome by email.</p>	
	 STAGE 03 Extended proposal submission	<i>See chapter 4</i>
	<p>Applicants whose EOI was accepted will be invited to submit an extended proposal via email to grant@eshre.eu</p>	
	 STAGE 04 Review extended proposals	<i>See chapter 5</i>
<p>The extended proposals will be reviewed by 5 independent experts. The research grant will be awarded to the project with the best evaluation.</p>		
 STAGE 05 Grant preparation & signing agreement	<i>See chapter 6</i>	
<p>Applicants will be notified followed by a process of grant preparation and signing of the grant project agreement.</p>		

Mission and Vision of ESHRE

The main aim of the European Society of Human Reproduction and Embryology is to promote interest in infertility care and to aim for a holistic understanding of reproductive biology and medicine.

ESHRE collaborates world-wide and advocates universal improvements in scientific research, encourages and evaluates new developments in the field, and fosters harmonization in clinical practice. It also provides guidance to enhance effectiveness, safety and quality assurance in clinical and laboratory procedures, psychosocial care, and promotes ethical practice. ESHRE also fosters prevention of infertility and related educational programmes and promotes reproductive rights regardless of the individual's background.

ESHRE's activities include teaching, training, professional accreditations, mentoring and career planning for junior professionals, as well as developing and maintaining data registries. It also facilitates and disseminates research in human reproduction and embryology to the general public, scientists, clinicians, allied personnel, and patient associations.

ESHRE collaborates with politicians and policy makers throughout Europe and world-wide, to serve as a primary source for evidence-based infertility care, and promotes inclusive legislation.

1. Applying for an ESHRE Research Grant

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 extended proposal. 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.

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 in the EOI evaluation.
- Investigators that have received an ESHRE Research Grant (as coordinator) 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 Project 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 expression of interest/extended proposal.

To ensure transparency, the EOI submission form will inquire about the coordinator's involvement in current and past (awarded) ESHRE Research Grant applications. Please note that this information will not influence the EOI review process or serve as an exclusion criterion, except in cases where it violates eligibility criteria.

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. The Associated Investigator(s) (if any) 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 EOI, including acceptance of the General Terms and Conditions of Participations
- Submission of the extended proposal (in case of acceptance of the EOI), including explicit written acceptance of the general provisions of the ESHRE Grant Project Agreement (GPA)
- Providing additional information if needed during evaluation of the project proposal.
- Informing the Beneficiary and the Participating Institution(s) (if any) of (i) the proposal submission, (ii) the Terms and Conditions of Participations, (iii) the non-negotiable character of the general provisions of the GPA, and (iv) their obligation to sign the GPA if the Research Grant is awarded to the Coordinator.
- Lead communication with the Associated Investigator(s), if any.
- Reporting back on the progress of the project (annually and end-term).

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 (see call specific information, page 3).

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, 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 Beneficiary and the Participation Institution(s) (if any) 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 cancellation 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, European Union and international legislation, including the Charter of Fundamental Rights of the European Union¹ and the European Convention on Human Rights and its Supplementary Protocols². The opinions of the European Group on Ethics in Science and New Technologies (EGE)³ 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 account⁴.

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 cancellation of the assignment of the Research Grant.

Reference documents:

- [The European Code of Conduct For Research Integrity](#)
- [The Charter of Fundamental Rights of the European Union](#)
- [Convention for the Protection of Human Rights and Fundamental Freedoms \(ETS No. 005\)](#)
- [European Commission: Research and innovation](#)
- [European Commission: Animal welfare](#)

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

The Research Grants will be awarded to Projects that will run for a duration up to 3 years. The Research Grant amounts are specified in the call-specific information (page 3).

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 ineligible direct and indirect costs for ESHRE Research Grants are listed below (BOX 3a and 3b).

BOX 3a: Eligible and ineligible 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:

- Salaries;
- 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;
- Non-deductible VAT
- 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.
- Institutional overhead costs

Annual financial reports will request details on direct eligible costs (in the predefined categories) and allow the option to include indirect costs at a flat rate of 25%. A template will be provided with the grant project agreement.

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 and the Project should specifically outline for which part of the full Project the ESHRE funding will be used and what the outcomes of the ESHRE-funded project will be. Applicants should specify any current Research Grants and their subject in the information on the investigators of the application for the extended proposal (Part B2).

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 Multi-centre project, the centre-specific budget should be clarified (i.e., how the total requested Research Grant will be divided among the Beneficiary and the Participation Institution(s)). 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 Institution(s) (if any), as specified in the proposal for the budget.

The actual direct costs claimed should be presented in line with the usual management practices and accounting rules of the Beneficiary and the Participating Institution(s) (if any). Indirect costs will be reimbursed at the flat rate of 25% of the eligible direct costs.

BOX 3b: Ineligible costs for ESHRE Research Grants

Ineligible costs are costs that cannot be reimbursed through the ESHRE Research Grant (i.e. are not listed as eligible costs), in particular:

- Fringe benefits.
- Equipment Costs.
- Any identifiable indirect taxes, including deductible 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.

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 Multi-centre, 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) resp. the Beneficiary and each of the Participating Institutions (in case of a Multi-centre study) must provide a letter of support at the time of submission of the extended proposal. Furthermore, the Beneficiary must provide its explicit written acceptance of (i) the Terms and Conditions of Participation and (ii) the general provisions of the ESHRE Grant Project Agreement (GPA). At the time of approval of the Research Grant, the Host Institution(s), the Coordinator, and the Associated Investigator(s) (if any) must sign the GPA. 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

When the Coordinator submits the extended proposal the Beneficiary must provide its explicit written acceptance of (i) the Terms and Conditions of Participation and (ii) the general terms and conditions of the ESHRE Grant Project Agreement (GPA).

The Beneficiary and the Participating Institutions involved (if any) acknowledge that the GPA is non-negotiable, and they commit to signing the GPA if the Research Grant is awarded.

During the Project, all Host Institutions involved commit to the following conditions of support:

- administrative assistance,
- access to reasonable space and facilities for conducting the research,
- adequate contractual conditions (for instance 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 Multi-centre 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 Expression of Interest

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 step the Coordinator will be asked to submit an Expression of Interest (i.e. a short scientific proposal) which will be blinded for evaluation. If eligible, the Coordinator will be asked to submit an extended scientific proposal with further detailed information and documentation (see chapter 4).

2.1 When can the Coordinator submit an Expression of Interest?

An ESHRE Research Grant Expression of Interest (EOI) can be submitted only in response to a '**call for proposals**'. The call for proposals is published on the ESHRE website (www.eshre.eu) every 2 years, and ESHRE members will receive an email invitation to submit an Expression of Interest.

The deadline before which applicants should submit their Expression of Interest is listed in the call-specific information (page 3).

BOX 5: Expression of Interest submission - important to know:

- The Expression of Interest (EOI) should be submitted by a Coordinator in collaboration with Associated Investigators (if any). They must submit the Expression of Interest in conjunction with and on behalf of the respective Host Institution(s).
- The EOI 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.
- An EOI consists of a short scientific proposal and information on the Coordinator and Associated Investigators (if any).
- Proposal formats are strictly limited.
- Submission of an EOI is only accepted via the web-based Electronic Grant Proposal Submission Portal, accessible through www.eshre.eu/grant.
- Incomplete proposals (where parts or sections of the proposal are missing) are considered ineligible and will not be evaluated. The EOI 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 Expression of Interest?

An Expression of Interest (EOI) should be submitted through the Electronic Submission Portal at the ESHRE website (www.eshre.eu/grant). This portal is only accessible for ESHRE members. Hence, the Coordinator should ensure that he/she is an ESHRE member before starting the submission. Becoming an ESHRE member takes about 1 week, and therefore membership should be requested at least 2 weeks before the deadline for EOI submission.

A complete ESHRE Research Grant EOI 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 of the EOI)

Proposals must be submitted through the form at the ESHRE website. All applications should adhere to the strict limits for layout and length, as specified in the template.

Short scientific proposal	
Project title	25 words max <i>The title should be short and clear and should only contain non-confidential information.</i>
Objectives	200 words max
Methodology	300 words max
Expected impact in general and for ESHRE	200 words max
Budget (total + details)	250 words max
Duration in months	50 words max
Explanation on how the proposal fits with the theme	30 words max

Remarks:

- The short scientific proposal must be short and precise and should not contain confidential information.
- The EOI should be written in English. Please use plain typed text, avoiding formulae and other special characters.
- As the EOI will be blinded for evaluation, applicants should ensure that identities of the Coordinator, the Associated Investigators (if any) and the Beneficiary/Participation Institution(s) 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. Details on the budget should be included as well. Please remember that the Research Grant requested from ESHRE should not exceed the predefined budget for the call, and the duration should be limited to 36 months.
- By submitting an EOI, the Coordinator agrees that the proposal can be sent out for evaluation and explicitly agrees with the Terms and Conditions of Participation.

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

Part B1 of the EOI 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
First Name(s)
E-mail address
Telephone / Mobile
Details on the Beneficiary
Name
Department/Faculty/ Institute/Laboratory
City
Country

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

Information of the Associated Investigators (if any)

The Coordinator should provide the following information on all Associated Investigators (if any):

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

Information on other EOIs or past awarded ESHRE Research grants

Are you listed (or anticipating to be listed) as an associated investigator on another EOI for the grant of 2024?	Yes/No Explain
Have you, or any of your associated investigators, been awarded the ESHRE Research grant in the past?	Yes/No Explain

2.3 Confirmation of submission of an EOI

If the submission is technically successful, the status will change from “draft” to “submitted” in the online submission portal, and the applicant receives an automatic computer-generated acknowledgement, with the summary data of the submitted EOI.

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 EOI.

2.4 How to modify or withdraw an EOI?

Up to the submission deadline, the EOI can be saved as a draft. Once the Coordinator submits the proposal, she/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. Evaluation of the Expression of Interest submissions

3.1 Eligibility Check

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

An EOI 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 for scientific proposals** (including theme, budget and duration).
- The information on the project should **not** contain **data** that **reveals the identities** of the Coordinator, the Associated Investigators (if any) or the Host Institutions.
- The Coordinator has **accepted** explicitly the **General Terms and Conditions of Participation**.

Any concerns on eligibility will be reported to the ESHRE Grant Committee. The eligibility is checked based on the information given by the Coordinator in the EOI. If at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information), the EOI will be declared ineligible, and it will not be further evaluated.

3.2 Evaluation of the EOIs

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

All eligible EOIs 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). Reviewers will be excluded from evaluating EOIs on which they are Associated Investigator, that come from their own institution, or to which any other conflict of interest exist.

Based on the scoring of the EOIs, the best applications will be selected for submission of an extended proposal.

3.3 Outcome of evaluation of EOIs

At the end of the EOI evaluation, on the basis of the assessment of the scientific proposal, applicants will be invited to submit an extended proposal or be informed that their EOI was not withheld.

Applicants will be informed on the decision before the predefined deadline. Feedback (i.e., the scores or comments of the reviewers) will not be provided.

4. Submitting an ESHRE Research Grant extended proposal

Extended proposals can only be submitted upon invitation after evaluation of an EOI. The coordinator will be informed on the decision regarding the EOI: in case of a positive decision, the Coordinator will receive (i) an application form (Word template), (ii) additional information on how to submit the extended proposal and (iii) the ESHRE Grant Project Agreement (GPA) template, containing the general provisions of the GPA. The Coordinator will be asked to confirm receipt of the invitation to submit an extended proposal.

Extended proposals should be sent to grant@eshre.eu before the deadline specified in the call-specific information (page 3). Applicants will receive an acknowledgement of receipt from ESHRE within 48 hours after submission.

4.1 How to complete the Research Grant extended proposal?

The extended proposal should ideally be submitted in a single PDF document, with respect to the following parameters for the layout (Font Type, Times New Roman; Font Size, 11 ; Line Spacing, Single)

A complete ESHRE Research Grant extended proposal should contain the following sections:

- Cover page
- Extended scientific proposal (Part A2)
- Extended information on all investigators/institutions (Part B2)
- Formal acceptance of the general terms and conditions of Participation and the general provisions of the GPA (Part C).
- Annexes: Gantt chart, Letter of support from the Host Institutions, Declaration of interest (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, i.e., 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	
Proposal number	<i>Same as on the EOI</i>
Coordinator	<i>Same as on the EOI</i>
Proposal title	<i>Same as on the EOI</i>
Beneficiary	<i>Same as on the EOI</i>
Number of investigators	<i>Same as on the EOI</i>
Number of Host Institutions	<i>Same as on the EOI</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.

Extended scientific proposal - part 1	
Summary	400 words max
Extended scientific proposal - part 2	
Background	1000 words max
Objectives	300 words max
Materials & methods	1500 words max
Potential risks & limitations	400 words max
Potential impact, exploitation and dissemination of results	800 words max
Added value of the proposed collaboration and available resources	600 words max – only in case of a Multi-centre study
Ethical, legal and security issues	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 institutions must be attached. If not yet available, it has to be added as an annex to the GPA.
Budget and duration in months	600 words max. The budget should explicitly state the overall budget and the specific contributions of ESHRE and other funding bodies, if applicable. Ideally, the budget is split in the following costs categories: i) Salaries; ii) Consumables; iii) Travel and Subsistence Costs; iv) Publication Costs; v) Indirect costs
Other Grants on the topic	200 words max Please declare the existence of other grants awarded on the same or similar topic (if applicable)
Work plan and Gantt chart ¹	400 words max. The Gantt chart should be added to the proposal as an annex.
Bibliography	600 words max

Instructions for the information on the investigators/institutions (Part B2).

Part B2 of the application should contain information on each investigator (i.e. the coordinator and associated investigators, if any) and each Host Institution (i.e. the Beneficiary and the Participating Institution(s), if any). For each investigator, personal information, contact details, and a CV should be

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

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.

The coordinator and associated investigators included in the extended proposal should match the coordinator and associated investigators that were included in the EOI. Changes to the composition of the research team will not be allowed.

Information on the investigators	
Surname	
First Name(s)	
Title	
Nationality	
Country of residence	
Contact details	
Contact address (home address)	
Telephone	Include country and city/area code.
E-mail	
Host Institution	Include department/faculty/institute/laboratory
Curriculum	
Academic training	
Bachelor degree	
Date	(DD/MM/YYYY)
Master degree	
Date	(DD/MM/YYYY)
Doctorate	
Date	(DD/MM/YYYY)
Dissertation Director	
Professional state	
Professional status	
Start date	(DD/MM/YYYY)
Dedication	Full time / Part time
Working situation:	Hired - Scholar – Temporary - Other situations
Previous activities (scientific or professional)	
<i>Include the institution where the work was performed (place and date)</i>	
Participation in peer-reviewed research projects financed in the last 5 years	
<i>Include the following information for each research project:</i>	
<i>Project title, financing entity, duration (from/to), principal researcher</i>	
Publications (in the last 5 years, and up to 10 publications)	
<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>	
Patents and utility models (in the last 10 years)	
<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>	
Stays in foreign centres (continued stays longer than 6 months in the last 5 years)	
<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 extended proposal 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 Host Institution.

Details on the Host Institution (only 1 per Host Institution)	
Name	<i>Name under which your organisation is registered.</i>
Department/Faculty/ Institute/Laboratory name	<i>Name under which your Department/Faculty/ Institute/Laboratory is registered.</i>
Country	
Full address	
Internet Homepage	
Details on the Authorized Legal Representative of the Host Institution (Person in charge of administration, legal and financial aspects in the host organization.)	
Surname	
First Name(s)	
Title	
Position in the host organization	<i>e.g. senior administrative officer</i>
E-mail	

Formal acceptance of the General Terms and Conditions of the ESHRE Grant Project Agreement (GPA) (Part C).

The appropriate GPA (Single-centre or Multi-centre, employee or non-employee) will be sent to the Coordinator when she/he is invited to submit an extended proposal, together with a copy of the Terms and Conditions of Participation.

The Coordinator acknowledges and accepts explicitly that ESHRE will only take the extended scientific proposal in consideration for review upon the conditional written acceptance by:

- (I) The legal representative of the Beneficiary of both (i) the Terms and Conditions of Participation and (ii) the general provisions of the GPA; and
- (II) The Coordinator of the general provisions of the GPA.

These explicit and written approvals are essential for ESHRE to commence stage 4 of the application process. It is the responsibility of the Coordinator to inform the legal representative of the Beneficiary.

The template for the Research Grant extended proposal contains a statement for the Coordinator and the Beneficiary. The Coordinator and (a legal representative of) the Beneficiary should add their name, the date and the signature to the respective statement.

More information on the ESHRE GPA is available in chapter 6.

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 Host Institutions.

A Letter of Support should be provided for the Coordinator, and for the Associated Investigator(s) in case of a Multi-centre study.

A Letter of Support must be written on official letterhead and signed by appropriate officials, and it should contain the name of the Associated 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 (for instance 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 and should be added to the extended proposal for the Research Grant.

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.

4.2 How to submit an extended proposal?

The complete extended proposal should be sent by email to grant@eshre.eu before the deadline for submission (page 3). 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 sent 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.

4.3 How to modify or withdraw an extended 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 an extended proposal must be done by contacting the ESHRE central office (grant@eshre.eu). The reason for withdrawal of the proposal should be stated.

5. Evaluation and selection of ESHRE Research Grant extended proposals

5.1 Eligibility Check

Extended proposals are checked to ensure that all of the eligibility criteria are met. An extended 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**).
- It must be consistent with the **EOI (title, coordinator, associated investigators, ..)**
- It must contain a **formal written acceptance** by (i) the Coordinator of the general provisions of the GPA and (ii) the Beneficiary of the General Terms and Conditions of Participation and the general provisions of the GPA.

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 extended 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 be declared ineligible and it will not be sent out for review.

5.2 Peer review evaluation of the extended proposals

Extended proposals will be peer reviewed by independent expert reviewers, who 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.

Proposals will be ranked according to their score and this ranking and the comments 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 predefined deadline.

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. Finally, the ESHRE Executive Committee maintains the right to deviate from awarding the grants to the highest ranked proposals in situations where overlap exists between the topics or research teams of the highest ranked proposals.

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.

5.3 Outcome of evaluation of the extended proposals

At the end of the extended proposal evaluation, all applicants will be informed about the evaluation results. Successful proposals will be invited for grant preparation; the other ones will be rejected.

Applicants will receive feedback, including a summary of the comments given by the expert reviewers. It should be considered 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.

5.4 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 (contact details on page 2).

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.

6. Grant preparation and management

6.1 The ESHRE Grant Project Agreement (GPA)

The ESHRE Grant Project Agreement constitutes of 2 parts: (i) the general provisions and (ii) the project-specific terms and conditions.

(I) **The general provisions:**

- are non-negotiable.
- have been formally accepted in writing by both the Coordinator and the Beneficiary when submitting the extended proposal (stage 3 of the application process);
- are available on the ESHRE website, and upon request (grant@eshre.eu). In the event of any need for further clarification, the legal representatives of the Beneficiary can contact ESHRE.

(II) **The project-specific terms and conditions** will:

- be added to the GPA as annexes.
- be prepared based on the extended proposal and sent to the Coordinator upon acceptance of the proposal for funding (see also section 6.2).

Besides signing of the GPA, the Coordinator, the Associated Investigator(s) (if any), the Beneficiary and the Participating Institution(s) (if any) must also conclude a **supplementary agreement**. The supplementary agreement must be closed to ensure the minimum requirements for the Project implementation, such as the Host Institutions' commitment to grant the Coordinator and the Associated Investigator(s) (if any) the requisite basic support and the independence to manage the research funding for the duration of the Project, are met. In case of a Multi-centre project, such 'supplementary agreement' should also specify ownership of results, support and liability. Any provisions of the supplementary agreement, which are not in accordance with the ESHRE GPA, shall be deemed to be void for the purposes of the ESHRE GPA.

The start of the Project normally takes place the first calendar day of the month following conclusion and signing of the GPA by all parties. It is expected that all Projects start within 6 months from the conclusion of the GPA, whereby ESHRE reserves the right to cancel a Research Grant if the proposed start date goes beyond this limit.

6.2 Grant preparation

Grant preparation will involve a dialogue between the ESHRE central office and the Coordinator of the Project to fine-tune the technical and financial aspects of the Project. In light thereof, the Coordinator is 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.

Grant preparation should be finalised within 45 calendar days, starting the day the Research Grant was awarded and the Coordinator informed.

General provisions of the GPA

As an exception to the non-negotiable character, a clearly motivated request can be made in writing in the event any amendments to the general terms and conditions of the GPA are required to comply with local legislation.

The written request for amendment should be submitted before the end of the grant preparation phase. 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 GPA. The request for an amendment does not affect the right of ESHRE to revoke the GPA.

For the avoidance of doubt and as explicitly agreed during the application process, other amendments to the general terms and conditions of the GPA will not be allowed.

Project-specific terms and conditions of the GPA

Upon receipt of the project-specific terms and conditions of the GPA, the Coordinator and the Beneficiary will have 45 calendar days to check and complete the information in the project-specific terms and conditions, and to propose any written amendments thereof.

More specifically, the Coordinator will also be asked to confirm and/or update the details of the Associated Investigators (if any) and the legal representatives of the Host Institutions involved.

Furthermore, agreement will be sought on the project-specific terms and conditions, which include:

- The preferred start-date of the Project, within the predefined time period.
- The deadlines for submitting scientific and financial progress reports and executing associated payments.

The grant preparation process may also include adjustments to the proposal to address recommendations of the independent reviewers or the ESHRE executive committee or other concerns.

This information will be included in the annexes of the GPA.

6.3 Signing of the Grant Project Agreement

The final GPA, including its annexes which contain the project-specific terms and conditions, will be sent by ESHRE to the Coordinator within 15 calendar days after all information is received. The Coordinator will have 30 calendar days to collect all signatures from the parties involved and return a signed copy of the GPA to ESHRE (by the latest on the date specified on page 3 of this Guide for Applicants). Failure to do so will lead ESHRE to consider the ESHRE Grant Project Agreement as non-established.

Upon receipt by ESHRE of a signed copy of the GPA by all parties involved, the ESHRE representatives will sign the Grant Project Agreement and the fully signed Grant Project Agreement will be returned to the Coordinator.

Deadlines can be extended under exceptional circumstances (e.g., awaiting ethical approval). The Coordinator should request an extension of a specific deadline with a justification explaining the need for the Project. If the extension was not granted and the Coordinator fails to meet the established deadlines (as specified on page 3 of the Guide for Applicants, the preparation of the Grant Project Agreement may be terminated, and the Project rejected.

6.4 Flexibility within an ESHRE Research Grant Project Agreement

Change of scientific strategy and/or objectives

The Coordinator and the Associated Investigator(s) (if any) are expected to carry out the Project as described in the GPA. However, it is possible to adjust the scientific strategy and reallocate expenditure (e.g. regarding staff, equipment, consumables), provided that 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 Coordinator should write an addendum to the Project proposal and submit it to the ESHRE Grant Committee for agreement (preferably at the same time as submission of an annual progress report). A template for submission of an addendum can be requested through grant@eshre.eu.

Grant portability

It is expected that the Coordinator and Associated Investigator(s) (if any) 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 Institution to another in the course of the Project. The Coordinator should then present the reasons for wishing to move to another Host Institution. In many cases, in order to facilitate mobility of researchers, when there is a common agreement between the Coordinator and Associated Investigator(s) (if any) 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 the funds other than those that have already been consumed or irretrievably committed to resources required for the Project (on personnel, consumables, etc.) to the new Host Institution. 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.

6.5 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 GPA.

Financial management reporting

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

If the Project involves more than one legal entity, the Beneficiary must provide a consolidated cost claim.

Obligation to provide information

The Coordinator is required to provide information regarding the Project to ESHRE for up to 3 years after finalisation of the Project (and termination of the GPA).

This includes:

- changes to the contact information of the coordinator, if any
- publications originating from the Project:
 - o a manuscript is accepted for publication
 - o a publication, which is to be interpreted in the broadest sense possible, is reasonably expected to cause major media impact.

6.6 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 GPA, including its annexes.

6.7 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). The Coordinator only has the right to submit the manuscripts to other journals in case (i) a manuscript is rejected for publication in one of the ESHRE journals by the editor in chief and/or (ii) a manuscript is eligible for a higher ranked journal than the ranking of one of the ESHRE 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 Coordinator and the Associated Investigator(s) (if any) 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 Participating Institution() of the Associated Investigator(s)' 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 GPA.

The ESHRE Executive Committee may publish information on Projects which it supports financially. This could include the name of the Coordinator and Beneficiary, 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.

6.8 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**).

Glossary

Associated Investigator(s)	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.
Beneficiary	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.
Coordinator	<p>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:</p> <ul style="list-style-type: none">• 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.
ESHRE Executive Committee:	The committee responsible for the daily management of ESHRE, which consists of a minimum of 7 members, elected every 2 years.
ESHRE Grant Committee	The committee responsible for the daily management of the ESHRE Research Grant on behalf of the ESHRE Executive Committee
Host Institution	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.
Multi-centre project	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)).

Participating Institution(s)	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
Project	The Project, as submitted by the Coordinator and as selected by ESHRE for funding, which runs for a period of maximum 3 years.
Research Grant	The grant awarded by ESHRE to the Beneficiary to fund the Project as submitted by the Coordinator and as selected by ESHRE.
Single-centre project	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).
Terms and Conditions of Participation	The terms and conditions set out on page 4 of this Guide for Applicants. These terms determine the essential obligations regarding the Research Grant, including the fact that the general terms and conditions of the Grant Project Agreement are non-negotiable.